

Mpathy



USER MANUAL

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1 About Mpathy

What is Mpathy?

Mpathy exists as part of a generic workspace model and platform for supporting collaboration and group interaction for the Internet. It began development during 1996-1997 under funding from the UK EPSRC's Multimedia and Networking Applications programme.

The system addresses the problems of collaboration and sharing of data and knowledge in unusual cases (e.g.: when clinicians need to seek advice or collaborate over and above the usual sharing of data.)

Mpathy was designed under the assumption that appropriately tailored shared multimedia workspaces can improve users' ability to perform co-operative tasks which they formerly carried out using separate databases and without integrated means of communication. An important part of the assumption was that it is possible to maintain or improve the levels of security and data integrity provided to users.


Security issues can arise in the confidentiality of patient data and the access control restrictions that apply for different users. Data integrity issues can arise because users make concurrent updates, and standard formats and constraints apply to data values. Thus, security and data integrity provisions were carefully developed in the existing Mpathy model and platform for computer-supported co-operative work (CSCW).

2 Starting and Closing Mushroom and Mpathy

2.1 Starting Mushroom

1. Start Windows. *Press the Power Switch button, located on the top right-hand side of the keyboard. Wait for the computer to boot up (up to 2 minutes), until it displays the Windows log in window.*
2. Click on **Start** button and select **Server** from menu. *This will produce a small processing window called "Server". When last line in the window reads "main: Mushroom server started: 5555" and the computer beeps once, proceed to Step 3.*
3. Click on **Start** button and select your **User Name** (e.g.: C. Day) from the menu. *This will produce a second processing window named after your user name. After a few seconds a third window, called "Limbo", will appear whilst Mushroom is loading.*
4. Once Mushroom is loaded, the name of the "Limbo" window will be changed to "Root place at Server Name". *Please note that Mushroom is not yet activated and, thus, no items in this window can be selected. In order to activate Mushroom you have to proceed to Step 5.*
5. In the de-activated Mushroom window ("Root place at Server Name"), press the **Enter Mroom** button. *This will activate Mushroom and the contents of its control window.*

2.2 Starting Mpathy

1. In the activated Mushroom window, double-click on the  **Mpathy (by username)** button, inside the window. *This will activate the Mpathy program, displayed in a large window called "Mpathy (by username)". For a detailed guide of the features and controls available in this window, please see Section 3.*

2.3 Closing Mpathy

1. In the **Mpathy (by username)** window, click on the **X (Close)** button, on the top right-hand side of the window. *This will close down the Mpathy window. Three windows will remain open: the Activated Mushroom, "User Name", and Server windows.*

2.4 Closing Mushroom

1. In the activated Mushroom window ("Root place at *Server Name*"), click the **Leave Mroom** button on the Control Bar. *This will de-activate Mushroom.*
2. In the de-activated Mushroom window, click on the **X (Close)** button, on the top right-hand side of the window. *This will close down the "Root place at Server Name" window, as well as the window named after your user name.*
3. Select the **Server** window, hold down Ctrl and press the C button. *This will produce a line that reads "Terminate batch job (Y/N)?"*
4. At the prompt reading "Terminate batch job (Y/N)?" type in "**Y**" and then press the "**Enter**" key, in order to Exit Mushroom.
5. If you do **NOT** want to exit Mushroom, at the prompt type in "**N**" and then press the "**Enter**" key. Then you can reopen Mushroom and Mpathy by starting at Step 3 in Section 2.1

3 The Mpathy Window



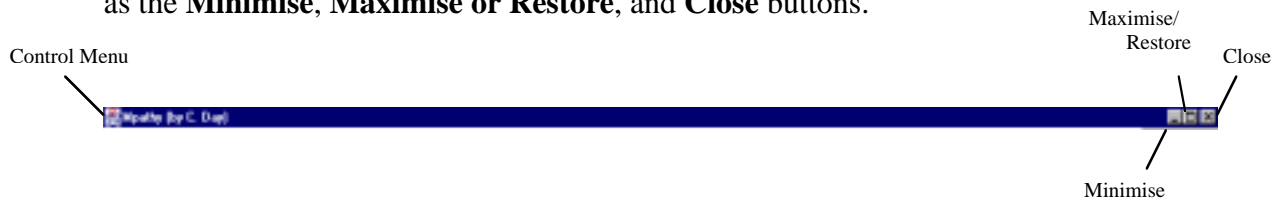
3.1 The Control Panel

The Mpathy **Control Panel** provides information about Mpathy and its current user. The Control Panel is made up of the **Title Bar** and the **Command Bar**.



3.1.1 The Title Bar

The Mpathy **Title Bar** contains the **Control Menu** box, the current user's name, as well as the **Minimise**, **Maximise or Restore**, and **Close** buttons.



3.1.2 The Command Bar

The Mpathy **Command Bar** contains the **Add Entry** button.



The **Add Entry** command allows you to add patient-related information to the **Timeline**. This information will be available only to those Mushroom users who have been given access to the data. *For a detailed description of the Add Entry form, please see Section 4.4.*

3.2 Shared Workspace

The **Shared Workspace** provides access to, and storage of the data around which user collaboration takes place. This data needs to be transferred from your own local sources (e.g.: the files on your PC) to the shared space. *The sources include images from scanned letters and photographs (See Section 4.4.7), video cameras (See Section 4.4.9) and other data from your local Computerised Clinical Information System.*

As a user, you can transfer data, with commentary about what you perceive to be important points, to the Shared Workspace (Section 4.4). Other selected users of the system can access this data and related commentaries (Section 4.1). In addition, these commentaries provide a context for the data which others can use to develop an understanding of your knowledge of the patient information.

The Shared Workspace consists of two components: the **User Menu** and the **Timeline View**. These features are discussed in Sections 3.3 and 3.4

3.3 User Menu



The **User Menu** displays pictures of all of the Mpathy users dealing with the patient.

The User Menu and the Timeline View (Section 3.4) can be used together in order to retrieve patient care information. The Timeline View contains Timeline Tracks, which are horizontal lines that lead from each user's box (on the User Menu) to the Timeline View, to represent the users' actions relating to the patient. *The Timeline View and its features are described in detail in Section 3.4.*

Once you have logged on and are using Mpathy, your box (with your user name and picture) always appears at the top of the user menu.

If you are the **only one logged onto** the system at the moment, your box is highlighted in **yellow**.

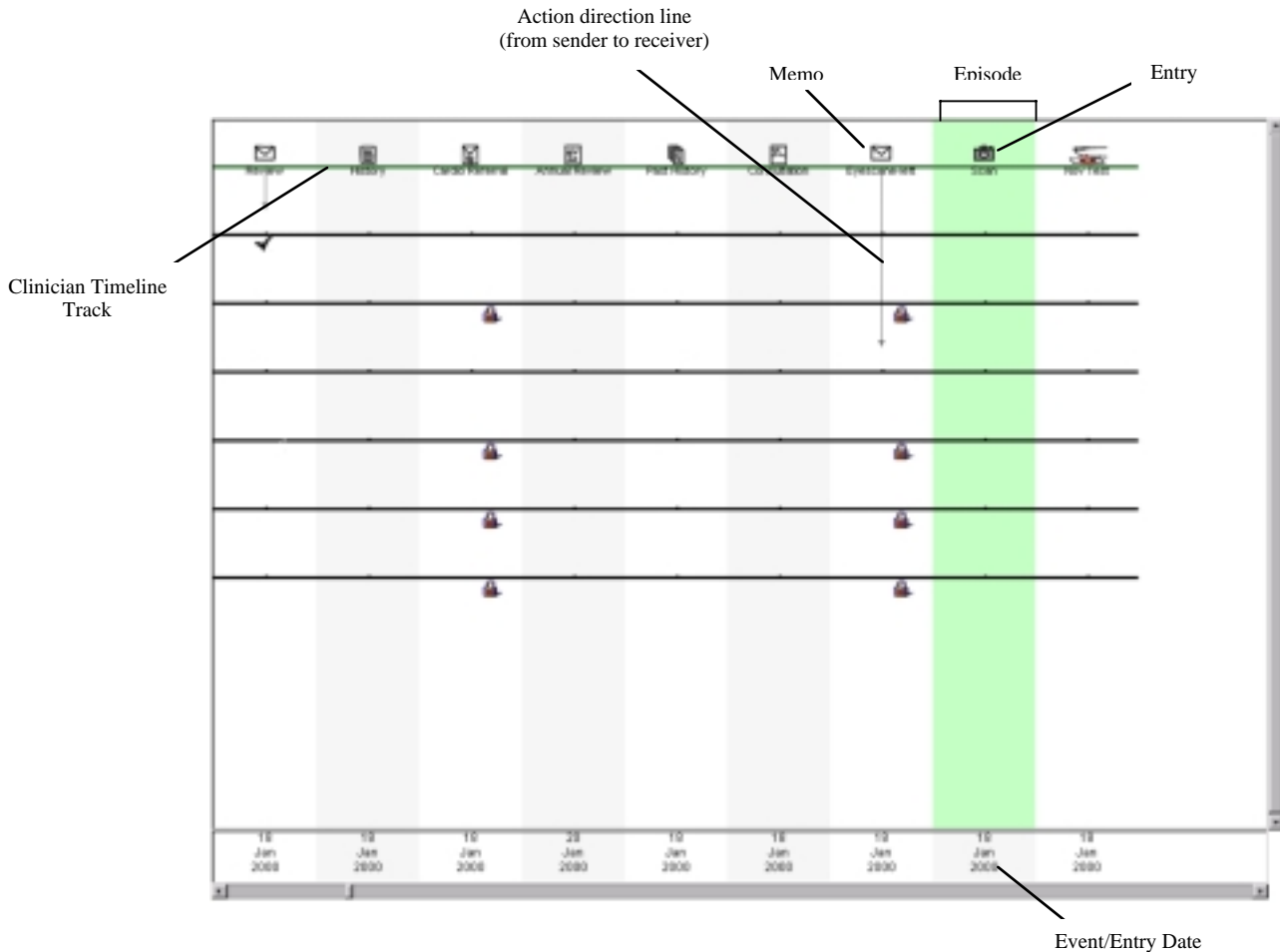
If **other users are logged on at the same time** as you, **your box will be highlighted in green**, whilst the boxes of all the **other users logged on will be highlighted in yellow**.

Mpathy also allows to **re-arrange** the order in which users are listed on the User Menu:

1. Click on the menu box of the user whose name you wish to move.
2. Drag this box anywhere on the User Menu where you wish to move the user's name. *As you are dragging the user's box in the menu, a blue line appears, showing you the location of the box at that time.*
3. Once the blue line appears in a place in the menu where you wish to move the user's name, release the mouse button. *The user's box, along with its corresponding Timeline Track and Entries, will be moved to the desired place in the menu.*

3.4 Timeline View

The **Timeline View** aims to reduce duplication of effort on the part of the users. Furthermore, it helps avoid omissions as it allows users to become aware of one another's actions.



By using the information provided in the Timeline view, you can **view patient-related information** (Section 3.4.3) and **understand the forms of communication used** (Section 3.4.4) in an episode. Furthermore, this feature gives you the ability to **view other users' actions** (Section 3.4.5) regarding the Timeline objects.

3.4.1 Clinician Timeline Tracks


















The **Clinician Timeline Tracks** provide a summary of the actions taken by each user.

Each user has his or her own **Timeline Track**, which is represented by a horizontal line (of the same colour as the user's Menu button), running from the user's name on the User Menu across to the Timeline View. The Track displays the user's past actions as well as actions scheduled in the future.

Every time that a system user sees the patient, a summary of the meeting and outcome can be entered as an event (also called an “Entry”) on the user’s **Timeline Track**.

3.4.2 Timeline Track Objects

As explained in Section 3.4.1, the **Clinician Timeline Tracks** display users’ past actions as well as those scheduled in the future. In addition, the Tracks display quick information about the users’ access to (*Section 6*) and actions on (*Section 3.4.5*) certain **Timeline Objects**. The table below displays all of the objects that can be displayed on the Timeline Tracks and their meaning.

<i>Mpathy Icon</i>	<i>Meaning</i>
<i>All Unaccessed/Unread Entries or Memos appear in red.</i>	
	Entry containing a Document
	Entry containing a Referral
	Entry containing an Annual Review
	Entry containing Past History information
	Entry containing Consultation information
	Entry containing a Scan
	Entry containing a Test result
	Entry containing a Read Reference (black paperclip) to another Entry/Memo
	Entry containing an Unread Reference (red paperclip) to another Entry/Memo
	Entry containing a Read Annotation (yellow)
	Entry containing an Unread Annotation (red)
	Memo
	Memo containing a Read Reference (black paperclip) to another Memo/Entry
	Memo containing an Unread Reference (red paperclip) to another Memo/Entry
	Memo containing a Read Annotation (yellow)
	Memo containing an Unread Annotation (red)
	Accessed Entry/Memo



3.4.3 Patient-Related Information

The **Timeline View** displays, in the form of an episodic time scale, all of the patient-related information shared by the Mpathy users. Thus, every time that a user sees the patient, this clinician can enter a summary of the meeting and outcome as an event (or an “**Entry**”) on the **Clinician Timeline Track**. The system then displays this Entry on the Timeline Track, with the date of the meeting vertically aligned below it, at the bottom of the screen. *For more information on how to add entries to the Timeline, please see Section 4.4.*

These Entries allow users to gain knowledge about patient care and related documents in a more timely and reliable way.

3.4.4 Forms of Communication

In addition, the **Timeline View** can reveal the forms of communication used in an episode (i.e.: exchanges of **Memos** between system users.) *For a detailed description of Memos, please see Section 5.*

When Memos are sent from one user to another, this action is also depicted as an episodic entry. In Mpathy, this exchange of information and the direction of this action are represented by displaying the item sent on the **sender’s Timeline Track**, along with **arrow from the sender’s Track to** that of the **receiver**.

3.4.5 Others’ Actions

The Timeline View can also provide insight into other users’ actions, regarding the Timeline objects.

For example, if you add an Entry to your Timeline Track and another user has accessed this Entry, a **Check Mark** ✓ appears **on that user’s Timeline Track**, on the same episode column as the Entry he or she has accessed. This tick mark denotes an **Accessed Entry**.


4 Timeline Track Entries

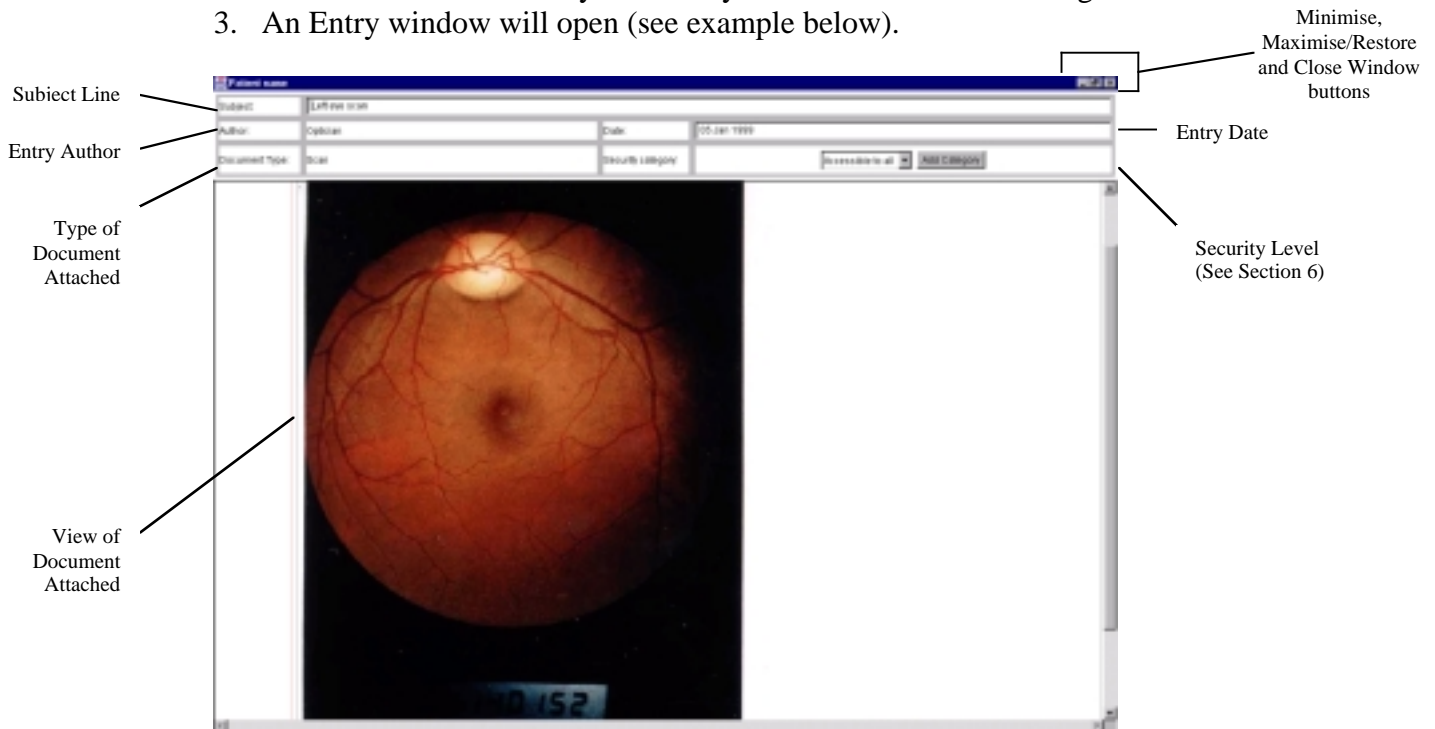
Past clinical actions and results of patient interviews and tests are documented by clinicians and can be shared with their colleagues by adding these documents as **Entries** on the **Timeline View**. As discussed in Section 3.4, these documents aim to provide the Mpathy users with an overview of the patient's situation.

Due to the fact that these Entries contain confidential documents and information, you can specify which users should have access to the data (See Sections 4.4.6 and 6.)

4.1 Reading Entries

Once you have found an Entry of interest and use, you can access it by taking the following steps:


1. Make sure that your Timeline Track, for the Entry of interest, does NOT contain a **No Access to Data**  icon. *If the No Access icon is on your Time Track, you will not be able to access the Entry. It is suggested that you contact the author of the Entry (See Section 5, on Memos) and request access from them. If there is not a "No Access to Data" icon on your Timeline Track, then you have access to the Entry and can proceed to Step 2.*
2. Double-click on the Entry icon that you are interested in viewing.
3. An Entry window will open (see example below).



4. If you want to **Close** the Entry window, press on the **X (Close)** button in the top right-hand corner of the window.


OR

Double-click the Control menu box, located in the top left-hand corner of the window.

***Note:** Once you have opened an Entry (for any period of time), a **Check Mark**  will appear on your Timeline Track, on the accessed Entry's episode column. This tick mark denotes a **Accessed Entry**.*


4.2 Insert Reference to Existing Object

If, whilst reading an Entry, you want to include a reference to another existing Timeline View object, then:

1. Minimise the Entry form that you are reading.
2. On the Timeline View, locate the object you want to refer to in the Entry.
3. Right-click on the object. *This will produce a quick menu. Click on the **Copy This...** menu item.*
4. Maximise the Entry form that you are reading.
5. Right-click on the white area, in the left part of the Entry. *This will produce another quick menu. Click on the **Paste** menu item.*
6. An icon will appear in the white part of the Entry, and underneath it, the name and author of the object referred to.
7. Close the Entry window by clicking on the **X (Close)** or **Control Menu** buttons. *This will close the Entry window and return to the Timeline View. The Entry's icon will contain a paperclip , which signifies that the Entry you've read includes a reference to an existing Timeline View object.*

*You can add as many references to other objects as you want, but you can only include one at a time (i.e.: you have to use the **Copy This...** and **Paste** functions each time you want to add another reference to your Entry.) The Entry form displays all references in the spot that you added them to the form.*

*Once inserted in the one spot on the Entry form, the reference icons **cannot** be moved around, nor **deleted**.*


***Note:** The icons of the Reference Entries that you have **NOT** read or that are on other users' Timeline Tracks, contain a **red paperclip** .*

4.3 Insert Annotation

If you would like to include an annotation in an Entry that you are reading, then:


1. Right-click on the white area, in the left part of the Entry. *This will produce a quick menu. Click on the **Annotate** menu item.*
2. A yellow text box will appear, in which you can enter your comments.



3. Click inside the text box to enter your comments.
4. Close the Entry window by clicking on the **X (Close)** or **Control Menu** buttons. *This will close the Entry window and return to the Timeline View. The Entry's icon, on the Timeline Track, will contain a yellow note , which signifies that the Entry you've read includes an annotation. Annotated Entries contain the yellow text box with the author's comments and the author's name and the date the annotation was made underneath the box.*

*You can insert as many annotations as you want, but you can only include one at a time (i.e.: you have to use the **Annotate** function each time you want to add another annotation to your Entry.) The Entry form displays all annotation text boxes in the spot that you added them to the form.*

*Once placed in one spot, the annotation text boxes **cannot** be moved the around, nor **deleted**.*

Note: *The icons of the Annotated Entries that you have NOT read or that are on other users' Timeline Tracks, contain a **red note** *

4.4.3 Entry Author








The **Entry Author** line should contain the “Author:” label and a field containing your user name. *You **cannot** change the name of the author since Mpathy automatically enters the name of the user you have logged on as.*

4.4.4 Specify Type of Attachment

A list of types of documents is available in a drop-down list box, located to the right of the “**Document Type**” label. This feature allows you to make it easier for the other users to quickly view, analyse and understand the type of information available to them on the Timeline View.

You can specify the types of documents you are sharing with the other Mpathy users, by selecting one of the seven options in the drop-down list. Once you have specified the type of document attached to the Entry and you have Added the Entry to the Timeline View, Mpathy will create a **new episode** on your Timeline displaying the **Entry’s subject** and the attached **document’s icon**. *If you have not selected a type of document in the Entry form, Mpathy will display the default icon, “Document”.*

Below is a list of the seven types of documents and the respective Mpathy icons that represent them on the Timeline View.

<i>Type of Document</i>	<i>Mpathy Icon</i>
Document	
Referral	
Annual Review	
Past History	
Consultation	
Scan	
Test	

4.4.5 Entry Date

On the **Entry Date** line, in the text box to the right of the “Date:” label, you can type in a future date if the Entry represents a **future consultation appointment**. *Once the Entry is*

Added, the Timeline View will display a red line that will help divide the future dated Entries from the present or past ones.

OR

Leave in the current day's date, as entered by Mpathy, if the Entry contains **current patient information**.

4.4.6 Change Security Category

You can change the **Security Level** of the Entry, by adjusting the **Security Category**. This can be done by selecting any one of the Security Categories listed in the drop down box on the right of the Security Category label.

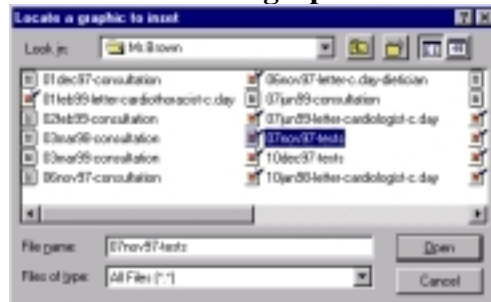
***Note:** Mpathy lists, by default, the **Accessible to all** category. In order to add more categories to the drop down list, click on the **Add Category** button on the right-hand side of the list, enter the category name in the dialog box and press **OK**.*

For a detailed description of the Security functions, please see Section 6.

4.4.7 Insert Document or Picture Files

If you want to attach a file that contains a (scanned) document or picture to the Entry, you need to use the **Insert graphic** function on the Entry form.

1. Click on the **Insert graphic** button on the Entry form. *A dialog box will appear.*



2. Find the folder that contains the file you need.
3. Select the file you want to add to the Entry form. *The file is selected if its name appears in the text box next to the "File name" field. If your file's name is not in that field, click on the file in the file list box again.*
4. Click on the **OK** button, *if you want to add that file to your Entry*

OR

5. Click on the **Cancel** button, *if you do not want to add a file to your Entry anymore.*

*You can add as many document/picture files as you want, but you can only attach one at a time (i.e.: you have to use the **Insert graphic** function each time you want to add another file to your Entry.) The Entry form lists all files attached in the order that you added them to the form.*


4.4.8 Remove Document or Picture Files

You can remove a file you have already added to the Entry form, by clicking on the file in the Entry window and then pressing **Ctrl + D**.

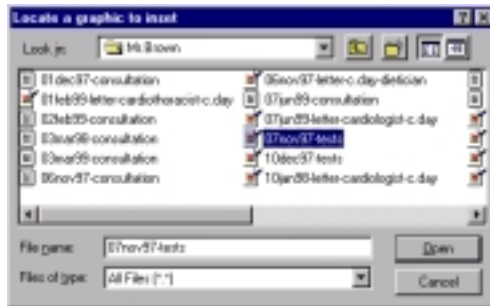
***Note:** You can only remove files whilst still **editing** the Entry form. Once an Entry has been added to the Timeline Track, it is **not** possible to make changes to its contents, except when changing the Security Categories (See Section 6.)*

4.4.9 Insert Video Files

If you want to attach a video file to the Entry, you can do so by using the **Paste videoPic** function on the Entry form.

***Note:** This function is available only when video files  exist in your Mushroom window.*

1. Click on the **Paste videoPic** button on the Entry form. *A dialog box will appear.*



2. Find the folder that contains the file you need.
 3. Select the file you want to add to the Entry form. *The file is selected if its name appears in the text box next to the “File name” field. If your file’s name is not in that field, click on the file in the file list box again.*
 4. Click on the **OK** button, *if you want to add that file to your Entry*
- OR**
5. Click on the **Cancel** button, *if you do not want to add a file to your Entry anymore.*

*You can add as many video files as you want, but you can only attach one at a time (i.e.: you have to use the **Paste videoPic** function each time you want to add another file to your Entry.) The Entry form lists all files attached in the order that you added them to the form.*

4.4.10 Remove Video Files

You can remove a file you have already added to the Entry form, by clicking on the file in the Entry window and then pressing **Ctrl + D**.

***Note:** You can only remove files whilst **editing** the Entry form. Once an Entry has been added to the Timeline Track, it is **not** possible to make changes to its contents, except when changing the Security Categories (See Section 6.)*

4.4.11 Insert a Text Message

If you want to include a text message in the Entry, you can type it into the **Entry Text Box**.

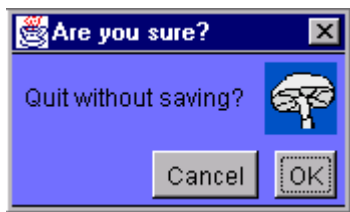
4.4.12 Add Entry to Timeline View

After entering all of the above information relevant to you (Sections 4.4.2 – 4.4.11), you can **Add** the **Entry** to the Timeline View by clicking on the **Done** button. *This will cause the Entry form window to close and will display the Entry's Subject and Document Icon on your Timeline Track.*

***Note:** If you have **not** provided an Entry Subject on the Entry form, Mpathy will automatically provide the “No subject” label once your Entry is added to the Timeline. Similarly, if you have **not** selected a type of document in the Entry form, Mpathy will display the default icon, “Document”.*

4.4.13 Cancel Adding Entry

If you **do not want to Add** the **Entry** to the Timeline View, then click on the **Cancel** button. *This action will display a message box (below) giving you the choice of whether or not to “Quit without saving”.*



If you want to **Close the Entry form without saving** the information entered, then Click on the **OK** button in the message box.

If you **do not want to close the Entry form** without saving, then click the **Cancel** button in the message box.

5 Memos

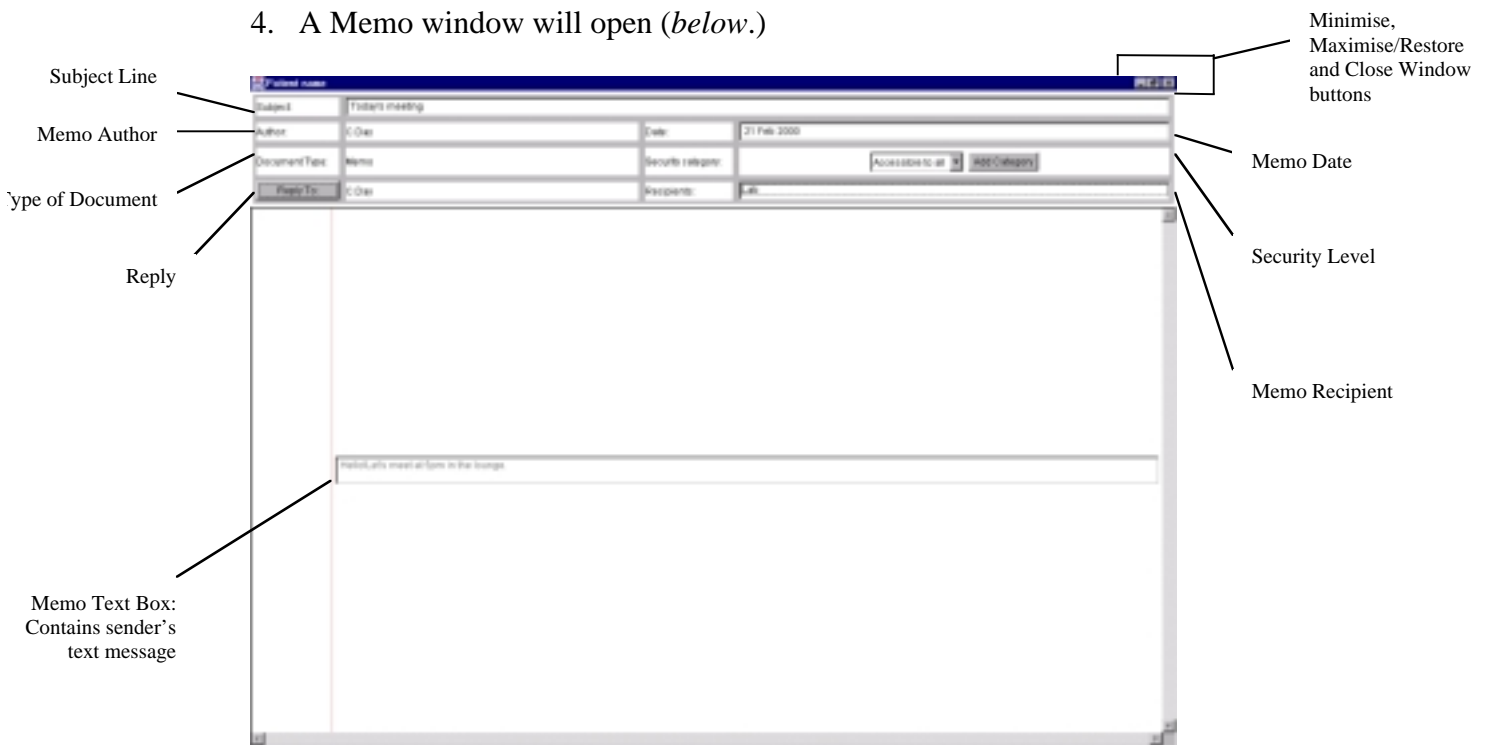
Memos allow clinicians to share past clinical actions and results of patient interviews and tests with only one other colleague. Just like Timeline Entries, Memos aim to provide the Mpathy users with an overview of the patient's situation.

Due to the fact that these Memos can contain confidential documents and information, you can specify which users should have access to the data (*See Sections 5.4.6 and 6.*)

5.1 Reading Memos

If you want to read a **Memo** sent by another Mpathy user, you need to:

1. On your Timeline Track, locate the Memo you are interested in reading.
2. If the Memo was sent to you, an arrow from the Memo icon on author's Track will point to your Track. If the Memo was sent to someone else, you need to make sure that your Track for the Memo of interest does not contain a **No Access to Data** icon. *If the No Access icon is on your Time Track, you will not be able to access the Memo. It is suggested that you contact the Memo's sender (See Section 5.4 on sending Memos) and request access from them. If there is not a "No Access to Data" icon on your Timeline Track, then you have access to the Memo.*
3. Double-click on the Memo icon on the author's Timeline Track.
4. A Memo window will open (*below.*)



5. You can **Reply** to the Memo by **clicking** on the **Reply To** button. *This will open a **Send Memo** window, as presented in Section 5.4*

6. If you want to **Close** the Memo window, press on the **X (Close)** button in the top right-hand corner of the window.


OR

Double-click the Control Menu box, located in the top left-hand corner of the window.

***Note:** Once you have opened a Memo (for any period of time), a **Check Mark** ✓ will appear on your Timeline Track, on the accessed Memo's episode column. This tick mark denotes a **Accessed Memo**.*


5.2 Insert Reference to Existing Object

If, whilst reading a Memo, you want to include a reference to another existing Timeline View object, then:

1. Minimise the Memo form that you are reading.
2. On the Timeline View, locate the object you want to refer to in the Memo.
3. Right-click on the object. *This will produce a quick menu. Click on the **Copy This... menu item**.*
4. Maximise the Memo form that you are reading.
5. Right-click on the white area, in the left part of the Memo. *This will produce another quick menu. Click on the **Paste menu item**.*
6. An icon will appear in the white part of the Memo, and underneath it, the name and author of the object referred to.
7. Close the Memo window by clicking on the **X (Close)** or **Control Menu** buttons. *This will close the Memo window and return to the Timeline View. The Memo's icon will contain a paperclip , which signifies that the Memo you've read includes a reference to an existing Timeline View object.*

*You can add as many references to other objects as you want, but you can only include one at a time (i.e.: you have to use the **Copy This...** and **Paste** functions each time you want to add another reference to your Memo.) The Memo displays all references in the spot that you added them to the form.*

*Once inserted in the one spot on the Memo, the reference icons **cannot** be moved around, nor **deleted**.*


***Note:** The icons of the Reference Memos that you have **NOT** read or that are on other users' Timeline Tracks, contain a **red paperclip** .*

5.3 Insert Annotation

If you would like to include an annotation in a Memo that you are reading, then:


1. Right-click on the white area, in the left part of the Memo. *This will produce a quick menu. Click on the **Annotate** menu item.*
2. A yellow text box will appear (below).



3. Click inside the text box to enter your comments.
5. Close the Memo window by clicking on the **X (Close)** or **Control Menu** buttons. *This will close the Memo window and return to the Timeline View. The Memo's icon, on the Timeline Track, will contain a yellow note , which signifies that the Memo you've read includes an annotation. Annotated Memos contain the yellow text box with the author's comments and the author's name and the date the annotation was made underneath the box.*

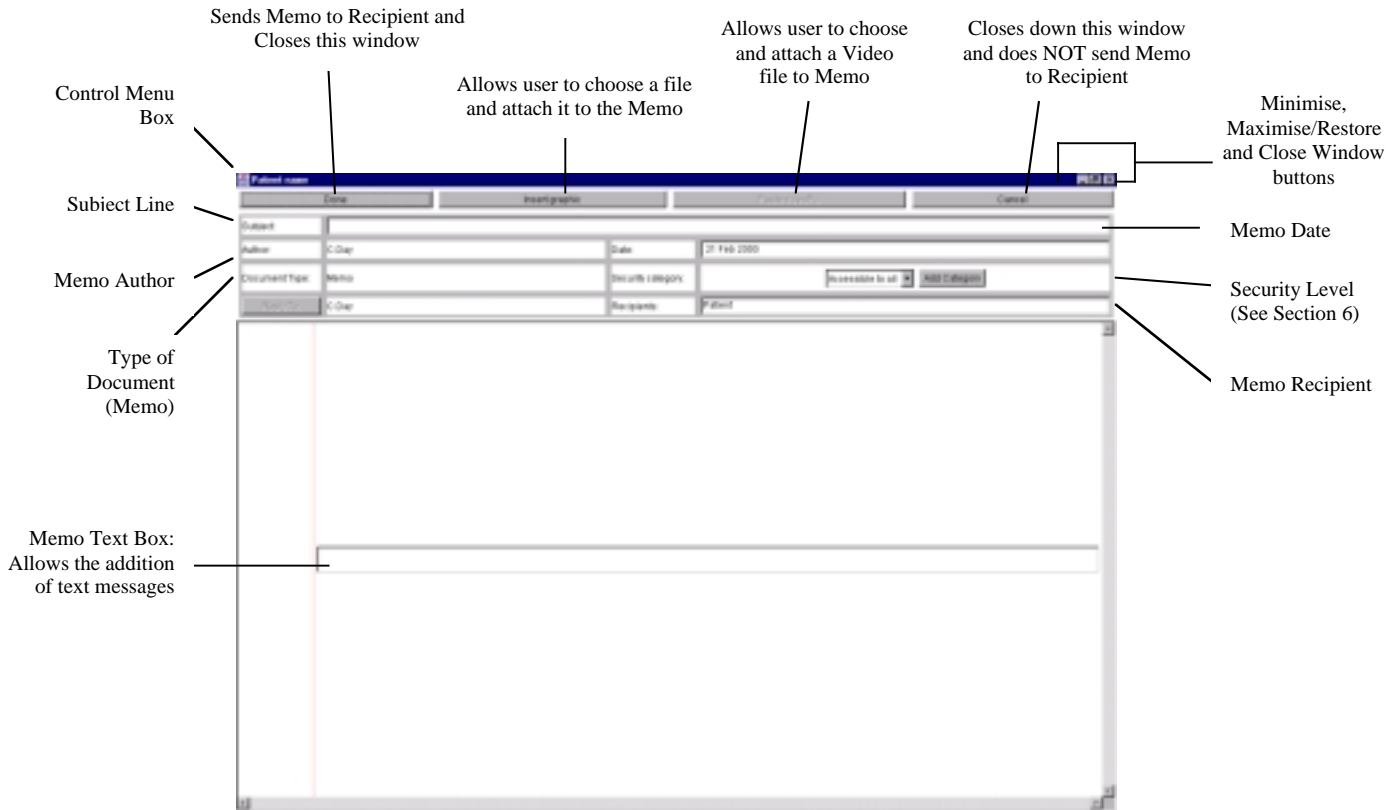
*You can insert as many annotations as you want, but you can only include one at a time (i.e.: you have to use the **Annotate** function each time you want to add another annotation to your Memo.) The Memo displays all annotation text boxes in the spot that you added them to the form.*

*Once placed in one spot, the annotation text boxes **cannot** be moved the around, nor **deleted**.*

Note: *The icons of the Annotated Memos that you have NOT read or that are on other users' Timeline Tracks, contain a **red note** .*

5.4 Sending Memos

If you want to **share information with one other user**, you can do so by using the **Memo** feature. *If you want to share some information with more than two of the Mpathy users, than you can do this by Adding an Entry to the Timeline View (Section 4.4.)*



Sections 5.4.1 to 5.4.11 describe the steps that can be taken to create a Memo.

5.4.1 Open Memo Window

Double-click on the **User Menu Box** of the Memo's recipient. *This will open a fresh Memo window (see above).*

5.4.2 Provide Memo Subject

On the **Subject Line**, in the text box to the right of the "Subject:" label, type in a short description of the information included in the Memo.

5.4.3 Memo Author

The **Memo Author** line should contain the “Author:” label and a field containing your user name. *You **cannot** change the name of the author since Mpathy automatically enters the name of the user you have logged on as.*

5.4.4 Type of Document

This feature allows you to make it easier for the other users to quickly view, analyse and understand the type of information available to them on the Timeline View.

In a Memo, Mpathy automatically specifies the Type of Document as a **Memo**. Once you have edited your Memo and Sent it to the Recipient, Mpathy will create a **new episode** on your Timeline displaying the **Memo’s subject and icon**. *You **cannot** edit the Type of Document specified by Mpathy.*

5.4.5 Memo Date

On the **Memo Date** line, in the text box to the right of the “Date:” label, you can type in a future date if the Memo represents a **future consultation appointment**. *Once the Memo is Sent, the Timeline View will display a red line that will help divide the future dated Memos from the present or past ones.*

OR

Leave in the current day’s date, as entered by Mpathy, if the Memo contains **current patient information**.

5.4.6 Change Security Category

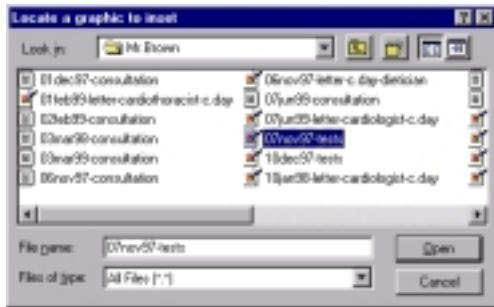
You can change the **Security Level** of the Memo, by adjusting the **Security Category**. This can be done by selecting any one of the Security Categories listed in the drop down box on the right of the Security Category label. *For a detailed description of the Security functions, please see Section 6.*

***Note:** Mpathy lists, by default, the **Accessible to all** category. In order to add more categories to the drop down list, click on the **Add Category** button on the right-hand side of the list, enter the category name in the dialog box and press **OK**.*

5.4.7 Insert Document or Picture Files

If you want to attach a file that contains a (scanned) document or picture to the Memo, you need to use the **Insert graphic** function on the Memo window.

1. Click on the **Insert graphic** button in the Memo window. *A dialog box will appear.*



2. Find the folder that contains the file you need.
 3. Select the file you want to add to the Memo. *The file is selected if its name appears in the text box next to the “File name” field. If your file’s name is not in that field, click on the file in the file list box again.*
 4. Click on the **OK** button, *if you want to add that file to your Memo*
- OR**
5. Click on the **Cancel** button, *if you do not want to add a file to your Memo anymore.*

*You can add as many document/picture files as you want, but you can only attach one at a time (i.e.: you have to use the **Insert graphic** function each time you want to add another file to your Memo.) The Memo lists all files attached in the order that you added them to the window.*


5.4.8 Remove Document or Picture Files

You can remove a file you have already added to the Memo, by clicking on the file in the Memo window and then pressing **Ctrl + D**.

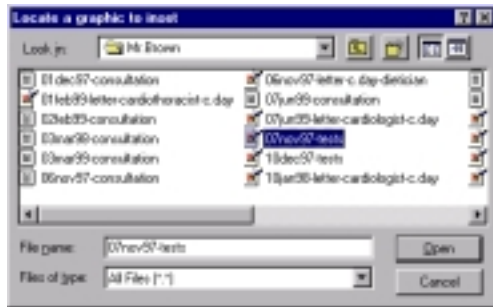
***Note:** You can only remove files whilst still **editing** the Memo. Once a Memo has been added to the Timeline Track, it is **not** possible to make changes to its contents, except when changing the Security Categories (See Section 6.)*

5.4.9 Insert Video Files

If you want to attach a video file to the Memo, you can do so by using the **Paste videoPic** function in the Memo window.

***Note:** This function is available only when video files  exist in your Mushroom window.*

1. Click on the **Paste videoPic** button in the Memo window. *A dialog box will appear.*



2. Find the folder that contains the file you need.
 3. Select the file you want to add to the Memo. *The file is selected if its name appears in the text box next to the “File name” field. If your file’s name is not in that field, click on the file in the file list box again.*
 4. Click on the **OK** button, if you want to add that file to your Memo
- OR**
5. Click on the **Cancel** button, *if you do not want to add a file to your Memo anymore.*

*You can add as many video files as you want, but you can only attach one at a time (i.e.: you have to use the **Paste videoPic** function each time you want to add another file to your Memo.) The Memo lists all files attached in the order that you added them to the window.*

5.4.10 Remove Video Files

You can remove a file you have already added to the Memo, by clicking on the file in the Memo window and then pressing **Ctrl + D**.

***Note:** You can only remove files whilst **editing** the Memo. Once a Memo has been added to the Timeline Track, it is not possible to make changes to its contents, except when changing the Security Categories (See Section 6.)*

5.4.11 Insert a Text Message

If you want to include a text message in the Memo, you can type it into the **Memo Text Box**.

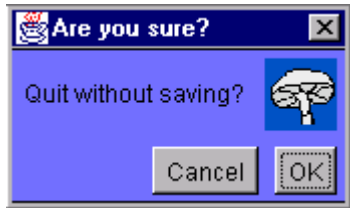
5.4.12 Send Memo to Recipient

After entering all of the above information relevant to you (Sections 4.4.2 – 4.4.11), you can send the **Memo** to its recipient, and add it to Timeline View, by clicking on the **Done** button. *This will cause the Memo form window to close and will display the Memo’s Subject and Icon on your Timeline Track.*

***Note:** If you have **not** provided a Memo Subject on the form, Mpathy will automatically provide the “No subject” label once your Memo is added to the Timeline.*

5.4.13 Cancel Sending Memo

If you **do not want to** send the **Memo** to the recipient, then click on the **Cancel** button. *This action will display a message box (below) giving you the choice of whether or not to “Quit without saving”.*



If you want to **Close the Memo window without saving** the information entered, then Click on the **OK** button in the message box.

If you **do not want to close the Memo** window without saving, then click the **Cancel** button in the message box.

6 Security

Security issues can arise in the confidentiality of patient data and the access control restrictions that apply for different users. This issue was taken into account, when designing the Mpathy model, and, consequently, the current version of the system presents only non-confidential summaries to those without full access to the underlying data.

6.1 Security Categories

Security Categories allow you to quickly specify which users should have access to the Entries/Memos you add to the Timeline View.

Two types of Security Categories exist in Mpathy: **Accessible to All** (Section 6.1.1) and **User-Specified** (Section 6.1.2).

6.1.1 Accessible to All

The **Accessible to All** Security Category is always available in Mpathy because it is the default setting provided by the system. If a Timeline Entry/Memo is set on this Category, **all Mpathy** users are allowed to view that Entry/Memo. However, if you only want **one or more specific users** to have access to that Entry/Memo, you need to create a User-Specified Security Category (Section 6.1.2) using the **Edit Category** feature.

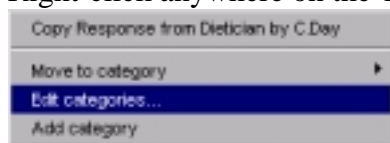
6.1.2 User-Specified Security Categories

User-Specific Security Categories can be created and used in order to quickly specify the system users who can, or cannot, have access to certain Timeline Objects. User-Specific Categories can be created by using the **Add category** function (Section 6.3).

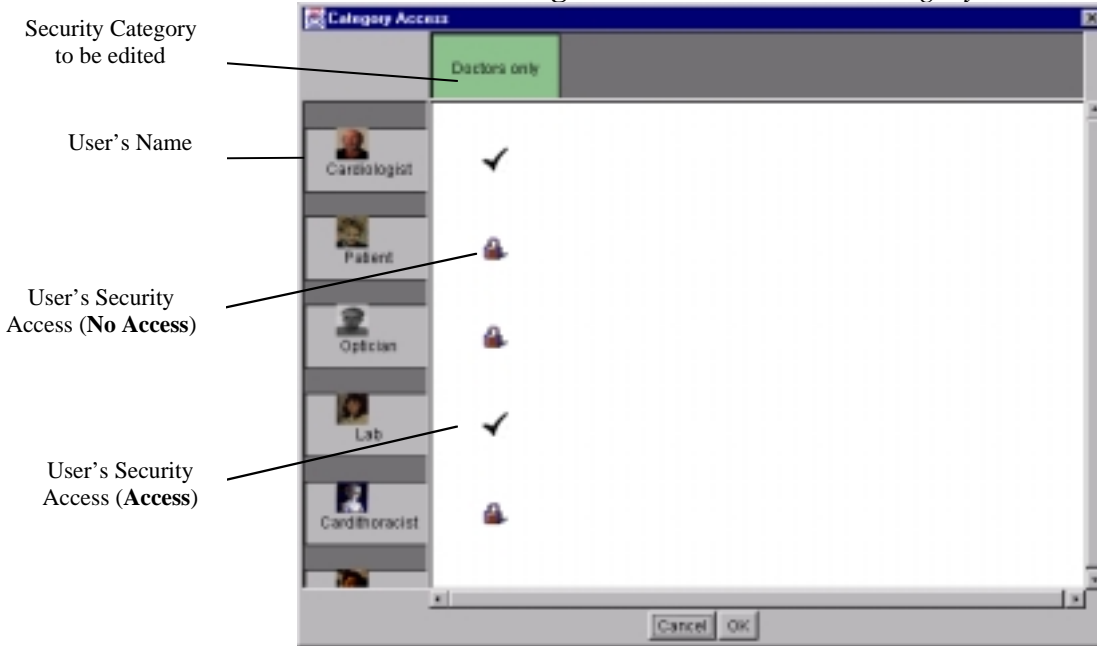
6.2 Edit Security Category

If you want to adjust the settings of a Security Category, you can do so by using the **Edit categories** feature:

1. Right-click anywhere on the Timeline View. *A quick menu will appear:*



2. Select the **Edit categories...** menu item. A *Category Access* window will appear:



3. The **Lock** icon signifies **no access** to the Objects with that Security Category, whilst the **Check mark** icon signifies **access** to those Objects.
 4. To change the users' access privileges, click once on his/her corresponding Security Access icon. To change the Security Access back, click again on the icon.
 5. Press **OK** to save the changes you have made to the Security Category.
- OR**
6. Press **Cancel** to ignore the changes you have made to the Security Category.

6.3 Add Security Category

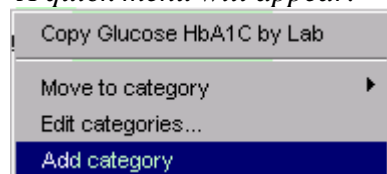
If you want to **Add a Security Category** to the existing list of Mpathy Categories, then:

1. Right-click anywhere on the Timeline View

OR

Click on the **Add Entry** button on the Entry/Memo form.

A quick menu will appear:



2. Click on the **Add Category** item in the menu. A *dialog box* will appear:

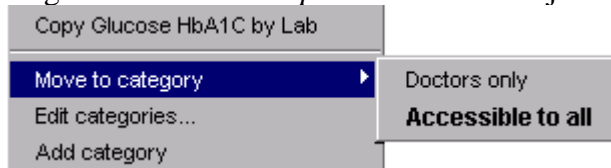


3. In the Add Category text box (next to the “New category name” label) enter the name of the new Security Category you want to create.
4. Press **OK** to create a Security Category with the entered name.
OR
5. Press **Cancel** if you do not want to create a Security Category anymore.

6.4 Change Security Category

If you want to **Change** the **Security Category** of a Timeline Object, then:

1. Right-click on the *unopened* Timeline Object. *A quick menu will appear:*



2. Click on the **Move to category** item. *This will produce another quick menu with the names of all of the Security Categories available to you.*
Note: If the only category listed is “Accessible to all”, then you need to “Add Categories” (Section 6.3)
3. Click on the Category that you want to change the Security to.

7 Managing the Mpathy Windows

This section describes how to use the mouse and work with Mpathy windows.

7.1 Working with the Mpathy Windows

In Mpathy, you can resize, move and close windows. Mpathy allows users to interact with the windows via the mouse, since this is the simplest and most efficient way of manipulating windows.

7.2 Manipulating the Mpathy Windows

The table below describes possible window operations in Mpathy.

<i>Operation</i>	<i>Using the Mouse</i>
Activate a window	Click anywhere in the window.
Display a Control menu	Click the Control menu box in the top left-hand side corner of the window.
Maximise a window	Click the Maximise button.
Restore a maximised window	Click the Restore button.
Minimise a window	Click the Minimise button.
Restore the minimised window	Click on the minimised window on the Windows Taskbar.
Size a window	Point to a border or corner of the window; drag the window border or corner until window has reached the size you want; release mouse button.
Move a window	Point to the title bar and drag the window to the desired position; release the mouse button.
Close a window	(Except the "Server - MPC3" window) Double-click the Control menu box, located on the top left-hand side corner of the window OR Click on the X (Close) button, located on the top right-hand side corner of the window.

7.3 Using the Mouse

You can use the mouse to choose commands and manipulate objects.
When advised to press a mouse button, please use the left mouse button.

The table below lists the terms used for mouse actions:

<i>Term</i>	<i>Action</i>
Click	Quickly press and release mouse button.
Double-click	Quickly press and release mouse button twice.
Drag	Press and hold down mouse button whilst moving the mouse.
Point	Position the mouse pointer.

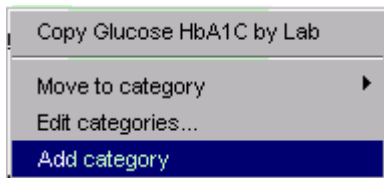
8 Using the Mpathy Commands

This section describes the different ways to perform a command in Mpathy (Mpathy menus and dialog boxes), as well as look at how to cancel a command.

8.1 Using Mpathy Quick Menus

In most systems, you can press the **right mouse button** for access to a convenient and **quick menu** that contains useful commands for working with the current object selected.

In Mpathy, you can use this type of menu when working with the objects on the Timeline View and setting these objects' Security Categories.



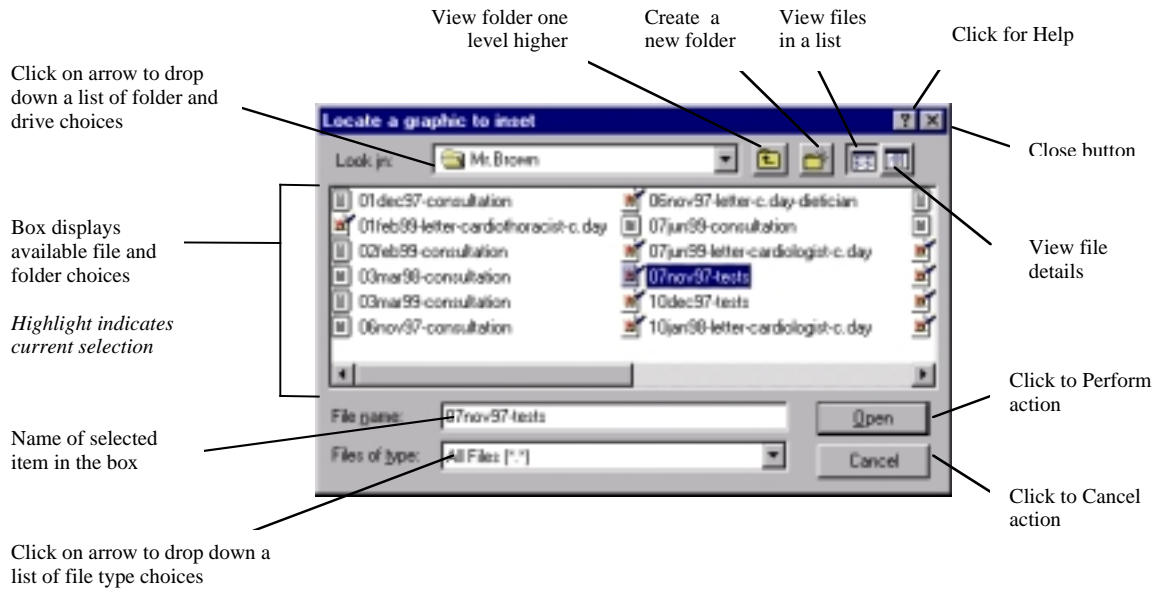
Thus, if you select a Timeline object and then press the right mouse button, a quick menu will appear, containing the appropriate commands for working with the object selected. Two types of commands available in the quick menus are **C**opy and **A**dd category.

8.2 Using Mpathy Dialog Boxes

Mpathy provides you with a **dialog box** when you need to select options and choose documents you want to work on.

In dialog boxes, you can select options, tick off check boxes, enter information in text boxes, and select items from lists or drop-down boxes. Sometimes you may need to complete all these actions, other times only one of them. When you are finished, you can either complete the command or cancel it.

The illustration on the next page shows the various parts of a dialog box and their function.



If a dialog box blocks the view of the data you want to see, you can move it like any other window.

8.2.1 Dialog Box Options

The table below describes how to complete dialog options by using the mouse.

<i>Dialog Box Option</i>	<i>Mouse Action</i>
Select an option button	Click button of option.
Select an action button	Click on action button.
Enter text in text box	Click the text box and type the text.
Select an item from a box	Click on the item. <i>If you do not see the item you want in the box, click the scroll arrows or drag the scroll box until your item appears.</i>
Select an item from a drop-down box	Click the arrow to drop down the list; click the item you want.

8.3 *Canceling an Mpathy Command*

Any time, while you are making a quick menu choice or using a dialog box, you can **Cancel** that command. To cancel a command that all you need to do is click outside the quick menu or click the Cancel button in the dialog box.

After you cancel any command, Mpathy closes the quick menu or dialog box, without completing the command, and returns the Timeline View (or object you are viewing) to the condition it was in before you chose the command.

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