Let’s get started with the OneTouch Reveal® web app
Before using this application carefully read the OneTouch Reveal® web app—for HCPs User Manual. The electronic version is available by clicking on Help within your clinic account.

The OneTouch Reveal® web app classifies users into one of three roles:

- **Patient**
- **Clinic User**
- **Clinic Manager**

Information is grouped into 4 tabs:

- **Patients**
- **Reports**
- **Manage Clinic**
- **Clinic Users**

Not all tabs are available to all users. This web app guide provides instructions for use for each of the tabs and how to use the Settings link to set your preferences.
Patients Overview Page

Patients: Patient tab and central navigation.
Reports: View/Print reports.
Manage Clinic: Only Clinic Manager sees tab. Sets glucose target ranges and default print jobs for pumps and meters for the clinic.
Clinic Users: Only Clinic Manager sees tab. Add/edits clinic users.

Name: Currently logged-in user.
Settings: Edit profile, target ranges, and default meter/pump reports for currently logged-in user (Not for the entire clinic).
Data Transfer Tool: Installation for data transfer tool (done once).
Help: User manual, customer service contact info.
Sign out: Logs off current user.

Share Requests: Displays all requests from patients to share their account information with the clinic. Option to Confirm or Decline.
Devices to be Assigned: Displays all devices that need to be assigned (from 2net Hub or data transfer tool) to a specific patient. Option to Assign or Clear.

Population Management Filter List: Displays a series of filters (Diabetes Type, Age, Gender, etc.) which allows clinic users to select which patients they are currently viewing below.

Patient Name (Hyperlink): Displays the patient’s information, target ranges and Time Slot Schedule. Can also move patient from HCP to HCP or remove them altogether.

View Reports: Navigates to the Reports page for that patient (Fastest way to navigate to reports).
Open Patient View: Opens new window with the patient version of the OneTouch Reveal web app to see exactly what the patient sees on their home computer.
Add a Patient

If New: Click the Add Patient button from the Patients tab.

OR

Accept Patient Request: By clicking on the Patient Requests hyperlink and click Confirm.

For adding a new patient to the OneTouch Reveal® web app, input:

a. Last Name and First Name
b. Date of Birth
c. Diabetes Type
d. Gender
e. Email
f. Optional:
   • Patient ID
   • Set optional patient information
g. Click Add Patient

Click Print Registration Summary on the next page.
Open a Patient’s Report

Three ways to quickly find patients within the Clinic Account:
1. Population Management Filter List
2. Find a Patient search field
3. Sort in ascending or descending order heading

The fastest way to open a patient’s reports:
Click on the View Reports icon.

Additional way to open reports:
1. Click on the Reports tab
2. Click on the patient’s name

Note: If you don’t see the patient, you can search for that patient in the search box at the top of the screen.
Download / Print Reports

Step 1: Click Download Reports on the Reports tab

Step 2a: To download only the current report, click Download

Step 2b: To download preferred set of reports (displayed), click Download

Note: Preferred sets are originally set by the Clinic Manager, but the preferences of the Clinic User for the specific patient override that preference

Step 3: Once you have opened the .pdf, click on the File tab and select Print
Add a Clinic User or Clinic Manager

Only **Clinic Managers** can add new **Clinic Users**:
1. Click on **Clinic Users** tab
2. Click on **Add User**

New Page will open:
1. Add General Information for user
2. Add Contact Information for user
3. Add Username and Password for user
4. Check box under **User Role** if new user is a Clinic Manager
5. Click **Save**
Edit Settings (Print Clinic Code)

**Clinic Managers**

Clinic Managers set the default settings for the clinic:
1. Click on **Manage Clinic** tab
2. Click on a sub-tab (i.e. Meter Reports)
Click **Edit** in right corner
Make changes
Click **Save**

**Print Clinic Code:**
Can be given to patients to connect their OneTouch Reveal® account to your clinic

**Clinic Users**

Clinic Users individual settings override the Clinic Manager’s settings:
1. Click on **Settings**
2. Click on a sub-tab (i.e. Meter Reports)
3. Click **Edit** in right corner
4. Make changes
5. Click **Save**

### Glucose Targets
Set default glucose target ranges for:
- Diabetes Type 1
- Diabetes Type 2
- Gestational Diabetes

### Meter Reports
Set defaults for meter patients:
- Which reports print by default
- Default date range
- Default report on the report screen

### Pump Reports
Set defaults for pump patients:
- Which reports print by default
- Default date range
- Default report on the report screen

### Report Options
Additional report options:
- Display times in Logbook Report
- Display glucose and insulin records in the order the tests were taken (since last transfer) in the Data List Report
- Display individual CGM data points in reports instead of Candlesticks
- Display 25th/75th Percentile Ranges
- Display Averages
- Display Risks
Edit a Patient Profile

1. Click the patient’s name to edit their profile.
2. Click on the Devices tab to add a device to the profile. The device must be connected via a cable.
3. Edit: Click any of the Edit hyperlinks to change the information (General Info, Contact Info, Language, Etc.).
4. Click Remove to delete a patient profile.