

**Topaz Systems, Inc.**  
**SignMeIn™ HIPAA-compliant Report Generator Active-X Control**

Topaz Systems, Inc.  
650 Cochran Street, Unit 6  
Simi Valley, CA, 93065  
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[www.topazsystems.com](http://www.topazsystems.com)  
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- 1. REQUIRES SIGPLUS ACTIVEX INSTALLATION**
- 2. REQUIRES MICROSOFT ACCESS 97, 2000, or XP**
- 3. FOR USE WITH TL462 (SignatureGemLCD1X5) TABLET OR TL460 (SigLiteLCD) TABLETS ONLY**

SignMeInReport is Topaz Systems, Inc. ActiveX software tool solution that gives front desk administrators easy to use tools for viewing and organizing admission records captured with the SignMeIn ActiveX control. In its native form SignMeInReport gives organizations all the functionality required in a front desk/sign-in report generator application, but still allows for individual companies to develop and customize the software to fit their individual needs.

### Using SignMeInReport

Above is the initial window of the ‘SignMeInReport Report Generator Application.’ Within this window there are many options to help organize and display the information captured through the SignMeIn application. The left half of this window is where records are displayed. The right side of the window contains four different options for opening and organizing the information displayed.

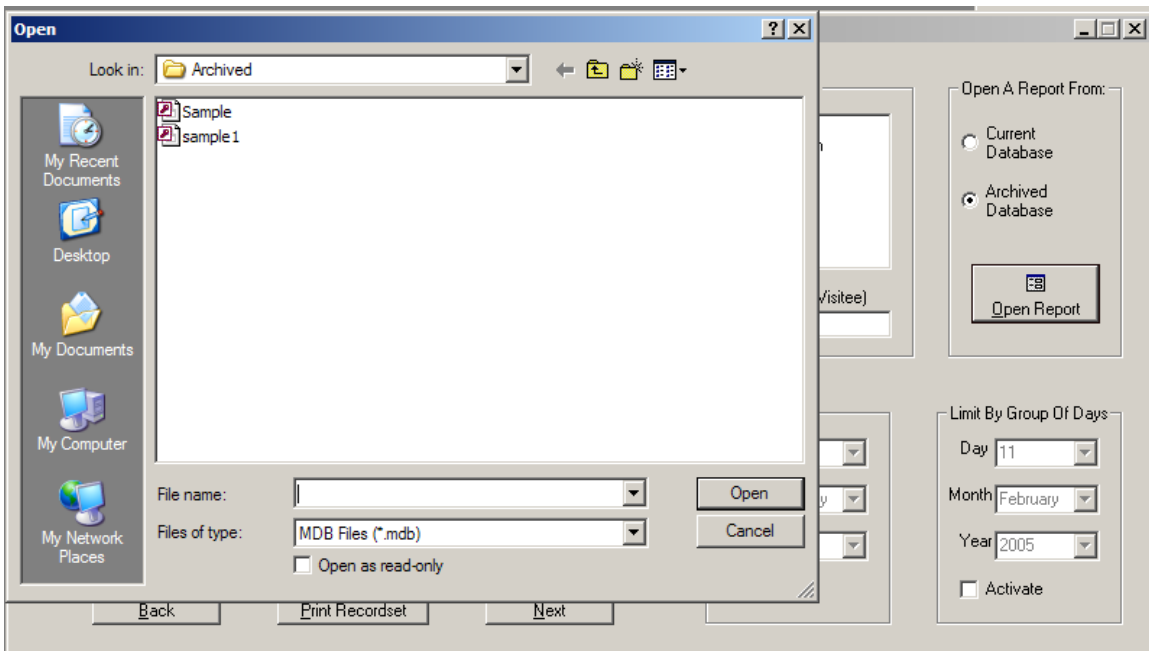
**Open A Report From-** Here the administrator can choose whether to view the current database being used by SignMeIn or to open an archived database. Choosing ‘Current

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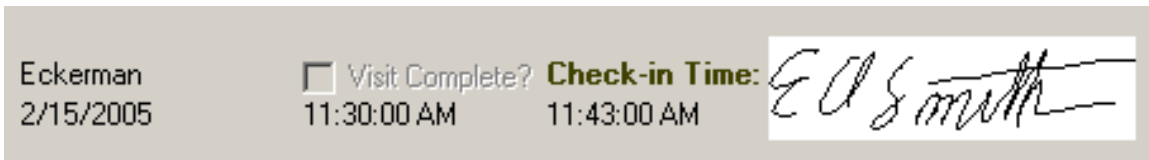
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Database' and clicking the 'Open Report' button will open all the current records. Choosing 'Archived Database' and then clicking on the 'Open Report' button will open a window to choose databases that have been archived. Anytime the Administrator wants to change what database is being viewed, they simply have to reset any parameters (such as Visitee or day) and click 'Open Report'. This also is the way to research the currently open database with different search criteria. Each time the 'Open Report' button is clicked the chosen database (archived or current) will be reloaded.



After choosing which database to open (or simply opening the current database) the displayed records will appear.



The records are displayed in four columns. Starting at the left is the contact and date of visit. The next column includes the appointment time and whether or not the appointment was completed (this is denoted in the SignMeIn application). Next is the check in time, and lastly is the signature of the visitor, customer, or patient.

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Name	Date	Visit Complete?	Check-in Time	Signature
Eckerman	2/15/2005	<input type="checkbox"/>	11:30:00 AM - 11:43:00 AM	E O S mith
Vasser	2/15/2005	<input type="checkbox"/>	12:00:00 PM - 11:43:00 AM	E O S mith
Nelson	2/15/2005	<input type="checkbox"/>	12:30:00 PM - 11:44:00 AM	E O S mith
Eckerman	2/15/2005	<input type="checkbox"/>	12:45:00 PM - 11:44:00 AM	E O S mith
Blair	2/15/2005	<input type="checkbox"/>	12:30:00 PM - 11:45:00 AM	O S mith

Total Records In This Report: 7

Navigation: Back, Print Recordset, Next

Limit By Visitee: Rivera, Vasser, Blair, Nelson, Eckerman, Smith, Perez, Nakamura

Open A Report From:  Current Database,  Archived Database, Open Report

Limit By Day: Day 15, Month February, Year 2005,  Activate

Limit By Group Of Days: Day 15, Month February, Year 2005,  Activate

Once the database is open and the records are being displayed there are navigation buttons that become active. These buttons are found below the record displays, and allow for easy navigation through the report with 'Back' taking the administrator to the previous five records and the 'Next' button displaying the next five records. The 'Print Recordset' button will print the entire open recordset.

**Limit by Visitee-** Here the administrator can limit what records are returned based on what visitee or contact was chosen. Highlighting *Eckerman* for instance would only return records of individuals who were signing in to see *Eckerman*.

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The screenshot shows the 'SignMeInReport Report Generator Application' window. The main area displays a list of four records for 'Eckerman' on '2/15/2005'. Each record includes a 'Visit Complete?' checkbox (all are unchecked), a 'Check-in Time' field, and a handwritten signature 'EO Smith'. The records are as follows:

Name	Date	Visit Complete?	Check-in Time	Signature
Eckerman	2/15/2005	<input type="checkbox"/>	11:30:00 AM	EO Smith
Eckerman	2/15/2005	<input type="checkbox"/>	12:45:00 PM	EO Smith
Eckerman	2/15/2005	<input type="checkbox"/>	12:00:00 PM	EO Smith
Eckerman	2/15/2005	<input type="checkbox"/>	12:15:00 PM	EO Smith

Below the records, it states 'Total Records In This Report: 4'. Navigation buttons include 'Back', 'Print Recordset', and 'Next'. On the right, there are filter sections: 'Limit By Visitee' (list includes Rivera, Vasser, Blair, Nelson, Eckerman, Smith, Perez, Nakamura), 'Open A Report From:' (radio buttons for 'Current Database' and 'Archived Database'), 'Limit By Day' (Day: 15, Month: February, Year: 2005), and 'Limit By Group Of Days' (Day: 15, Month: February, Year: 2005). An 'Open Report' button is also present.

**Limit by Day and Limit By Group Of Days-** Here the administrator can limit the search by record date or by a range of days. By choosing one day the reports will be limited to only that day. By choosing to activate both these options the administrator can choose to look at the records from a few days, an entire week, or more.

The screenshot shows the 'SignMeInReport Report Generator Application' window with different search filters. The main area displays a list of seven records for various names on '2/14/2005'. Each record includes a 'Visit Complete?' checkbox (all are unchecked), a 'Check-in Time' field, and a handwritten signature 'EO Smith'. The records are as follows:

Name	Date	Visit Complete?	Check-in Time	Signature
Izturis	2/14/2005	<input type="checkbox"/>	1:45:00 PM	EO Smith
Choi	2/14/2005	<input type="checkbox"/>	2:30:00 PM	EO Smith
Werth	2/14/2005	<input type="checkbox"/>	3:00:00 PM	EO Smith
Perez	2/14/2005	<input type="checkbox"/>	3:00:00 PM	EO Smith
Drew	2/14/2005	<input type="checkbox"/>	3:15:00 PM	EO Smith

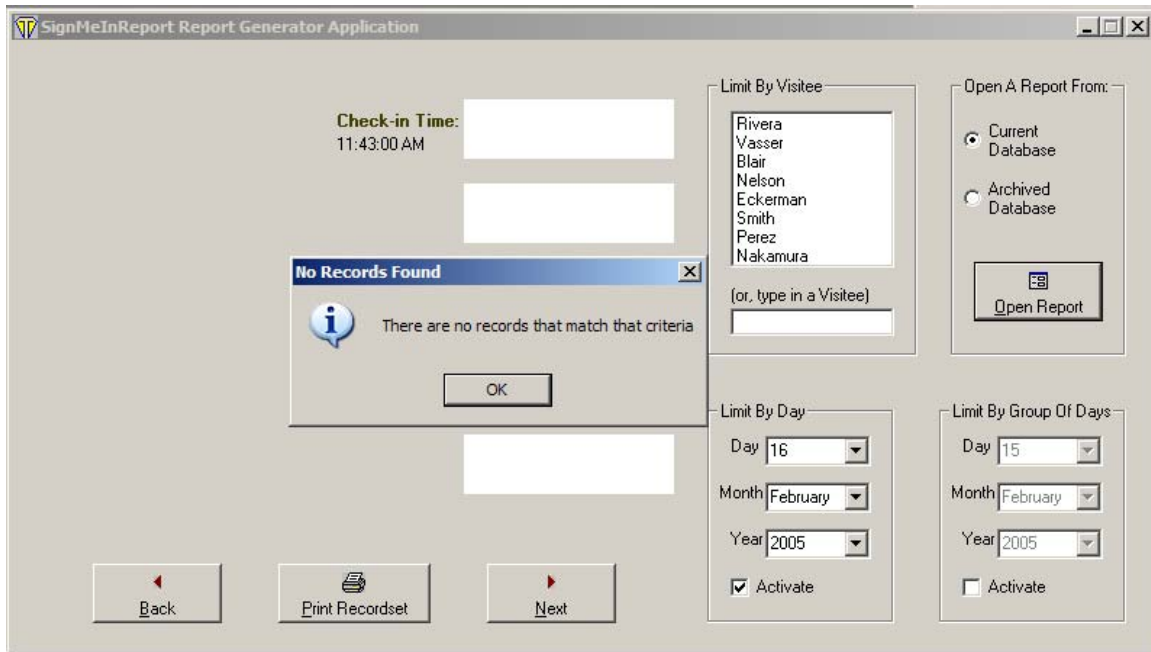
Below the records, it states 'Total Records In This Report: 7'. Navigation buttons include 'Back', 'Print Recordset', and 'Next'. On the right, there are filter sections: 'Limit By Visitee' (list includes Izturis, Choi, Bradley, Drew, Werth, Gagne, Perez, Nakamura), 'Open A Report From:' (radio buttons for 'Current Database' and 'Archived Database'), 'Limit By Day' (Day: 14, Month: February, Year: 2005,  Activate), and 'Limit By Group Of Days' (Day: 14, Month: February, Year: 2005,  Activate). An 'Open Report' button is also present.

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If the administrator has chosen a criterion of data that is not available in the current database an error message will be triggered.



Simply clicking 'OK' will return the user to the 'SignMeInReport Report Generator Application' window to refine their search criteria and try again. The SignMeInReport application allows for viewing of a database, but no changes to either archived databases or current databases can be made from this application.

**NOTE:** In SignMeIn visitors, patients, or customers are asked two yes or no questions during the sign-in procedure. The responses to these questions cannot be displayed through the SignMeInReport. If necessary, these responses can be viewed by opening the database file through the required Microsoft Access program.

For further information regarding the SignMeIn.INI file and the SignMeIn ActiveX control please see the SignMeIn How To document.