



HQ
Team
Connect
Fit2Play
Relate
4Care
Answers4

Update News – November 2007

Greetings from the team at BlueStep™ Systems. Since our last newsletter, we have been very busy adding new features and functionality to the BlueStep platform. Our efforts have been focused on enhancing usability for our clients while increasing productivity and expanding capacity for each end user.

Below are highlights of some major changes and additions of the last few months. We're anxious for all users of BlueStep products to get the most from Relate™, Connect™, Team™ and HQ™, so please feel free to post this document in your organization's Shared Files or e-mail it to users who may benefit from the information. You may also find this newsletter and past newsletters at the client care site, clientcare.bluestep.net. If you have any questions about any of the items mentioned, please don't hesitate to contact us and we'll be happy to help you.

New and Updated

New Equipment

We are always concerned with the safety of our client's data and the performance of our system. Even though our service has been uninterrupted 99.999% of the time over the last six months, we have adopted an extensive program of purchasing new servers and upgrading existing servers and associated equipment. We feel that this investment will pay major dividends to our clients in heightened security, increased data storage and expanded user capacity, plus increased system redundancy for further backup security.

New Compatibilities

Voice Recognition

Many of our therapeutic clients have need for a voice recognition system – a program that turns speech into on-screen text. Dragon "NaturallySpeaking", produced by Nuance Communications, is one of the top performers in this exciting field. In a tribute to our engineering staff, the people at Nuance examined BlueStep™ HQ and were extremely complimentary concerning the quality of our programming code. Not only is BlueStep compatible with the text-creation and data entry functions, but HQ can actually be navigated quickly and effectively by voice commands. "NaturallySpeaking" operates with great accuracy in combination with our system and provides a way for busy professionals to simplify the production of reports and assessments, reduce transcription/typing errors and increase productivity. More information is available at www.nuance.com/naturallyspeaking.

Spell Checking

We've also received many requests to incorporate a spell-checker into our system. While this is an extremely valuable tool, our development calendar is filled with new functions to enhance data storage and reporting. However, since we are very concerned about system usability for our clients, we searched for a quick and viable solution. The Google™ Toolbar contains a great spell-checker that is totally free and fully compatible with our data entry pages. Simply load it into your browser and you'll be able to check spelling throughout the system.

Page Statistics

As you may know, we are third-party providers for a page-statistics program called OneStat™. This is highly successful for many of our clients and provides dozens of sophisticated ways in which to collect and report on site-viewings and other important data. There is now a second option, Google Analytics. Analytics is compatible with BlueStep sites and easily integrated into any Connect site. It tracks times, regionalizes, compares and graphs visits, along with many other features. Analytics is available through the Business Solutions link at google.com.

Important Note:

DO NOT DELETE RECORDS!

There will be a charge for engineering services to restore deleted data.

It is vital that records are not deleted from the system for any reason – *most especially resident/client records, staff records, MAR records or medications.*

Warning screens are displayed when an attempt is made to delete data. However, a number of users have not realized the unfortunate results of deleting information. Restoring service to the system can take anywhere from an hour to more than a month – ***if the data can be retrieved at all.*** This is a hugely expensive repair for both us and the organization involved. Consequently, if our engineering staff must retrieve data to restore your records, there will be a fee charged to your organization for the restoration. We would rather not have to repair damage to your system, so please vigorously stress to all appropriate staff members (Organization Administrators, Relate licensees and others with delete privileges) the destructive, expensive repercussions of deleting any data.

New Features

RelateScript – Advanced usage in Relate

For those users who work in Relate and have advanced programming experience, RelateScript documentation is available to provide instruction on writing specialized formulas and performing customized tasks within Relate. It covers such topics as Basic Syntax, Data Types, Operators, Statements, Functions and Working with Relate Data. Find it at clientcare.bluestep.net on the 'User Help Guides' drop-down.

Change History – Available to Organization Administrators in Team and HQ

Relatively new is the tracking function called Change History. When Change History is enabled, edits to any page or form are recorded. The date, time, person editing and both old and new data is tracked and stored for 30 days. This feature is free for those organizations using our medication system and pharmacy. Due to the amount of server space this feature requires, there is a minimal per-month charge for all others. If you are interested in using this feature, please call (801) 336-3043 and we'll be happy to activate it for you.

Object Stats – Available to Organization Administrators in Team and HQ

Similar to Change History, Object Stats can track the page visits and edits by a single individual. It tracks all clicks, step-by-step, through the BlueStep system and gives times, URLs, servers and session numbers. This feature is also free for medication and pharmacy users, with a small monthly charge for all others. If you are interested in using this feature, please call (801) 336-3043 and we'll be happy to activate it for you.

Calendar – Used in Team, Connect and HQ

You may have noticed a change in the calendar recently. Several months ago, we added the ability to color code types of events. Now events can be filtered to display by type – one type, several or all types.

Scheduling Calendar

[New Event](#)
[Edit Event Types](#)
[Edit Attendee Statuses](#)
[Edit Page](#)

Today's Date: [September 28, 2007](#)

[RSS](#)

July 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 10:30AM MDT McCall - SMC Draper	2	3	4	5	6	7 (WEEK 26)
8 All Day -> Jeremiah - Scout Camp All Day Trevor training Wentworth Oakley	9 All Day -> Jeremiah - Scout Camp 12:30PM MDT McCall - SMC Chancellor All Day Trevor in Elko NV	10 All Day -> Jeremiah - Scout Camp All Day Trevor in Fernley 1:00PM MDT McCall - SMC Cottonwood	11 All Day -> Jeremiah - Scout Camp All Day Trevor in Fernley 1:00PM MDT McCall - Wentworth Draper	12 All Day -> Jeremiah - Scout Camp 9:30AM MDT McCall - SMC Chancellor 1:00PM MDT McCall - Wentworth Draper	13	14 (WEEK 27)
15 All Day Jeremiah - Training Apple Valley	16 All Day Jeremiah - Training Beehive SW D	17	18	19	20	21 (WEEK 28)
22 All Day -> Beehive Conference All Day -> McCall - Bear Lake	23 All Day -> Beehive Conference All Day -> McCall - Bear Lake All Day -> Amy Off All Day -> Tori All Day -> George Off	24 All Day -> Beehive Conference All Day -> McCall - Bear Lake All Day -> Amy Off All Day -> Tori All Day -> George Off	25 All Day McCall - Bear Lake	26 All Day HSBR Conference	27 All Day Jeremiah - Homestead Training All Day Ranch Out 2:00PM MDT McCall - Wentworth Draper	28 (WEEK 29)
29 12:00PM MDT Trevor Train Wentworth Oakley	30	31	1	2 All Day Trevor training Beehive Price 1:30PM MDT McCall - Wentworth Draper	3 9:00AM MDT Implementation Meeting	4 (WEEK 30)

The event time/date has been converted to your local time zone. Click the event title for details.

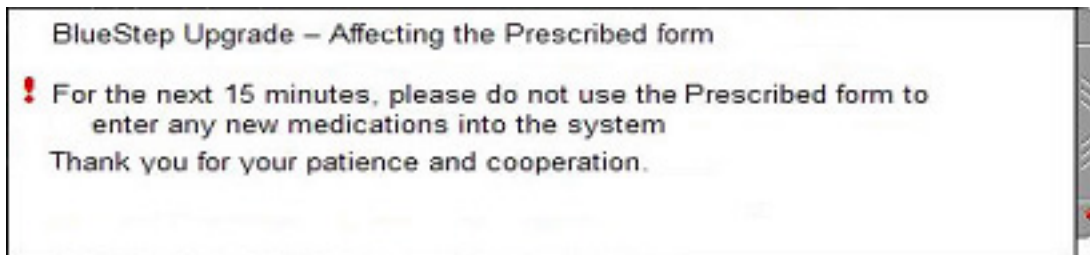
All
 Holiday
 Training
 Vacation
 Conference
 Shopping
 Uncategorized

Organization and Unit Administrators can use the 'Edit Event Types' button to create and color code any types desired. Then when an event is entered into the system, the user can choose to select one of those types to add to the event. In the example above, the 'Vacation' type was added to several items, which resulted in displaying the title with a blue highlight, as had been chosen on the 'Event Types' page.

The filter buttons are located below the calendar. Any user may choose to view only selected event types by checking or unchecking the box corresponding to the appropriate type or types. Click the 'Go' button and the screen will repaint with just the events associated with the selected types.

Instant Alerts – Available in Relate for Relate Licensees for use in Team, Connect and HQ

This exciting new feature can display pop-up warning messages when users login or at certain times or when specific actions occur. Relate Licensees, Relate Admins and Org Admins have the ability to use the Cross-Form Formula function to create these alerts to appear as needed.



In the example above, the alert was set to run immediately, but alerts may be scheduled in advance to trigger at a desired time and as many times as needed. Text entered by the alert creator is displayed in the alert box. When the alert is triggered, the grey tab appears to the upper left of any screen the user is viewing and is opened by clicking the tab. Alerts can also be set to reappear until the target group or individual responds by signing the alert. Watch for additional developments in this area.

Scanning Documents – Used in Team, Connect and HQ

A new and very easy interface for document scanning allows users to upload a document directly from a scanner to a specific file in Shared Files, without having to place the item on the user's hard drive first. This greatly reduces the time it takes to process paper documents and add them to your online system. To use,

simply select to add a new file to Shared Files. The upload screen gives you the option of uploading from the hard drive of your computer or scanning and uploading directly from a scanning device or scanning printer connected to your computer.

New Feature Beta-Testing – Coming for HQ and Relate

Two products are currently receiving final touches – [Fingerprint Recognition](#) and [Bar Code Scanning](#). When completed, Fingerprint Recognition will increase security by allowing users to login to the system, sign documents or enter a timecard by scanning a fingertip. Organizations who desire to implement this feature in their offices will need to purchase inexpensive fingerprint readers compatible with BlueStep software and implement the software.

Bar Code Scanning can be programmed for a variety of identification purposes. Residents can wear bar code tags or bracelets, so that scanning the bar code automatically accesses the correct resident files. When pharmaceutical wholesalers begin to universally bar code drugs, patients and medications can be scanned to record the administration of the correct drug to the correct patient. Look for future announcements on this exciting new technology.

Handy Clip-and-Save Reference

Questions? We're here to help!

If you have a question concerning:

Needed new configuration
System problems
Minor usage questions

**Call BlueStep at
(801) 336-3043
or write to
clientcare@bluestep.net**

For emergency problems
call (801) 678-5823

Using HQ™, Relate™, Team™, Connect™
Medication recording
Needed training
Set-up issues

Call your implementation specialist:

Jeremiah Johnson
(801) 243-3216 or write to
jjohnson@4carepharmacy.com

Trevor Fuhriman
(801) 860-3059 or write to
tfuhriman@4carepharmacy.com

McCall Oviatt
(801) 755-8390 or write to
moviatt@4carepharmacy.com

Shannon Mecham
(801) 390-0075 or write to
smecham@4carepharmacy.com

We hope this newsletter has been informative and helpful. Watch for further editions in the coming months as the BlueStep platform continues to expand with new features and functions.

We greatly value all of our clients and look forward to our continued relationship. Please let us know if you have questions about the topics discussed above or any suggestions you have for system advancements. And don't hesitate to contact us if there is anything that we can do to assist you and your organization.

Sincerely,
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