

SHOEBOX



QUICKTEST

Installation Guide
& User Manual

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Important

When you receive your SHOEBOX QuickTest, it will not contain the SHOEBOX QuickTest software because the iPad must first be assigned to your iTunes account. We recommend setting up a separate Apple ID for shared iPads to protect your privacy. This guide will help you install and set up the SHOEBOX QuickTest software.

Additional setup instructions can be found at:

<https://www.shoebox.md/support/>

SHOEBOX QuickTest is manufactured by
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Introduction

Congratulations on purchasing your new SHOEBOX QuickTest. This iPad-based software offers a unique new customer acquisition solution for those in the hearing industry. SHOEBOX QuickTest uses the iPad touch interface to enable an interactive hearing screening test that plays like a game. The test is fun, accurate, works with nearly any age (7+) and is largely language independent.

To leverage the security and scalability of Apple's iPad infrastructure, you will be installing the SHOEBOX QuickTest software and calibrations against an Apple ID that you create.

This will allow you to:

- Install other applications on the iPad
- Select settings to automatically receive SHOEBOX QuickTest updates

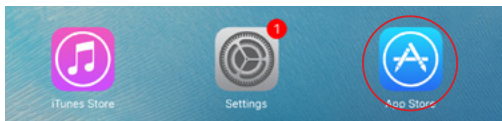
Installation Steps

1

Prior to downloading SHOEBOX QuickTest on the iPad, please login to the SHOEBOX Data Management web portal and create a Project to associate your SHOEBOX QuickTest data with. For more information on setting up Projects, download the SHOEBOX Data Management User Guide at <https://www.shoebox.md/support/>

2

Open the iPad and follow the Apple installation wizard to set up your device with your own Apple ID, wireless network, and preferences.



SHOEBOX QuickTest software icon

Installation Tips

If this device will be used exclusively by you, it is your choice to use your existing personal Apple ID or choose to create a new one for this device. If this is a shared device that will be used by yourself and others we strongly suggest that you set up a new generic email to use as your Apple ID – e.g. shoebox@company.com.

3

From the iPad home screen, touch the App Store icon. Search for “SHOEBOX QuickTest.” Once you’ve found the program, select the “Get” button to download and install it. Your Apple ID password may be required for this step.

4

Once the program has been installed it should appear on the iPad home screen. You may need to slide to the second home screen to find the icon. Touch the SHOEBOX QuickTest icon to launch the program to start the SHOEBOX QuickTest setup wizard.

5

The first time you launch the program you will be greeted by a welcome screen. Tap “Get Started” at the bottom of the screen when you’re ready to set up your SHOEBOX QuickTest software.

6

Next you will be prompted for the email associated with your SHOEBBOX QuickTest account and the password that you created on the SHOEBBOX Data Management web portal. Enter this information into the fields provided and tap “Login”. If you’re not sure what your credentials are, contact support@shoebox.md

Username

Password

7

After you’ve logged in, if your organization has more than one license, you’ll be asked to select a license to activate. If your organization has purchased more than one transducer, you’ll also be asked to select which one you wish to use with this device. Select the transducer on the iPad that matches the transducer id label found on your transducer in the SHOEBBOX QuickTest package.

8

After you activate your license and select your transducer, you’ll be prompted to select a project to associate your SHOEBBOX QuickTest data with. You’ll then be required to set a passcode to protect your local configuration settings and data.

9

The SHOEBBOX QuickTest setup wizard will finish up by asking you a few questions about your preferences. Should you encounter any problems please visit <http://www.shoebox.md/support> for further support.

SHOEBBOX Permissions



Access to the microphone is mandatory for SHOEBBOX QuickTest to perform background noise monitoring and for proper function of the device.



Location services allow you to view locations of hearing tests on our web portal and are optional.

SHOEBOX QuickTest

Getting Started

From the welcome screen, the test subject can tap the blue button to start the test. If there is no transducer plugged in to the iPad, the button will be disabled and will display instructions to “Plug in headphones to start testing.”

On the next screen, the test subject will be instructed on how to properly put on the headphones. After they put on the headphones and are ready to start, they will tap the “I’m Ready” button to begin the test.

Tips For Headphone Placement

- Ensure that the test subject puts the right/red headphone on the right ear and the left/blue headphone on the left ear.
- The center of the headphone cup should line up with the opening of the ear canal.



From the welcome screen, the test subject should tap the blue button to start the test.

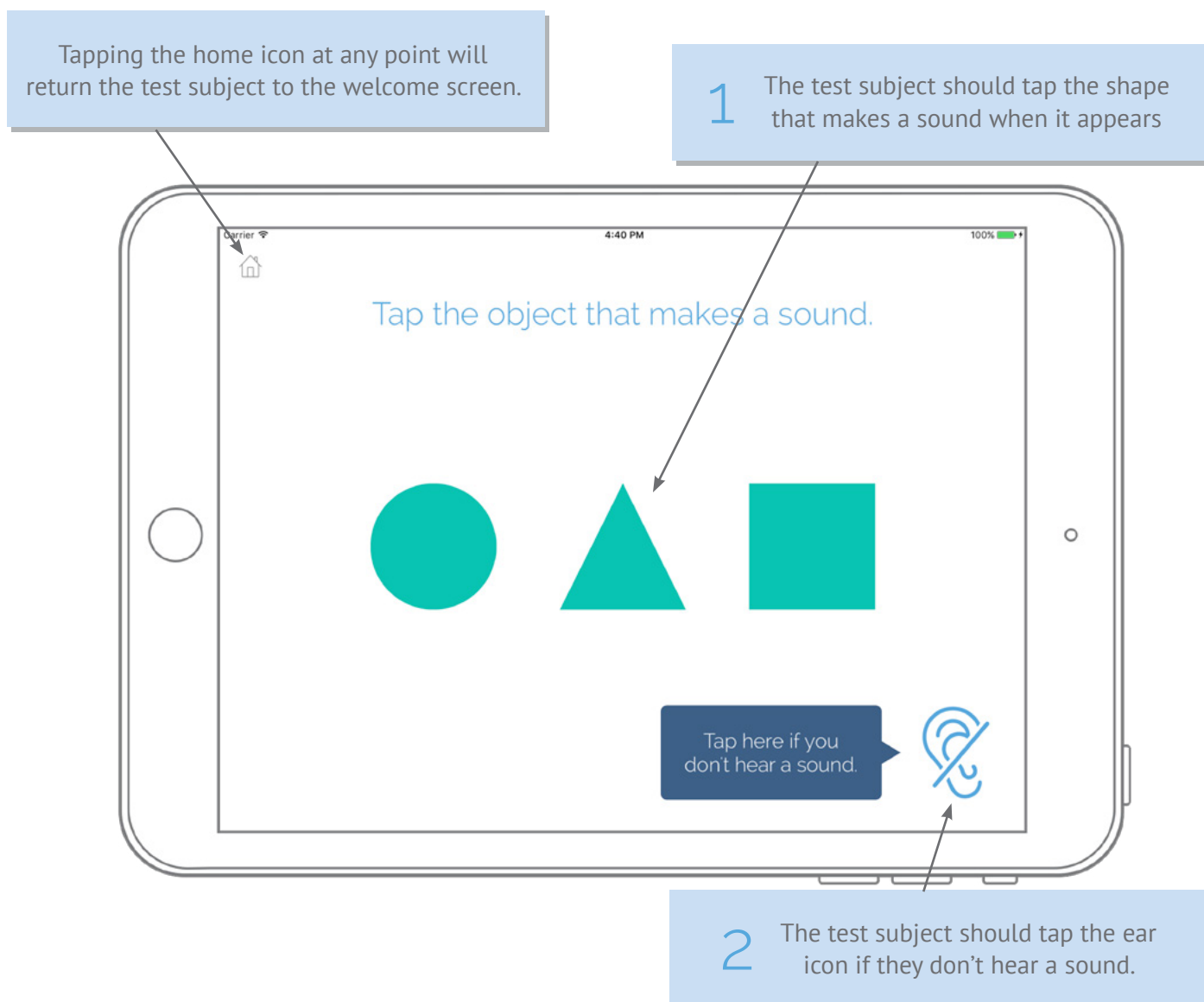
Playing the Game

The screen will display the instruction to “Tap the object that makes a sound,” and three shapes will appear sequentially on screen. One of these shapes will make a sound when it appears.

If the test subject does not hear a sound presented with any of the appearing shapes, he or she should tap the ear icon in the bottom right corner of the screen. The ear icon will only become enabled for selecting after all objects have appeared on screen.

After the test subject selects one of the shapes or the ear icon, the test will move on to the next tone volume or frequency. Each frequency will present an Upper Tone and a Lower Tone as set in the Test Settings. The colour of the shapes will change with each frequency.

If at any point the test subject wishes to stop the test and return to the welcome screen, they can simply tap the home icon in the top left corner of the screen.



Results

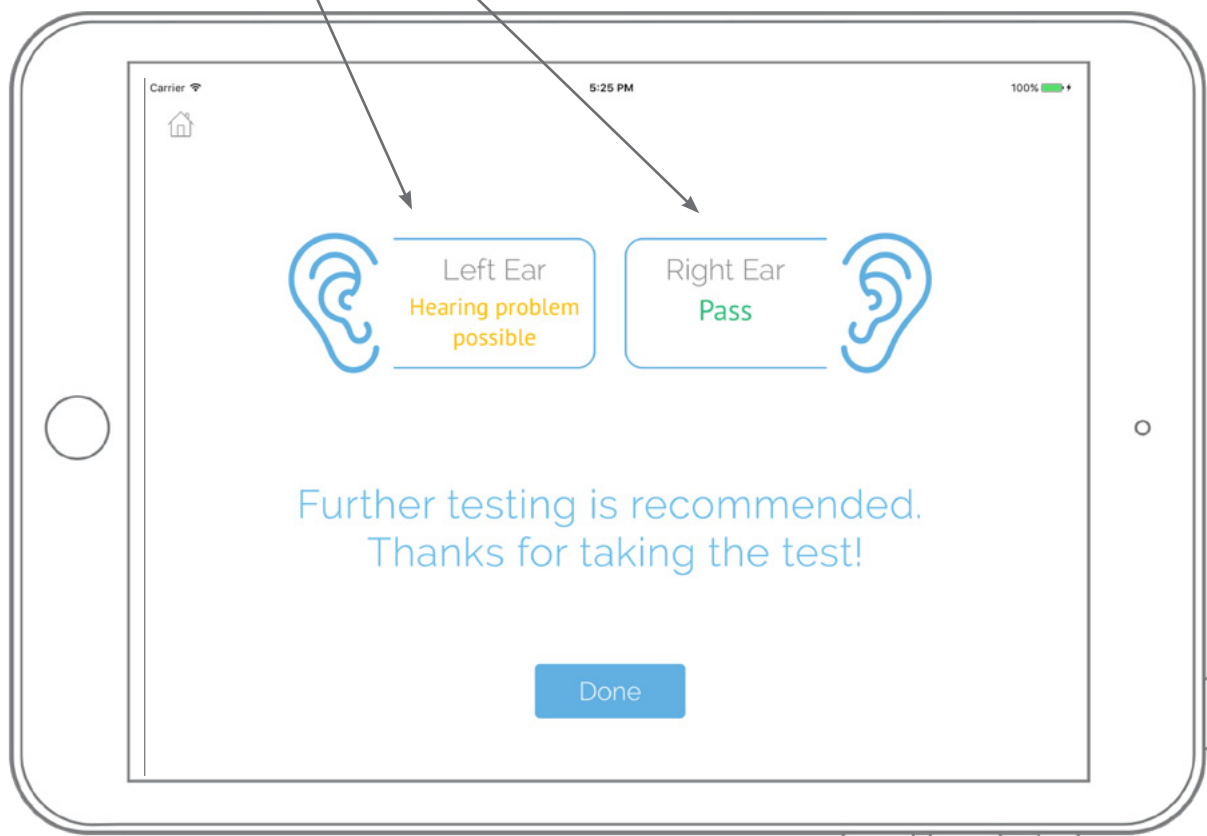
Once all selected frequencies are tested, the game will conclude and the Contact Information form will appear. After the test subject fills out the form and taps “View Results,” the results screen will appear, indicating whether a hearing problem is possible in either ear. Tapping the “Done” button will take the test subject back to the welcome screen.

The results screen will indicate whether a hearing problem is possible in either ear.

Configuration

There are two methods to configure SHOEBOX QuickTest. Global settings that will apply to every iPad in your organization with a SHOEBOX QuickTest license can be configured in the SHOEBOX Data Management web portal. Local settings that will apply only to the specific device you set them on can be configured using the local settings screen in the SHOEBOX QuickTest Software.

See the appropriate sections in this guide for more details on each type of configuration.



Global Configuration

Portal Login

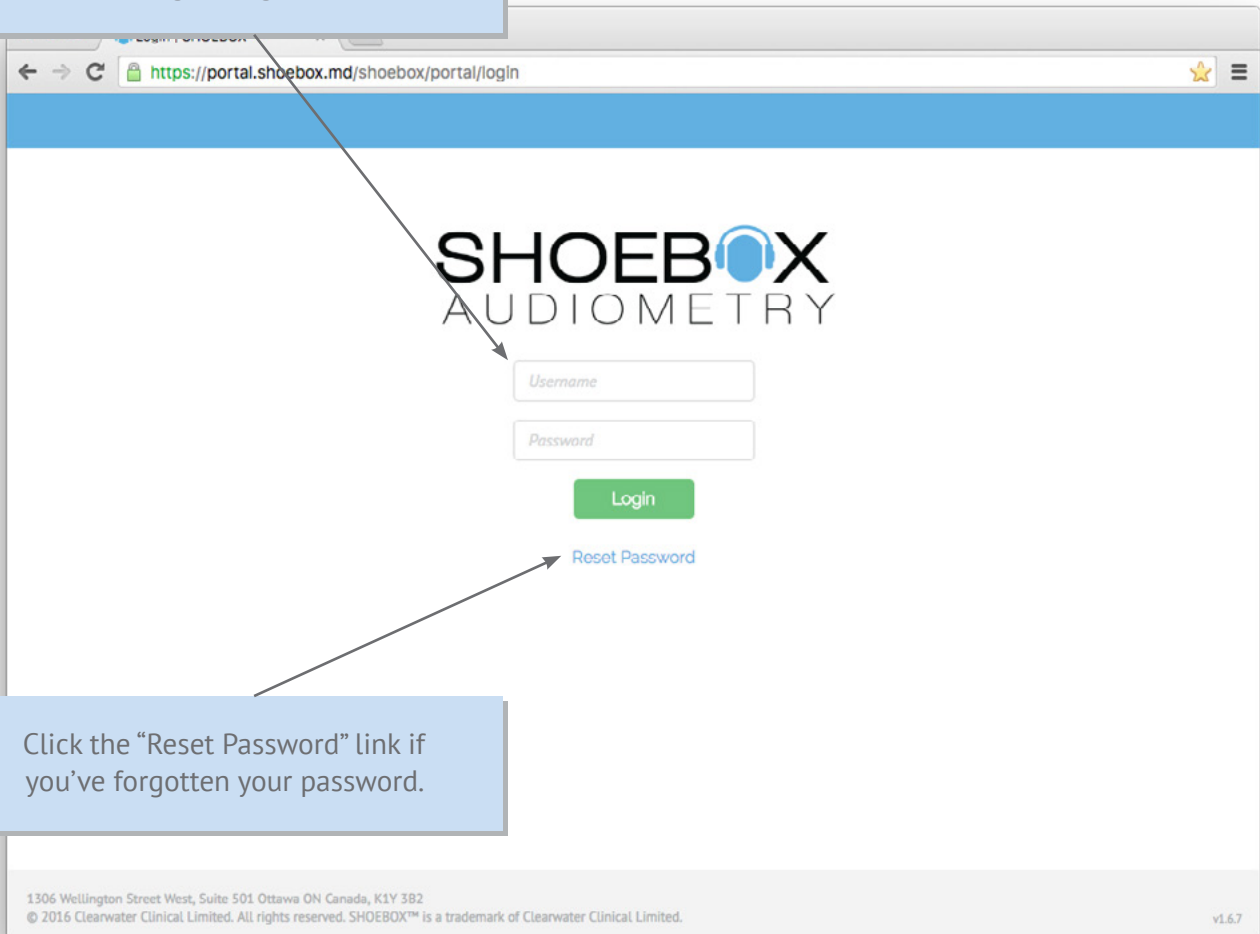
You can configure your SHOEBOX QuickTest global settings online using the SHOEBOX Data Management web portal at <https://portal.shoebox.md>. Simply enter your credentials when prompted to log in.

For more information on SHOEBOX Data Management, download the SHOEBOX Data Management User Guide at <https://www.shoebox.md/support/>

Missing Credentials?

You will have been given login credentials by a SHOEBOX QuickTest team member in an email and asked to create your own password. If you've forgotten your password, select the "Reset Password" link on the login screen and you'll receive an email with directions on how to reset your password. Doing this will change your SHOEBOX QuickTest iPad software login password as well.

Enter username and password then click "Login" to get started!



Click the "Reset Password" link if you've forgotten your password.

Configuring QuickTest

From the “QuickTest” section in the SHOEBOX Data Management web portal, you can configure global settings for SHOEBOX QuickTest that will be synced with all SHOEBOX QuickTest licensed iPads in your organization.

If you choose not to customize these settings, SHOEBOX QuickTest will be configured with default settings.

Simply click the blue pencil icon in the top right corner of the setting section you wish to customize to enable the editing mode for that section.

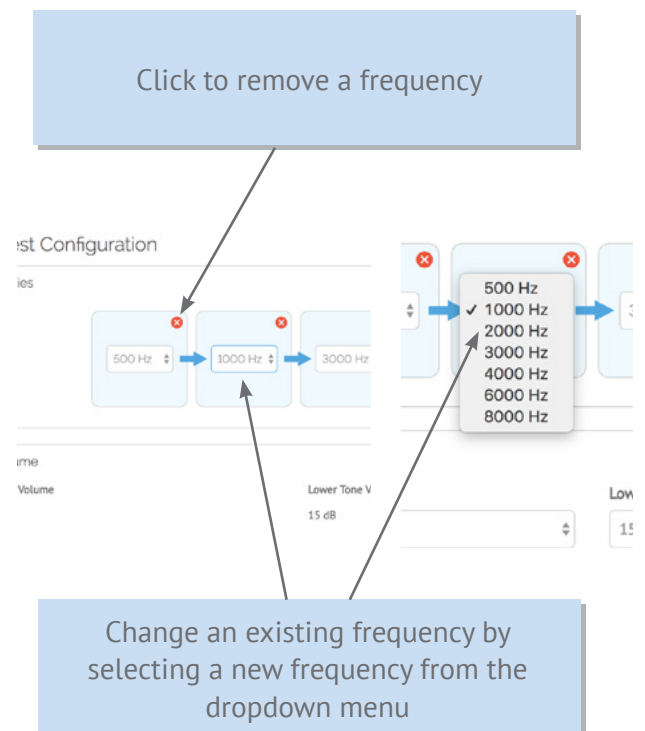
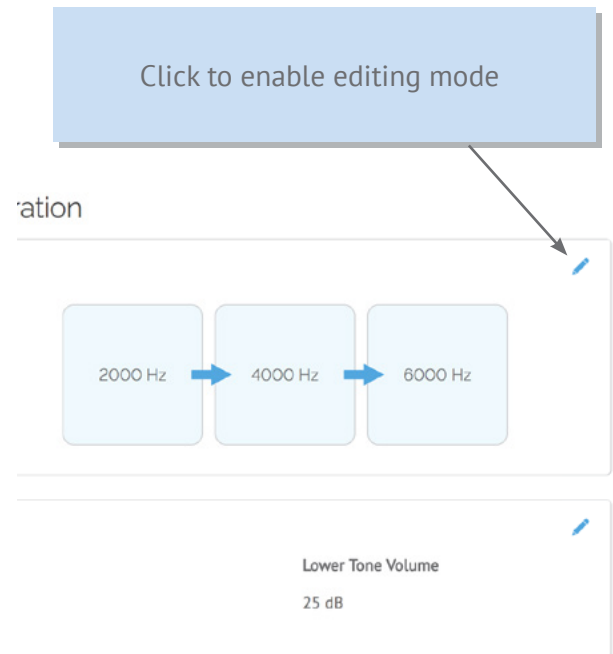
Test Frequencies

You can set between one and four test frequencies for SHOEBOX QuickTest, which will test in the order they are displayed in the “Test Frequencies” section from left to right. In editing mode, you can remove a frequency by clicking the “X” in the top right corner of the frequency box, and change a frequency by selecting a new frequency from the dropdown menu. Add a new frequency by clicking the “Add Frequency” button, which will disappear once the maximum number of frequencies (4) are set.

Once you have configured the test frequencies to your liking, click the “Save” button to save your changes.

Tone Volume

SHOEBOX QuickTest presents two tones per frequency per ear, which can be configured by setting the Upper Tone Volume and the Lower Tone Volume in the “Test Settings” section. In editing mode, select the dropdown menu of the tone you wish to change and choose a volume from the presented list. Click the “Save” button to save your changes.



Welcome Screen

In the “Welcome Screen” section, enable editing mode to upload a custom logo or graphic to display on the SHOEBBOX QuickTest welcome screen. Please ensure your upload follows the outlined size and file type guidelines. If you choose not to upload your own graphic, the SHOEBBOX QuickTest logo will display by default. After you have uploaded your custom logo or graphic, click the “Save” button to save your changes.

Syncing

SHOEBBOX QuickTest checks for changes to your global configuration settings every four hours, and automatically syncs any changes made in the SHOEBBOX Data Management web portal with the SHOEBBOX QuickTest Software.

If you have configured SHOEBBOX QuickTest settings locally within the Software, global configuration changes made in the SHOEBBOX Data Management web portal will not override your local SHOEBBOX QuickTest settings automatically. To reset to the global configurations, refer to the “Local Settings” section of this guide.

Patient Creation

When a test subject fills out the follow-up questionnaire, a patient profile is automatically created for them in the SHOEBBOX Data Management web portal. The Patient Name in the web portal will reflect the test subject’s input in the “name” field of the follow-up questionnaire.

Did You Know?

SHOEBBOX QuickTest continuously syncs all test, patient, and follow-up questionnaire data from SHOEBBOX QuickTest to the SHOEBBOX Data Management web portal.

Test Results

You can access a patient’s SHOEBBOX QuickTest results and follow-up questionnaire data the same way as accessing any other test data in the SHOEBBOX Data Management web portal. Download the SHOEBBOX Data Management User Guide for more information:

<https://www.shoebox.md/support/>

Customization

If you would like to customize the follow-up questionnaire, please contact us at support@shoebox.md.

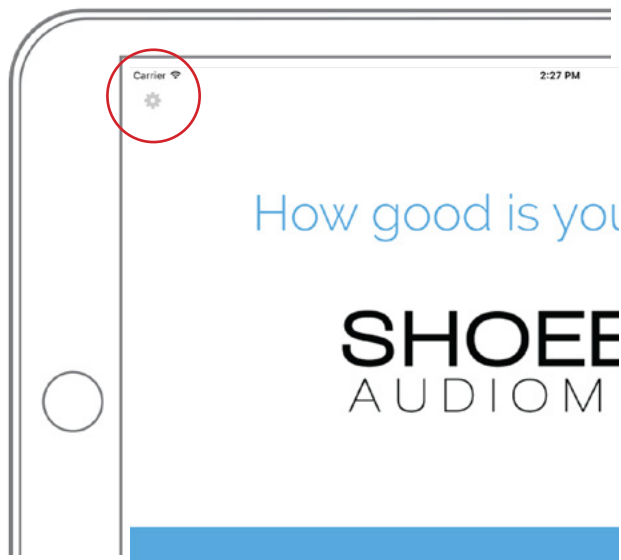
Logout

When you’re finished configuring SHOEBBOX QuickTest in the SHOEBBOX Data Management web portal, use the Logout button on the top right side of the screen.

Local Settings

Once you've successfully installed the SHOEBOX QuickTest program and have completed the setup wizard, you'll be able to configure local settings and view test statistics for each particular SHOEBOX QuickTest licensed iPad in your organization by accessing that iPad's local SHOEBOX QuickTest settings.

To access local settings, simply swipe right with two fingers on the SHOEBOX QuickTest welcome screen. You'll be prompted immediately to enter your passcode. After you enter your passcode, the settings icon will appear in the top left corner of the screen. Tap this icon to access the settings.



If you wish to configure global settings across all SHOEBOX QuickTest licensed iPads in your organization, see the Global Configuration section in this guide.

Test Frequencies

You can locally customize the test frequencies and test order in the "Test Frequencies" section. SHOEBOX QuickTest can test between one and four frequencies, which will test in the order they are displayed in this section from left to right. You can remove a frequency by clicking the "X" in the top right corner of the frequency box, and change a frequency by selecting a new frequency from the dropdown menu. Add a new frequency by clicking the "Add Frequency" button, which will disappear once the maximum number of frequencies (4) are set.

Test Settings

You can configure the Upper Tone Volume, Lower Tone Volume, Active Project, and Active Transducer in the "Test Settings" section. The Active Transducer and Active Project will default to what you set upon initial setup of SHOEBOX QuickTest.

Any existing projects associated with your organization will appear in the Active Project dropdown menu. Simply choose the one you wish to associate your QuickTest test data with. If you wish to create a new project, you must do so in the SHOEBOX Data Management web portal.

Did You Know?

You must be connected to WiFi in order to see all transducers available to your organization in the Active Transducer dropdown list and change your Active Transducer.

Tone Volumes

When setting tone volumes in a new environment, we recommend doing a test of the Lower Tone Volume to ensure audibility. To do this, someone with good hearing should put the headphones on in the environment where the tests will be taking place, and go through the test themselves. To properly test Lower Tone Volume, ensure the ambient noise during the test is of average levels for the environment.

If the individual testing Lower Tone Volume doesn't hear a tone at any selected frequency, the Lower Tone Volume should be increased.

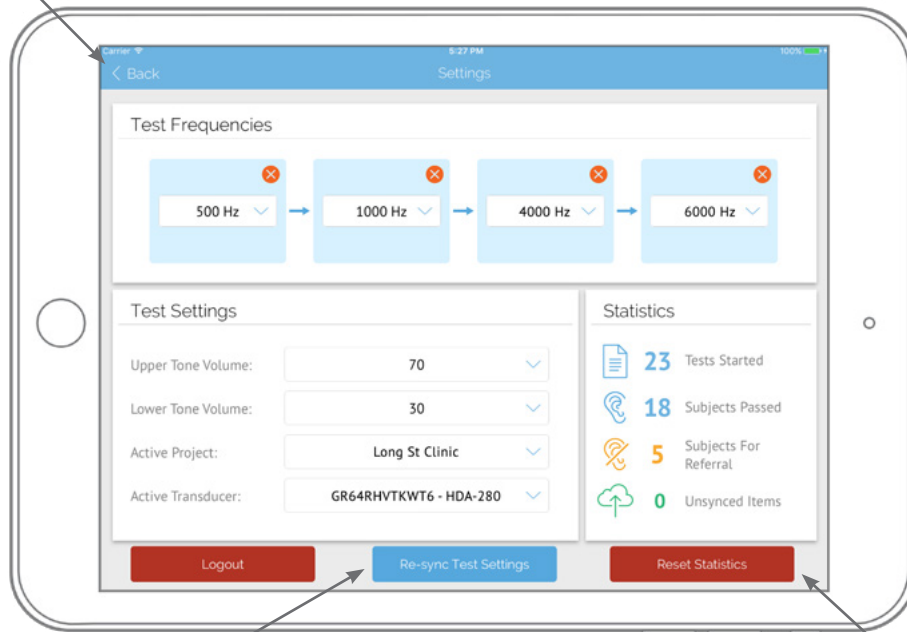
Statistics

The "Statistics" section displays your local SHOEBOX QuickTest statistics. These numbers can be reset by tapping the "Reset Statistics" button underneath the "Statistics" section. The number of unsynced items will not reset until the items are synced with the SHOEBOX Data Management web portal.

Did You Know?

To quit SHOEBOX QuickTest, double-click the Home button on your iPad, swipe right or left on your screen to find the SHOEBOX QuickTest Software, and simply swipe up to quit.

Tap the "Back" button to be taken back to the welcome screen



Tap the "Re-sync Test Settings" button to re-sync with your global configurations

Reset your Statistics by tapping the "Reset Statistics" button

Saving and Syncing Settings

Any changes to your local configuration settings will save automatically upon a change being made.

If you have configured SHOEBOX QuickTest settings locally within the Software, global configuration changes made in the SHOEBOX Data Management web portal will not override your local SHOEBOX QuickTest settings automatically. To reset to the global configurations, simply tap the “Re-sync Test Settings” button.

If there are no local setting changes, SHOEBOX QuickTest checks for changes to your global configuration settings every four hours, and automatically syncs any changes made in SHOEBOX Data Management with the SHOEBOX QuickTest Software. If you want to sync these changes immediately with the SHOEBOX QuickTest Software, simply quit the Software and relaunch.

Once you’re finished configuring local test settings, tap the “Back” button to return to the SHOEBOX QuickTest welcome screen.

Logout

If you wish to logout of SHOEBOX QuickTest, select the “Logout” button in the bottom left corner of the settings screen.

Troubleshooting

Q Where can I change settings?

A Please see page 9 for information on changing Global Configuration settings and page 12 for information on changing Local Settings.

Q How do I access SHOEBBOX QuickTest results?

A SHOEBBOX QuickTest results can be accessed in the SHOEBBOX Data Management web portal. Under the 'Projects' section, select the 'Export' button in the top right corner, and choose 'QuickTest results' from the drop down menu.

Q What if there is too much ambient noise?

A If you are using SHOEBBOX QuickTest in a noisy environment and find your test subjects cannot hear the presented tones, see page 13 for instruction on how to configure your Upper and Lower Tone Volumes to account for ambient noise.

Q How do I reset the SHOEBBOX QuickTest Software if someone doesn't finish the test?

A The SHOEBBOX QuickTest Software will time out and automatically return to the welcome screen after 60 seconds of inactivity. If you wish to manually return to the welcome screen, simply tap the "Home" icon in the top left corner of the screen.

Q How do I stop people from exiting SHOEBBOX QuickTest (i.e. enable Kiosk mode)?

A SHOEBBOX QuickTest can be exited both through using the Home button and through

multi-touch gestures native to the iPad. Enabling Guided Access mode will prevent users from being able to exit SHOEBBOX QuickTest through either of these means. For more details on configuring Guided Access mode, please refer to Apple Support at <https://support.apple.com/en-ca/HT202612>

Q What if no sound plays?

A If no sound plays, please ensure your headphones are fully plugged in. If you're still having issues, call SHOEBBOX Support at 1-877-349-9934.

Q Do I need to set a volume on the iPad?

A No, you do not need to set a volume on the iPad. Volume controls for SHOEBBOX QuickTest are pre-configured.

Q Do my headphones need to be calibrated?

A Yes, SHOEBBOX QuickTest requires calibrated headphones. Please call us at 1-877-349-9934 each year to ensure your headphones are properly calibrated.