

SHOEBOX



QUICKTEST

Installation Guide
& User Manual

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SHOEBOX QuickTest is manufactured by
Clearwater Clinical Ltd.
Suite 301, 80 Aberdeen St
Ottawa, ON, Canada K1S 5R5
www.clearwaterclinical.com
1-877-349-9934

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Introduction

Welcome to SHOEBBOX QuickTest!

SHOEBBOX QuickTest is our new customer acquisition solution for those in the hearing industry, using the iPad touch interface to enable an interactive hearing screening test that plays like a game. The test is fun, accurate, and works with nearly any age (7+).

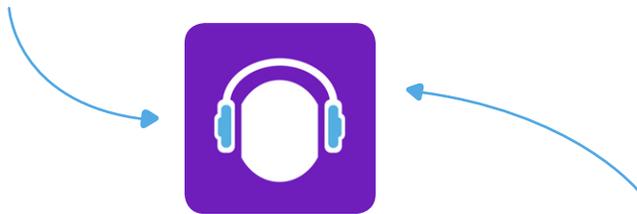
This user guide will help you learn all the capabilities of SHOEBBOX QuickTest. If your iPad was provided by SHOEBBOX, you'll find the user guides in your iBooks app.

If you have any questions about SHOEBBOX, please contact support@shoebbox.md.

Installing QuickTest

If you received your iPad from SHOEBOX

1. Turn on your iPad
2. Connect to WiFi from within the iPad settings
3. Tap the QuickTest app icon to launch QuickTest



If you provided your own iPad

1. Turn on your iPad
2. Follow the Apple Installation Wizard to set up
3. Launch the App Store by tapping the App Store icon
4. Search for SHOEBOX QuickTest
5. Tap the "Get" button to download and install QuickTest
6. Once installed, the app will appear on your iPad home screen
7. Tap the QuickTest app icon to launch QuickTest

Set Up Your QuickTest System

1. Tap the QuickTest app icon to launch QuickTest
2. Login using your SHOEBOX email and password
3. If prompted, select which license to activate
4. If prompted, select which transducer to download. Choose the one that matches the barcode on your transducer cord
5. Select a project to associate your QuickTest data with
6. Set your passcode to protect your local configuration settings and data
7. Enable Microphone Access and Location Access by tapping the "I understand" buttons



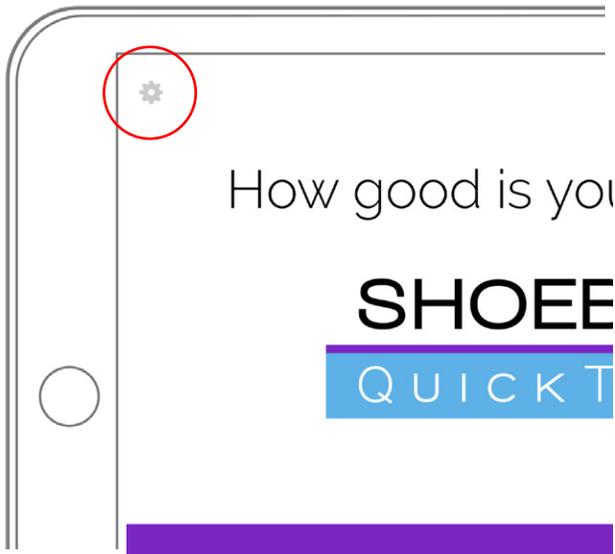
WRX2DNMWM6MP

Transducer barcode

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, Active Transducer, and Admin Required settings 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.

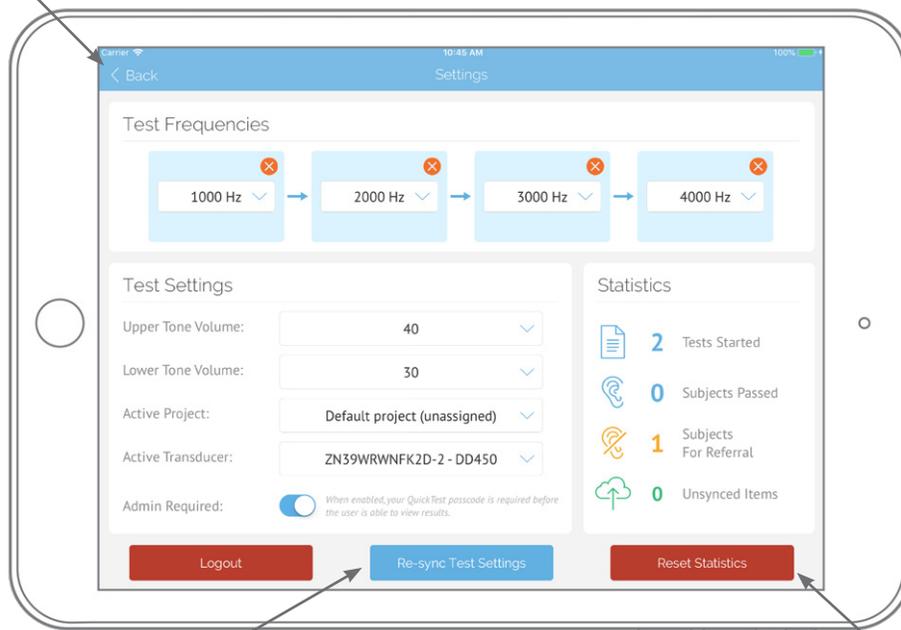
Admin Required

When enabled, your QuickTest passcode is required before the test subject is able to view results. This can be helpful if you wish to counsel the test subject on their results, as well as to prevent the screen from automatically timing out before you are able to review results.

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.

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.

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.

SHOEBOX QuickTest

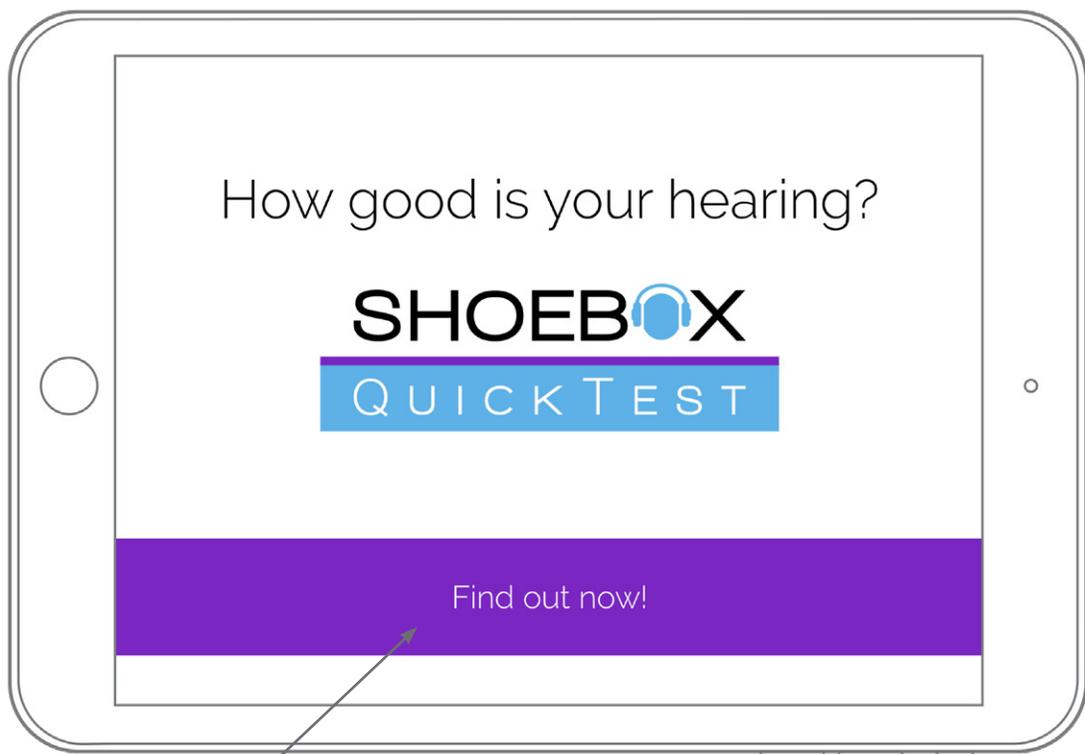
Getting Started

From the welcome screen, the test subject can tap the banner 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 banner button to start the test.

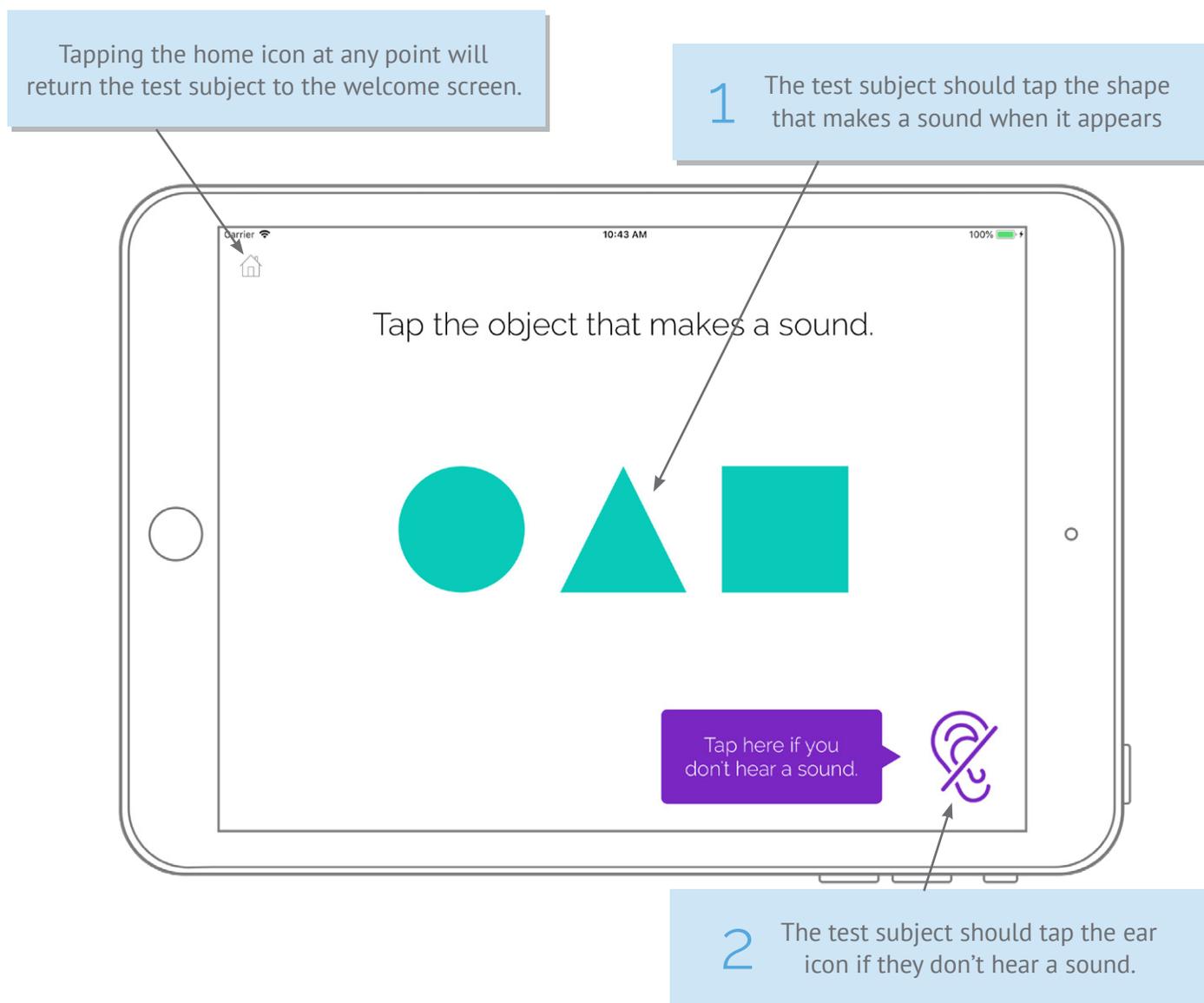
Playing the Game

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.



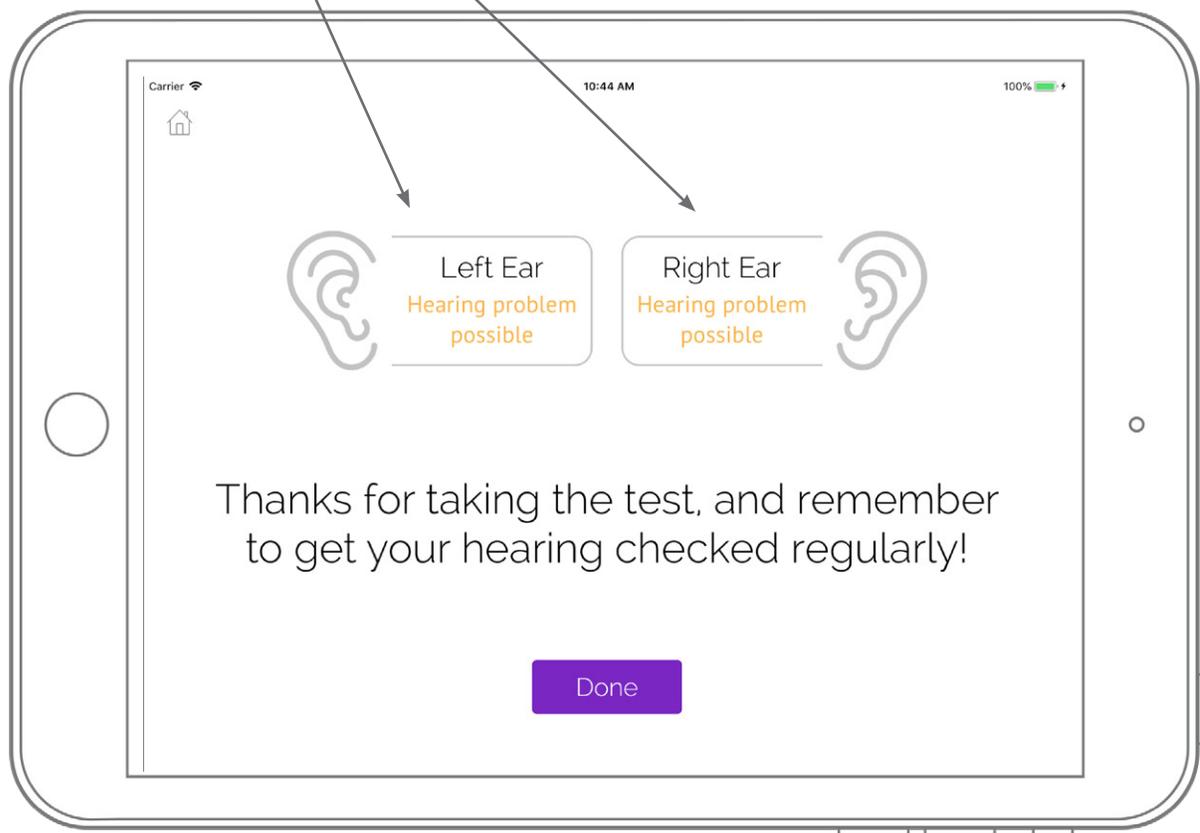
Questionnaires

Questionnaires can be configured to appear before the test, after the test, or after the results (or a combination of all three). Contact support@shoebox.md to configure your questionnaire(s).

Results

Once all selected frequencies are tested, the game will conclude. After the test subject 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



Did You Know?

A “Hearing problem possible” result is defined by a test subject not hearing one or more upper tones on any frequency.

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 SHOEBOX QuickTest.

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 User Guide at <https://www.shoebox.md/support/shoebox-data-management>

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 "Forgot 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 "Forgot Password" link if you've forgotten your password.

Configuring QuickTest

From the “QuickTest” section under “Configurations” 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.

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. Remove a frequency by clicking the “X” in the top right corner of the frequency box. 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.

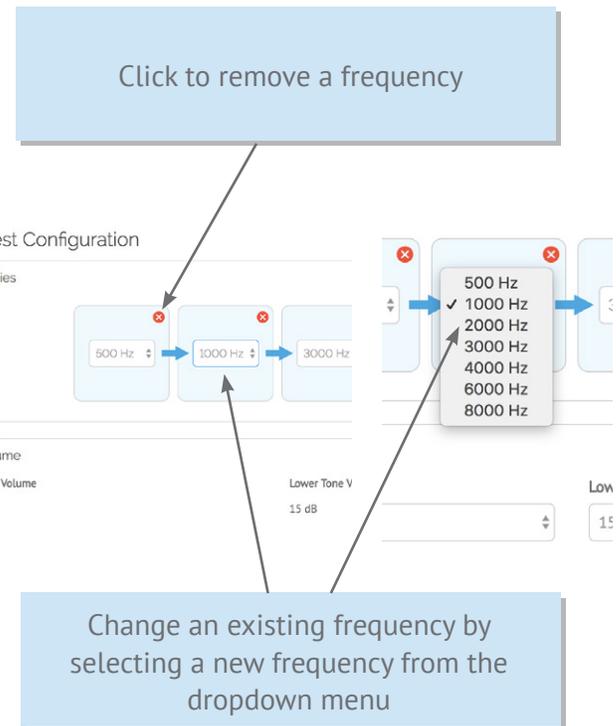
Tone Volume

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. Select the dropdown menu of the tone you wish to change and choose a volume from the presented list.

Branding

Welcome Screen

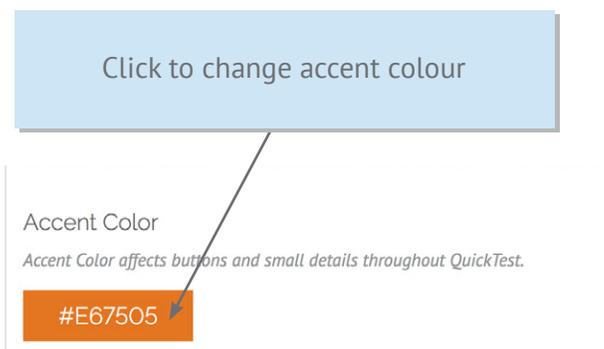
In the “Welcome Screen” section, upload a custom logo or graphic to display on the SHOEBOX QuickTest welcome screen. Please ensure your upload follows the outlined size and file type guidelines. If you choose not to upload your own graphic, the SHOEBOX QuickTest logo will display by default.



Accent Color

You can set a custom accent colour for QuickTest to match your company’s branding. Accent colour affects buttons and small details throughout QuickTest. To ensure accessibility, button text colour will be determined automatically depending on the contrast levels of white vs black text against your chosen accent colour.

Note: this section is only available if you add your own Welcome Screen image



Privacy Statement

You can choose to display a privacy statement prior to the test that requires the user to accept the terms before continuing. A statement title and body copy text are both required.

When you've finished configuring your QuickTest settings to your liking, click "Save."

Syncing

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

In order to sync changes immediately, you'll need to quit and restart SHOEBOX QuickTest. 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.

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, refer to the "Local Settings" section of this guide.

Patient Creation

When a test subject fills out a questionnaire, a patient profile is automatically created for them in the SHOEBOX Data Management web portal. The Patient Name in the web portal will reflect the test subject's input in the "name" field of the questionnaire.

Test Results

You can access a patient's SHOEBOX QuickTest results and questionnaire data the same way as accessing any other test data in the SHOEBOX Data Management web portal. Download the SHOEBOX Data Management User Guide for more information: <https://www.shoebox.md/support/shoebox-data-management>

For a quick glance at test results in the SHOEBOX Data Management web portal, we recommend configuring your Patients columns on both the All Patients/My Patients page and in your individual project to include "QuickTest Result." When visible, the QuickTest Result column will display a "Pass" or "Refer" result for each patient that completed SHOEBOX QuickTest.

Turn on the "QuickTest Result" column for an at-a-glance results view

Last Tested	QuickTest Result
2018-08-22 3:00 PM	✗ Refer
2018-08-22 2:57 PM	✗ Refer
2018-08-22 2:48 PM	✗ Refer
2018-08-22 2:46 PM	✗ Refer
2018-08-22 2:18 PM	✓ Pass

Questionnaires

If you would like to customize your questionnaires, please contact us at support@shoebox.md.

Logout

When you're finished configuring SHOEBOX QuickTest in the SHOEBOX Data Management web portal, use the Logout button on the top right side of the 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 Why aren't I seeing my Global Configuration changes in SHOEBOX QuickTest?

A If you aren't seeing your Global Configuration changes in your SHOEBOX QuickTest Software, quit the application and restart. 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.

Q How do I access SHOEBOX QuickTest results?

A SHOEBOX QuickTest results can be accessed in the SHOEBOX 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 SHOEBOX 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 SHOEBOX QuickTest Software if someone doesn't finish the test?

A The SHOEBOX 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 SHOEBOX QuickTest (i.e. enable Kiosk mode)?

A SHOEBOX 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 SHOEBOX 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 SHOEBOX 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 SHOEBOX QuickTest are pre-configured.

Q Do my headphones need to be calibrated?

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