

**User's Guide**

# **ACCU-CHEK® Compass Diabetes Care Software**

**Roche Diagnostics**

Copyright © 2005 Roche Diagnostics. All rights reserved.

Roche Diagnostics, 9115 Hague Road, Indianapolis, IN 46256, USA.

Information in this guide is subject to change without notice and does not represent a commitment on the part of Roche Diagnostics. The software described in this document is furnished under a licence agreement. The software may be used or copied only in accordance with the terms of the agreement. It is against the law to copy the software on any medium except as specifically allowed in the licence. The licensee may make one copy as specifically allowed in the licence. The licensee may make one copy of the software for backup purposes. No part of this manual may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information storage and retrieval systems for any purpose other than the licensee's personal use, without the express written permission of Roche Diagnostics.

ACCU-CHEK, ACCU-CHEK AVIVA, ACCU-CHEK COMPASS, ACCU-CHEK POCKET COMPASS, CAMIT, ADVANTAGE, COMPLETE, ADVANTAGE COMPLETE, ACCU-CHEK ACTIVE, ACCU-CHEK COMPACT, ACCU-CHEK GO, ACCUSOFT, and GLUCOTREND PREMIUM are trademarks of a Member of the Roche Group.

Microsoft® and Windows® are registered trademarks of Microsoft Corporation. Other product and corporate names may be trademarks of other companies and are used only for explanation and to the owners' benefit, without intent to infringe.

# Contents

---

Introducing ACCU-CHEK® Compass Diabetes Care Software	9
About this Guide	9
Contacting Roche Diagnostics	10

---

Getting Help	11
Using this software	11
Adding blood sugar results	11
Changing blood sugar results	11
Working with Reports	12
Patients	12
Meter lists for patients	12
Setting up and clearing meters	13
Doctors	13
Additional resources	13

---

Starting ACCU-CHEK® Compass Diabetes Care Software	13
When you start this software the first time	14

---

Using the Help System	14
Changing the font size of a Help topic	15

---

Using Buttons on the Toolbar	15
Showing/hiding the Toolbar	16

---

Using Shortcuts to Move Around	16
Using shortcuts on the Navigation Bar	16
Using Web Links	17
Showing/hiding the Navigation Bar	17
Creating a shortcut	17
Removing a shortcut	17

---

Using Right-click Menus to Move Around	18
Using a right-click menu	18

---

Choosing Patients	18
-------------------	----

Choosing a patient	18
<hr/>	
Changing System Options	19
Changing System Options	19
Changing the Serial Port	19
Changing the Blood Sugar Unit	19
Changing the Carbohydrate Conversion	19
Changing the Auto-Import Path	20
<hr/>	
Protecting Your Information	20
Backing up files	21
Restoring files	21
<hr/>	
Closing the ACCU-CHEK Compass Diabetes Care Software	21
<hr/>	
Transferring Meter Results to Your Computer	21
Connecting your meter to your computer	22
Starting the transfer	22
Making sure the transfer works	22
Correcting any problems with meter settings	23
Correcting invalid results	23
Deleting invalid results	23
[Optional] Reviewing the results	24
Recording insulin pump information	24
[Optional] Changing the date and time of a result	24
[Optional] Deleting a result	25
[Optional] Printing the results	25
Saving the results	25
Cancelling the download	25
<hr/>	
Importing Files from ACCU-CHEK® Pocket Compass Software	25
Using Auto-Import	25
Checking the Auto-Import path	26
<hr/>	
Importing Files from the Accutivity and Camit Programs	26
Converting your Accutivity or Camit files to CEF format	26
Importing the CEF file	27
<hr/>	
Adding Blood Sugar Results Manually	27
Adding results manually	28
Choosing a Time Block	28
<hr/>	
Viewing Your Blood Sugar Results	29

Viewing all blood sugar results	29
Viewing a subset of the blood sugar results	29
<hr/>	
Changing Blood Sugar Results	30
Changing results and additional information	30
<hr/>	
Deleting Blood Sugar Results	30
Deleting an individual result or sets of results	31
<hr/>	
Choosing a Report	31
Working with reports	31
<hr/>	
Understanding the Report Statistics	32
<hr/>	
The Average Day Report	34
Viewing blood sugar results for each time block in a day	35
Printing the report	35
<hr/>	
The Average Week Report	36
Viewing blood sugar results for each day in a week	37
Printing the report	37
<hr/>	
The Hypoglycaemic Measurements Report	38
Viewing the Hypoglycaemic Measurements report	38
Printing the report	39
<hr/>	
The Logbook Report	39
Viewing the Logbook report	40
Printing the report	40
<hr/>	
The Target Range Report	41
Viewing blood sugar results and target ranges	41
Printing the report	42
<hr/>	
The Trend Graph Report	43
Viewing the blood sugar trends report	44
Printing the report	44
<hr/>	
The One Page Summary Report	44
Combining graphs from other reports	44
Printing the report	45
<hr/>	
Printing Blank Logbooks	45

Working with Custom Reports	46
Saving a custom report	46
Viewing a custom report	46
Deleting a custom report	46
Adding Patients	46
Adding a patient	47
Viewing, Changing and Printing Patient Information	47
Viewing patient information	47
Changing patient information	48
Adding a doctor to your doctor list	48
Deleting a doctor from your doctor list	48
Printing your patient information	48
Deleting Patients	49
Deleting a patient	49
Adding Meters	49
Adding a Meter to Your Meter List	49
Deleting Meters	50
Deleting a Meter from Your Meter List	50
Changing Meter Names	50
Changing the Name of a Meter	50
Setting Up Meters	50
Setting Up an ACCU-CHEK Complete Meter	50
Getting started	51
Choosing language and formatting options	51
Adding, changing or deleting insulin pump information	51
Adding tip messages or turn off tip messages	52
Changing your Diary defaults	52
Sending the setup to the meter	52
Clearing Meter Memory	53
Clearing the Memory in a Meter	53
Printing Meter Setup	54
Printing a Meter Setup Report	54

Viewing, Adding, Changing and Deleting Doctor Information	54
Viewing the Doctor List	54
Adding a doctor to the Doctor List	54
Changing contact information for a doctor	54
Deleting a doctor from the Doctor List	54
Sharing Information	55
Exporting information	55
Exporting files	56
Appendix A: Troubleshooting	57
Starting the ACCU-CHEK Compass Diabetes Care Software	57
Communicating with the Meter	58
Viewing Reports	61
Printing	62
Importing Patient Files	63
Connecting to the Internet	63
Appendix B: Glossary	65
Appendix C: About Time Blocks	67
Comparison of time block names	67
Examples of Time Blocks	67





# Introducing ACCU-CHEK® Compass Diabetes Care Software

The Roche Diagnostics ACCU-CHEK® Compass Diabetes Care Software is a tool that helps you make better decisions through a clearer understanding of diabetes information. The ACCU-CHEK® Compass Diabetes Care Software ("this software") enables you to:

- Transfer blood sugar results from a supported Roche blood sugar meter to your computer
- Import blood sugar results from ACCU-CHEK® Pocket Compass Diabetes Care Software and other Roche Diagnostics programs
- Add blood sugar results by hand
- Edit and delete your blood sugar results
- Display and print several types of reports and statistics

---

**Note:** *Consult a doctor about using this software to help you manage your diabetes. Always ask a doctor when you have a question about your diabetes care plan.*

---

---

**Note:** *If you are moving from another Roche Diagnostics program, you can import patient information instead of adding it by hand. See ["Sharing Information" on page 55](#) for details.*

---

## About this Guide

This guide is designed for people who are familiar with diabetes and the concepts relating to management of the disease. It contains information about using the commands and features. It assumes that you are familiar with Windows® and know how to use a mouse.

For information about system requirements and installing this software, see the *Getting Started Guide*.

Find additional information about this software at [www.ACCU-CHEK.com](http://www.ACCU-CHEK.com).

---

**Note:** *In this guide, "blood sugar" has the same meaning as "blood glucose" (bG).*

---

## Contacting Roche Diagnostics

If you have trouble using the software, check the Help system or ["Appendix A: Troubleshooting" on page 57](#). If you still cannot solve the problem, you can call Roche Diagnostics.

- Call the Roche Diagnostics telephone number that is either on the back of the blood sugar meter or in the information that came with the meter.

---

**Note:** *Roche Diagnostics does not recommend attempting to access or alter your database outside of the ACCU-CHEK® Compass Diabetes Care Software applications. Roche Diagnostics will not be liable for data manipulated outside of the ACCU-CHEK® Compass Diabetes Care Software application. Should you have questions regarding these statements, please contact your Roche representative.*

---

# Getting Help

## Using this software

To learn about this...	...read this section
■ Starting this software	<a href="#">“Starting ACCU-CHEK® Compass Diabetes Care Software” on page 13</a>
■ Using the Help system	<a href="#">“Using the Help System” on page 14</a>
■ Using toolbar buttons	<a href="#">“Using Buttons on the Toolbar” on page 15</a>
■ Using shortcuts	<a href="#">“Using Shortcuts to Move Around” on page 16</a>
■ Using right-click menus	<a href="#">“Using Right-click Menus to Move Around” on page 18</a>
■ Choosing a patient	<a href="#">“Choosing Patients” on page 18</a>
■ Changing system options	<a href="#">“Changing System Options” on page 19</a>
■ Backing up and restoring files	<a href="#">“Protecting Your Information” on page 20</a>
■ Closing this software	<a href="#">“Closing the ACCU-CHEK Compass Diabetes Care Software” on page 21</a>

## Adding blood sugar results

To learn about this...	...read this section
■ Downloading blood sugar results from your meter	<a href="#">“Transferring Meter Results to Your Computer” on page 21</a>
■ Importing results from other software	<a href="#">“Importing Files from ACCU-CHEK® Pocket Compass Software” on page 25</a> and <a href="#">“Importing Files from the Accutivity and Camit Programs” on page 26</a>
■ Adding results by hand	<a href="#">“Adding Blood Sugar Results Manually” on page 27</a>

## Changing blood sugar results

To learn about this...	...read this section
■ Viewing results	<a href="#">“Viewing Your Blood Sugar Results” on page 29</a>
■ Changing results	<a href="#">“Changing Blood Sugar Results” on page 30</a>
■ Deleting results	<a href="#">“Deleting Blood Sugar Results” on page 30</a>

## Working with Reports

To learn about this...	...read this section
■ Choosing which report to view	<a href="#">“Choosing a Report” on page 31</a>
■ Understanding the statistics	<a href="#">“Understanding the Report Statistics” on page 32</a>
■ Average Day Report	<a href="#">“The Average Day Report” on page 34</a>
■ Average Week Report	<a href="#">“The Average Week Report” on page 36</a>
■ Hypoglycaemic Measurements Report	<a href="#">“The Hypoglycaemic Measurements Report” on page 38</a>
■ Logbook Report	<a href="#">“The Logbook Report” on page 39</a>
■ Target Range Report	<a href="#">“The Target Range Report” on page 41</a>
■ Trend Graph Report	<a href="#">“The Trend Graph Report” on page 43</a>
■ One Page Summary Report	<a href="#">“The One Page Summary Report” on page 44</a>
■ Printing blank logbook pages	<a href="#">“Printing Blank Logbooks” on page 45</a>
■ Saving custom reports	<a href="#">“Working with Custom Reports” on page 46</a>

## Patients

To learn about this...	...read this section
■ Choosing a patient	<a href="#">“Choosing Patients” on page 18</a>
■ Adding a patient	<a href="#">“Adding Patients” on page 46</a>
■ Viewing patient information	<a href="#">“Viewing, Changing and Printing Patient Information” on page 47</a>
■ Changing patient information	<a href="#">“Viewing, Changing and Printing Patient Information” on page 47</a>
■ Printing patient information	<a href="#">“Viewing, Changing and Printing Patient Information” on page 47</a>
■ Deleting a patient	<a href="#">“Deleting Patients” on page 49</a>

## Meter lists for patients

To learn about this...	...read this section
■ Adding a meter	<a href="#">“Adding Meters” on page 49</a>
■ Deleting a meter	<a href="#">“Deleting Meters” on page 50</a>
■ Changing the name of a meter	<a href="#">“Changing Meter Names” on page 50</a>

# Setting up and clearing meters

To learn about this...	...read this section
■ ACCU-CHEK Complete meter setup	<a href="#">"Setting Up Meters" on page 50</a>
■ Clearing meter memory	<a href="#">"Clearing Meter Memory" on page 53</a>
■ Printing the meter setup	<a href="#">"Printing Meter Setup" on page 54</a>

## Doctors

To learn about this...	...read this section
■ Viewing the doctor list	<a href="#">"Viewing the Doctor List" on page 54</a>
■ Adding a doctor	<a href="#">"Adding a doctor to the Doctor List" on page 54</a>
■ Changing doctor information	<a href="#">"Changing contact information for a doctor" on page 54</a>
■ Deleting a doctor	<a href="#">"Deleting a doctor from the Doctor List" on page 54</a>

## Additional resources

To learn about this...	...read this section
■ Sharing Your Information	<a href="#">"Sharing Information" on page 55</a>
■ Appendix A: Troubleshooting	<a href="#">"Appendix A: Troubleshooting" on page 57</a>
■ Appendix B: Glossary	<a href="#">"Appendix B: Glossary" on page 65</a>
■ Appendix C: About Time Blocks	<a href="#">"Appendix C: About Time Blocks" on page 67</a>

# Starting ACCU-CHEK® Compass Diabetes Care Software

- 1 On the taskbar, click Start.
  - 2 Point to Programs.
  - 3 Point to ACCU-CHEK Compass.
  - 4 Click ACCU-CHEK Compass.
- OR-**
- Double-click the ACCU-CHEK Compass icon on your desktop.

---

**Note:** *If more than one patient uses this software, the **Patient List** dialog box appears. Choose a patient from the list. For details, see [“Choosing Patients” on page 18](#).*

---

## When you start this software the first time

A series of dialog boxes will help you add the first patient (for details, see [“Adding Patients” on page 46](#)). Be sure that you have the following information:


- The serial port (also called a “communications port” or “COM port”) to use for cable connections
- Blood sugar unit (mg/dL or mmol/L) to use when displaying blood sugar results
- Carbohydrate conversion used in the diabetes care plan (for details, see [“Changing System Options” on page 19](#))
- The carbohydrate conversion that you choose *must* be the same as the carbohydrate conversion used by your meter. If the conversions are not the same, the results that you download from your meter will not show the correct value for carbohydrates.

You can also add and edit the following information using this software:

- Your address
- Patient ID
- Doctors who provide care
- Blood sugar target range
- Hypoglycaemic limit (also called the low blood sugar limit)
- Insulin types used
- Start times for each time block (see the [“Appendix B: Glossary” on page 65](#))
- Workdays and non-workdays (see the [“Appendix B: Glossary” on page 65](#))

## Using the Help System

The Help system contains detailed information about using the ACCU-CHEK® Compass Diabetes Care Software commands and features. You can access the Help system in several ways:

- Click **Help** in any dialog box.
- Press F1 to see a help topic for the active window, dialog box or report.
- Point to a command on any menu and press F1.
- Click  on the toolbar to view Help contents and index.
- Click **Help** on the menu bar to view Help contents and index and to see the version number of this software.
- Point to a button on the toolbar to see a brief description of the button.

### Changing the font size of a Help topic





- 1 In the Help topic window, click **Options**.
- 2 Point to **Font**, and then click **Small**, **Normal** or **Large**.




## Using Buttons on the Toolbar

The toolbar displays buttons that give quick access to frequently used commands.



**Figure 1 The ACCU-CHEK® Compass Diabetes Care Software Toolbar**

Click this button...	...to do this
	Display the list of patients.
	Display patient information.
	Print the current report.
	Download meter results. For details, see <a href="#">“Transferring Meter Results to Your Computer” on page 21.</a>

Click this button...	...to do this
	Set up a meter. For details, see <a href="#">“Setting Up Meters” on page 50</a> .
	Import blood sugar results. For details, see <a href="#">“Importing Files from ACCU-CHEK® Pocket Compass Software” on page 25</a> .
	Open the Help system.

### Showing/hiding the Toolbar

- On the View menu, click Toolbar.

## Using Shortcuts to Move Around

The shortcuts on the Navigation Bar give you quick access to frequently used reports and commands.

### Using shortcuts on the Navigation Bar

- 1 Click a group.
- 2 Click an icon.

The shortcuts are arranged into the following groups:

- ACCU-CHEK Compass software  
Displays shortcuts to four commands: display the Welcome window, download meter data, view blood sugar results and display the Web Links window.
- Standard Reports  
Displays shortcuts to seven of the reports: One-Page Summary, Logbook, Trend Graph, Average Day, Average Week, Target Range and Hypoglycaemic Measurements.
- Custom Reports  
Displays shortcuts to custom reports. Shortcuts to custom reports are automatically added to this group when you save a report using the Save as Custom Report command. For details, see [“Working with Custom Reports” on page 46](#).



- **My Shortcuts**

Displays frequently used shortcuts that you can create and remove. For details, see [“Creating a shortcut” on page 17](#).

## **Using Web Links**

---

**Note:** *You must have a working Internet account and a Web browser such as Netscape Navigator or Microsoft Internet Explorer installed on your computer.*

---

- 1 On the Navigation Bar, click **Web Links**.
- 2 Click a link, which starts your browser and opens the selected link.

## **Showing/hiding the Navigation Bar**

- On the View menu, click **Navigation Bar**.

## **Creating a shortcut**

---

**Note:** *You can copy frequently used shortcuts from other groups and paste them into My Shortcuts. You can also remove the shortcuts in My Shortcuts.*

---

- 1 Right-click a shortcut in **Compass**, **Standard Reports** or **Custom Reports**.
- 2 Click **Copy Shortcut**.
- 3 Click **My Shortcuts**.
- 4 Right-click the location on the navigation bar where you want to place the shortcut for **My Shortcuts**.
- 5 Click **Paste Shortcut**.

## **Removing a shortcut**

- 1 Right-click the shortcut that you want to remove from the navigation bar for **My Shortcuts**.
- 2 Click **Remove Shortcut**.

## Using Right-click Menus to Move Around

Right-click menus give you a quick way of accomplishing tasks. The options on the right-click menu vary and depend on where you are in the software.

### Using a right-click menu

- Using the right mouse button, click the item you want to work with (for example a blood sugar result in the Diary Data report).

Examples of right-click menus:

- In the Diary Data report (**Diary Data** on the **Personal** menu), right-click a result to change or delete the result.
- In the Patient List (**Patient List** on the **File** menu), right-click the name of a patient to change the information for the patient or delete the patient.
- On the Navigation Bar, right-click an icon to copy it.

## Choosing Patients


---

**Note:** *If more than one patient is using this software, you must choose one of the patients from the **Patient List** dialog box.*

---

When you choose a patient from the **Patient List** dialog box, the patient record is opened. The record is automatically closed when you choose another patient or when you quit this software.

### Choosing a patient

- 1 On the toolbar, click  .
- 2 Double-click a patient in the list or select the patient name and click **Open**.  
The title bar shows the name of the patient.

---

**Tip:** You can find a patient in the list by typing the last name of the patient in the **Last Name** box.

---

# Changing System Options

You can change the following system options:

- Serial port to use for meter connections
- Blood sugar (bG) unit
- Carbohydrate conversion
- Auto-Import path

## Changing System Options

- On the Tools menu, click System Options.

## Changing the Serial Port

- Click a serial port that is not in use by another serial device.

For details, click **Help**.

## Changing the Blood Sugar Unit

- Click the blood sugar (bG) unit that you want to use when displaying blood sugar results.

For details, click **Help**.

---

**Note:** *If you do not know which unit to choose, check your meter for the unit used for blood sugar results or accept the default. You can change this option after asking a doctor which measurement unit to use.*

---

## Changing the Carbohydrate Conversion

---

**CAUTION** The carbohydrate conversion that you choose *must* be the same as the carbohydrate conversion used by your meter. If the conversions are not the same, the meter results that you download will not show the correct value for carbohydrates.

---

The carbohydrate conversion helps you understand your doctor's instructions while using meal plan exchange lists. See the ["Appendix B: Glossary" on page 65](#) for a definition of "carbohydrate". See your doctor for details.

- Click the carbohydrate conversion that is used by your meter.

For details, click **Help**.

---

**Note:** *If the carbohydrate conversion that you need is not in the Carbohydrates area, add a custom carbohydrate conversion. For details, click **Help**.*

---

Notes about custom carbohydrate conversions:

- Conversion names can be up to 20 characters long and can be any combination of numbers and letters.
- Unit abbreviations can be up to four characters long and can be any combination of numbers and letters.
- You can change and delete only the carbohydrate conversions that you add.

### Changing the Auto-Import Path

The Auto-Import path is the disk location of your Palm® directory. If you use ACCU-CHEK® Pocket Compass Diabetes Care Software, your backup files are stored in this directory

and are automatically imported into this software. For details, see [“Importing Files from ACCU-CHEK® Pocket Compass Software” on page 25](#).

- Type a path in the text box.

**-OR-**

- Click **Browse** to search for the location of your Palm directory.

## Protecting Your Information

To protect your information, we recommend that you back it up regularly. Backing up your files does not delete any information.

---

**CAUTION** When you restore a backup file, the current information is overwritten.

---

## Backing up files

- 1 On the Tools menu, click Back Up Database.
- 2 If necessary, click a drive and directory in the Save in list of the Save As dialog box.
- 3 Click Save.

## Restoring files


- 1 On the Tools menu, click Restore Database.
- 2 If necessary, click a drive and directory in the Look in list of the Open dialog box.
- 3 Click Open.

---

**Note:** *If the restore fails, current files are not overwritten.*

---

## Closing the ACCU-CHEK Compass Diabetes Care Software

- On the File menu, click Exit.
- OR-
- Click the  in the upper right corner.
- You are asked to back up all files.

## Transferring Meter Results to Your Computer

---

**Note:** *In this guide, “transfer” has the same meaning as “download”.*

---

---

**Note:** *Refer to the Owner’s Manual that came with your ACCU-CHEK meter or device for additional details on transferring data.*

---

There are several steps to transfer the results:

- 1 [Connecting your meter to your computer.](#)
- 2 [Starting the transfer.](#)
- 3 [Correcting any problems with meter settings.](#)

- 4 [Correcting invalid results.](#)
- OR-
- [Deleting invalid results.](#)
- 5 [\[Optional\] Reviewing the results.](#)
- 6 [\[Optional\] Changing the date and time of a result.](#)
- 7 [\[Optional\] Deleting a result.](#)
- 8 [\[Optional\] Printing the results.](#)
- 9 [Saving the results.](#)
- 10 [Cancelling the download.](#)

## Connecting your meter to your computer

- 1 Connect the meter cable to a 9-pin serial port connector on your computer. Refer to your cable insert for directions on how to connect the cable to your meter.

## Starting the transfer

---

**Note:** *During this step, the meter results are transferred to your computer, but they are not saved unless you specifically save them during Saving the results.*

---

- 1 On the toolbar, click .

- 2 Follow the instructions in the Prepare Meter dialog box.

If your meter is not listed, follow the instructions that came with the meter.

## Making sure the transfer works

- Always check to see that the meter cable is securely connected. A loose meter cable is one of the most common connection problems.
- Verify that the COM port is not in use by another program or serial device, such as a mouse, modem, digital camera, scanner, Palm® Pilot, PDA or other peripheral device.
- Verify that the battery in the meter is not weak or dead.
- Verify that the battery in the cable (if it has one) is not weak or dead.
- Verify that HotSync® is disabled.
- Close other running programs.

## Correcting any problems with meter settings

- If the meter is not assigned to you

If the meter is not assigned to you, your patient record includes a meter list. You cannot download results from a meter that is not assigned to your meter list. To assign the meter, follow the instructions in the Unassigned Meter dialog box. For details, see [“The “Unassigned Meter” dialog box appears” on page 58.](#)

- If the meter settings are different from the settings in this software

If the meter settings are different from the settings in this software, you may be asked to match the settings. To correct differences, follow the instructions on the screen. For details, see [“Communicating with the Meter” on page 58.](#)

## Correcting invalid results

If invalid results are detected, the **Meter Data Review** dialog box is displayed. Examples of invalid results are results without a date (month or day is zero) and results that are out of order by date or time.

---

**CAUTION** This software does not save invalid results.

---

- 1 In the **Meter Data Review** dialog box, click **Go To Next Invalid Record**.
- 2 Click **Edit Record**.
- 3 Type or select the new date, if needed.
- 4 Click the **Time** arrows to increase or decrease the value for the hours or minutes.
- 5 Click **OK**.

---

**Note:** *If the date and time are not set, they need to be set in your meter. If the date and time are set correctly, click **OK** to save the result.*

---

## Deleting invalid results

---

**CAUTION** This software does not save invalid results.

---

- 1 In the **Meter Data Review** dialog box, click a result in the meter data list.
- 2 Click **Delete**.
- 3 Click **Yes** to confirm the deletion.

**[Optional] Reviewing the results**

- In the Download Summary dialog box, click Review.

If	Then
The Events and Miscellaneous column displays “Expired Strips”	These results may not be reliable. See the information provided with the meter.
The Events and Miscellaneous column displays “Low Battery”	The blood sugar measurement was taken when the meter was in a low battery state. See the information provided with the meter.
The Events and Miscellaneous column displays “Temperature”	The blood sugar measurement was taken at a temperature above or below the operational range of the test strips. See the information provided with the meter.
The Events and Miscellaneous column displays “Used Drum”	The blood sugar measurement was taken after the door was opened and closed with a partly used test drum inside, or a partly used test drum was inserted into the meter. These results may not be reliable.

**Recording insulin pump information**

The following insulin pump information can be retrieved from some meters:

- Bolus
- Square wave bolus
- Temporary basal
- Ketone
- HbA1C

The information is displayed in the Meter Data Review dialog box immediately after you download blood sugar results from a meter. You must print out a report to keep this information for the future. See [“\[Optional\] Printing the results” on page 25](#).

**[Optional] Changing the date and time of a result**

- 1 In the Meter Data Review dialog box, click a result in the meter data list, and then click Edit Record.
- 2 Type or select the new date.
- 3 To change the time, type or select the hours or minutes, and then click OK.



### **[Optional] Deleting a result**

- 1 In the **Meter Data Review** dialog box, click a result in the meter data list.
- 2 Click **Delete**.
- 3 Click **Yes** to confirm the deletion.

### **[Optional] Printing the results**

- In the **Meter Data Review** dialog box, click **Print**.

### **Saving the results**

- 1 In the **Download Summary** dialog box, click **Save** to keep the transferred results and store them in this software.
- 2 If any of the results that you just transferred have the same time and date as existing results, the software displays the message, "Do you want these results to replace the existing ACCU-CHEK Compass Software results?"
  - To save the results that you just transferred, click **Yes**.
  - To save existing or edited results, click **No**.

### **Cancelling the download**

- In the **Download Summary** dialog box, click **Cancel**.

The meter results are deleted from your computer, but not from the meter.

## **Importing Files from ACCU-CHEK® Pocket Compass Software**

To import files from ACCU-CHEK® Pocket Compass Diabetes Care Software, you import the ACCU-CHEK Pocket Compass Software backup files stored on your desktop computer.

### **Using Auto-Import**

- 1 Make sure that you have synchronised your most recent blood sugar results from the ACCU-CHEK® Pocket Compass Diabetes Care Software, as explained in the *ACCU-CHEK Pocket Compass Software User's Guide*.
- 2 Make sure that the Auto-Import path is pointing toward the location of your Palm directory.

- 3 On the Tools menu, click **Run Auto-Import**.

**-OR-**

Exit and then restart this software.

The ACCU-CHEK® Pocket Compass Diabetes Care Software files are imported automatically.

### **Checking the Auto-Import path**

- 1 On the Tools menu, click **System Options**.
- 2 If the path is not correct, type the correct path in the text box.

**-OR-**

Click **Browse** to search for the location of your Palm directory.

---

**Tip:** If Auto-Import does not import your file, try the instructions in [“Importing the CEF file” on page 27](#).

---

## **Importing Files from the Accutivity and Camit Programs**

There are two steps to importing files from Accutivity and Camit:

- 1 [Converting your Accutivity or Camit files to CEF format](#).
- 2 [Importing the CEF file](#).

### **Converting your Accutivity or Camit files to CEF format**

You can use the Database Conversion Utility, which is included with this software, to create CEF files. Imported CEF files can contain information for one or more patients.

- 1 On the Windows taskbar, click **Start**.
- 2 Point to **Programs**.
- 3 Point to **ACCU-CHEK Compass**.
- 4 Click **ACCU-CHEK Compass Conversion Utility**.
- 5 In the **Input Folder** box, enter the path to the program from which you want to convert data by typing the directory

**-OR-**

Click **Browse**.

- For Camit S, the default directory is: C:\Camit\_3
  - For Camit for Windows, the default data directory is: C:\Camit\Data
  - For Accutivity, the default directory is: C:\Accutil
- 6 In the **Output Folder** box, enter the path for the output file by typing the directory  
**-OR-**  
Click **Browse**.

---

**Note:** *A filename is assigned automatically based on the month and day, such as May\_6.CEF. If the conversion utility reports that the output file already exists, delete or rename the current file.*

---

- 7 Click **Start** to begin the conversion.

---

**Note:** *An exchange factor is needed for the conversion of carbohydrate information from Camit S and Camit software for Windows. In the field provided, enter the number of grams per carbohydrate unit.*

---

## Importing the CEF file

- 1 Start the ACCU-CHEK® Compass Diabetes Care Software.
- 2 On the **Tools** menu, click **Import Patient Data**.
- 3 If necessary, click a device and directory in the **Look in** list of the **Open** dialog box.
- 4 Double-click the CEF file that you want to import.
- 5 Follow the instructions on the screen.
- 6 Review the information in the **Import Summary** window.
- 7 Click **Continue** to complete importing the files.

## Adding Blood Sugar Results Manually

You can manually add blood sugar results to your diary data. You must enter the date and time of the result. All other information is optional.

## Adding results manually

- 1 On the **Personal** menu, click **Diary Data**.
- 2 In **Diary Data**, click **Add Record**.
- 3 Type or select the date on which the blood sugar measurement was taken.
- 4 To change the time, select the hours or minutes, and then click the **Time** arrows.
- 5 Under **bG**, type or select the blood sugar result.
- 6 Click **bG** or one of the control solutions (see the [“Appendix B: Glossary” on page 65](#) for information about control solutions).
- 7 In the **Time Block** list, click the time block that best describes when you took the test relative to a meal.

The time block you choose need not correspond to the time that you took the test. See the examples in [“Choosing a Time Block” on page 28](#).

- 8 Under **Insulin**, type or select the doses for each type of insulin you used.

---

**Note:** *You must choose insulin types before you can add insulin doses. See [“Viewing, Changing and Printing Patient Information” on page 47](#).*

---

- 9 Under **Carbohydrates**, type or select the number of units of carbohydrates that you ate.
- 10 Under **Exercise**, click the intensity and type  
**-OR-**  
Select the duration of exercise.
- 11 Under **Events**, click up to four events that occurred.
- 12 Click **OK** to add the blood sugar result to your **Diary Data**.

## Choosing a Time Block

When choosing a time block, choose one that best describes when you took the blood sugar measurement with respect to a meal. (For an explanation of time blocks, see the [“Appendix B: Glossary” on page 65](#).) The time block that you choose does *not* need to correspond to the actual time that the blood sugar measurement was taken.

For example:

- The Before Breakfast time block is between 6:30 A.M. and 8 A.M. You wake up at 7 A.M. and take a blood sugar measurement before eating. Choose the Before Breakfast time block.
- The Before Breakfast time block is between 6:30 A.M. and 8 A.M. The After Breakfast time block is between 8 A.M. and 11 A.M. You wake up at 9 A.M. and take a blood sugar measurement before eating. Choose the Before Breakfast time block because the measurement was taken before eating breakfast.

---

**Note:** *The names of time blocks used in this software are different from those used by ACCU-CHEK Complete meters. For details, see the ["Appendix B: Glossary" on page 65](#). If you leave the time block blank, this software will assign a time block based first on meal-related events, if any, then on the time that the test was taken.*

---

## Viewing Your Blood Sugar Results

The Diary Data report displays blood sugar results. You can view all blood sugar results or a subset of results within a given time range.

### Viewing all blood sugar results

- On the Personal menu, click Diary Data.

The most recent information is shown at the top of the Diary Data report.

### Viewing a subset of the blood sugar results

- 1 On the Personal menu, click Diary Data.
- 2 Click a time range in the Time Range list.
- 3 [Optional] Click Specific Date Range, then click the Calendar icon to choose a date range, and then type or select the start and end dates.

The start date must be before the end date.

---

**Note:** *For details about the Events and Miscellaneous columns, see ["In the Download Summary dialog box, click Review." on page 24](#).*

---

## Changing Blood Sugar Results

---

**Note:** *You cannot change the blood sugar measurement, time or date and you must choose insulin types before you can add insulin doses. See ["Viewing, Changing and Printing Patient Information"](#) on page 47.*

---

### Changing results and additional information

- 1 On the Personal menu, click Diary Data.
- 2 In Diary Data, click the blood sugar result you want to change.
- 3 Click Edit Record.

You can change the following:

- Time blocks
- Insulin doses
- Carbohydrates
- Exercise
- Events

---

**Note:** *For more information on time blocks, insulin doses, carbohydrates and events, see ["Appendix B: Glossary"](#) on page 65.*

---

## Deleting Blood Sugar Results

You can delete any blood sugar result, whether it was added manually, imported or downloaded from a meter.

---

**CAUTION** When you delete blood sugar results, they are deleted permanently from your computer and cannot be retrieved.

---

**Deleting an individual result or sets of results**

- 1 On the **Personal** menu, click **Diary Data**.
- 2 In **Diary Data**, click the blood sugar result you want to delete.
  - If you want to delete more than one result, press and hold the **CTRL** key, then click each result that you want to select.
  - If you want to delete a group of results that are next to each other, click the first result, hold down the **SHIFT** key, then click the last result.

3 Click **Delete Record**.

4 Click **Yes**.

The record is deleted.

**-OR-**

Click **No**.

The **Diary Data** screen appears.

**Choosing a Report**

**Working with reports**

- To show or hide the **Report Settings** dialog box, click **Report Settings** on the **View** menu.
- To show or hide the **Report Legend**, click **Report Legend** on the **View** menu.
- For details about the report statistics, see [“Understanding the Report Statistics” on page 32](#).

Use this report...	...to do this
Average Day	View blood sugar results for each time block in a day. See <a href="#">“The Average Day Report” on page 34</a> .
Average Week	View blood sugar results for each day in a week. See <a href="#">“The Average Week Report” on page 36</a> .
Hypoglycaemic Measurements	View blood sugar results and your hypoglycaemic limit. See <a href="#">“The Hypoglycaemic Measurements Report” on page 38</a> .
Logbook	View blood sugar results and insulin doses for each time block. See <a href="#">“The Logbook Report” on page 39</a> .

<b>Use this report...</b>	<b>...to do this</b>
Target Range	View blood sugar results and target ranges. See <a href="#">“The Target Range Report” on page 41.</a>
Trend Graph	View blood sugar trends. See <a href="#">“The Trend Graph Report” on page 43.</a>
One Page Summary	Combine graphs from other reports. See <a href="#">“The One Page Summary Report” on page 44.</a>

## Understanding the Report Statistics

Three columns of statistics are displayed at the bottom of each of the reports:

- Column 1 shows how the blood sugar results fall in relation to the target blood sugar range and hypoglycaemic limit.
- Column 2 shows the number of HIs and LOs.
- Column 3 shows the total number of blood sugar results, the average number of blood sugar results per day and the standard deviation.

The Average Day and Average Week reports have two additional rows of statistics:

- The upper row shows the number of tests in the corresponding time range (time block for Average Day and day of the week for Average Week).
- The lower row shows the average bG (blood sugar) value in the time range. If no results are within a time range, the average is zero.

The following table explains what the labels mean.

<b>Label</b>	<b>Meaning</b>
Range	Your blood sugar targets.
Above Target	Blood sugar results that fall above your upper blood sugar limit.
Within Target	Blood sugar results that fall between your upper and lower blood sugar limits.
Below Target	Blood sugar results that fall between your lower blood sugar and hypoglycaemic limits.
Hypo	Blood sugar results that fall below your hypoglycaemic limit.
Tests	The number of blood sugar results in the range.
Percent	The percentage of blood sugar results in the range.
Highest bG	The highest blood sugar result in the time range.
Lowest bG	The lowest blood sugar result in the time range.



<b>Label</b>	<b>Meaning</b>
Average bG	The average blood sugar result in the time range.
Number of HIs	The number of blood sugar results that were too great for the meter to measure.
Number of LOs	The number of blood sugar results that were too low for the meter to measure.
Total # of Tests	The number of blood sugar results in the time range.
Avg. # Tests per Day	The average number of blood sugar results per day in the time range. This includes all days, whether any tests were run on the day or not.
Standard Deviation	Shows how tightly your blood sugar results are clustered around the mean (average) blood sugar result. When the standard deviation is small, your results have values that are close together. When the standard deviation is large, your results have values that are spread far apart. Your doctor sets the standard deviation goal for you.

# The Average Day Report

The Average Day Report displays the average blood sugar result for each time block for the current time range. The report can display results in the blood sugar measurement unit of your choice. See [“Changing System Options” on page 19](#). The table below explains the symbols and their meanings.

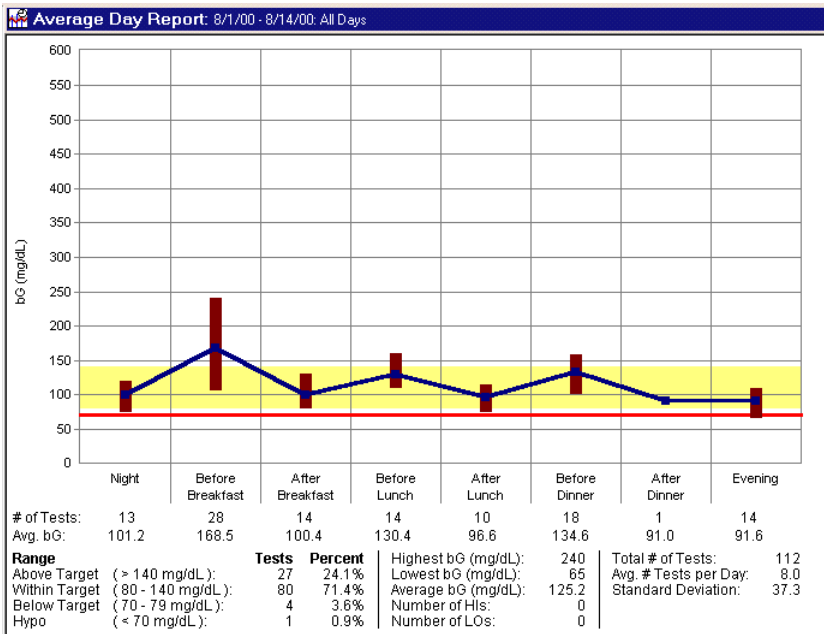




Figure 2 Average Day Report

Symbol	Meaning
<div><div></div><div>Target bG Range</div></div>	Target bG Range. The shading shows the area of the graph that is between the low blood sugar limit and the high blood sugar limit.
<div><div></div><div>Hypo bG Limit</div></div>	Hypo bG Limit. The line shows the limit where you have too little sugar in the blood.
<div><div></div><div>Average</div></div>	Average. The point shows the average blood sugar result.

Symbol	Meaning
 Range	Range. The bar shows the range between the highest and lowest blood sugar results, not including HIs or LOs.
<b>-OR-</b>	
 bG Measurement	bG Measurement. The small square shows the value of the blood sugar result.

## Viewing blood sugar results for each time block in a day

- 1 On the Reports menu, click **Average Day**.
- 2 In the Report Settings dialog box  
Click the **Time Range** arrow to choose the time range for the results you want to view.

**-OR-**

To choose a specific time range, click **Specific Date Range**, and then click the **Calendar** icon.

- 3 Click a start date and end date.
- 4 Click **OK**.
- 5 Under **Show**, click one of the following:  
**Individual measurements** to display each blood sugar result on the report.

**-OR-**

**Range** to display the range between the low and high result as a bar on the report.

- 6 In the **Measurements from** list, click the days of the week for which you want the blood sugar results to be displayed.

---

**Note:** The names of time blocks used in this software are different from those used by ACCU-CHEK Complete meters. For details, see the ["Appendix B: Glossary" on page 65](#). See ["Understanding the Report Statistics" on page 32](#) for an explanation of the statistics.

---

## Printing the report

- On the toolbar, click .

---

**Note:** If your computer has a fax print driver, you may be able to fax reports from this software. See your fax or computer documentation for instructions.

---

# The Average Week Report

The Average Week Report displays the average blood sugar result for each day in a week for the current time range. The report can display results in the blood sugar measurement unit of your choice. See [“Changing System Options” on page 19](#). The table below explains the symbols and their meanings.

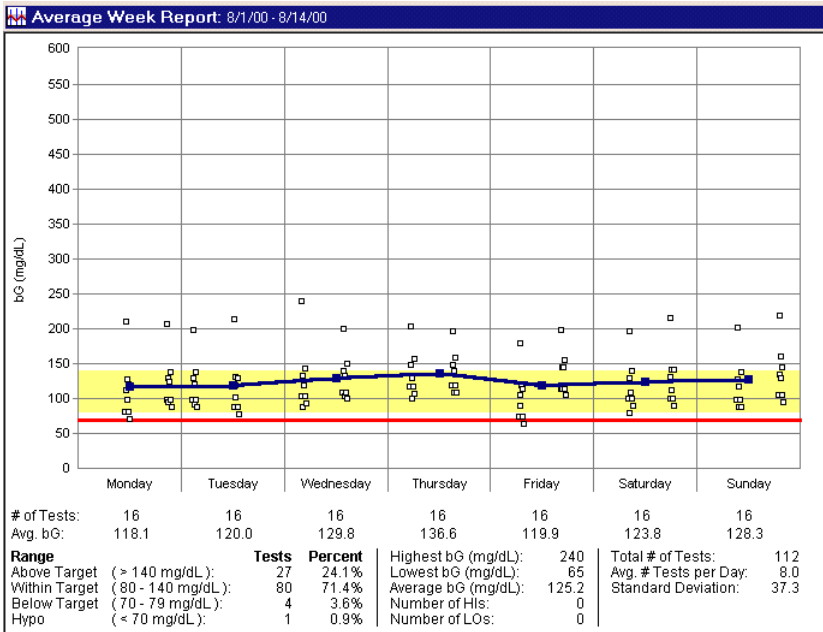




Figure 3 Average Week Report

Symbol	Meaning
<div><div></div><div>Target bG Range</div></div>	Target bG Range. The shading shows the area of the graph that is between the low blood sugar limit and the high blood sugar limit.
<div><div></div><div>Hypo bG Limit</div></div>	Hypo bG Limit. The line shows the limit where you have too little sugar in the blood.
<div><div></div><div>Average</div></div>	Average. The point shows the average blood sugar result.

Symbol	Meaning
 Range	Range. The bar shows the range between the highest and lowest blood sugar results, not including HIs or LOs.
<b>-OR-</b>	
 bG Measurement	bG Measurement. The small square shows the value of the blood sugar result.

## Viewing blood sugar results for each day in a week

- 1 On the Reports menu, click **Average Week**.
- 2 In the Report Settings dialog box  
Click the **Time Range** arrow to choose the time range for the results you want to view.

**-OR-**

Choose a specific time range by clicking **Specific Date Range**, clicking the **Calendar** icon, clicking a start date and end date, clicking **OK**.

- 3 Under **Show**, click one of the following:  
**Individual measurements** to display each blood sugar result on the report.

**-OR-**

**Range** to display the range between the low and high result as a bar on the report.

---

**Note:** See ["Understanding the Report Statistics" on page 32](#) for an explanation of the statistics.

---

## Printing the report

- On the toolbar, click .

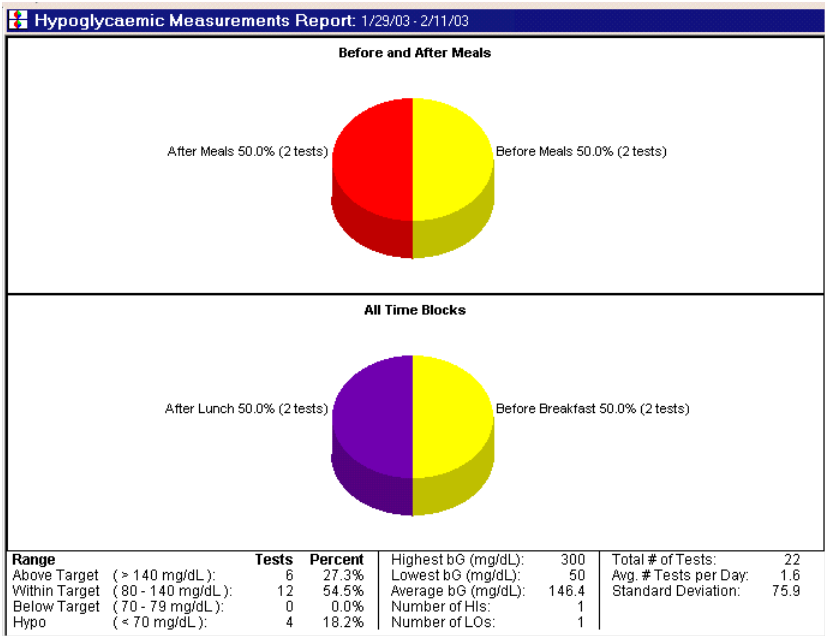
---

**Note:** If your computer has a fax print driver, you may be able to fax reports from this software. See your fax or computer documentation for instructions.

---

# The Hypoglycaemic Measurements Report

The Hypoglycaemic Measurements Report displays the percentage of blood sugar results that fall below the hypoglycaemic (low blood sugar) limit.



**Figure 4 Hypoglycaemic Measurements Report**

## Viewing the Hypoglycaemic Measurements report

- 1 On the Reports menu, click Hypoglycaemic Measurements.
- 2 In the Report Settings dialog box

Click the **Time Range** arrow to choose the time range for the results you want to view.

**-OR-**

Choose a specific time range by clicking **Specific Date Range**, clicking the **Calendar** icon, clicking a start date and end date, clicking **OK**.

---

**CAUTION** Consult your health care professional to determine the hypoglycaemic limit that best compliments your therapy. DO NOT use the hypoglycaemic limit as the only indicator of hypoglycaemia. Always rely upon your symptoms and instructions from your health care professional.

---

---

**Note:** *The names of time blocks used in this software are different from those used by ACCU-CHEK Complete meters. For details, see the ["Appendix B: Glossary" on page 65](#). See ["Understanding the Report Statistics" on page 32](#) for an explanation of the statistics.*

---

### Printing the report

- On the toolbar, click .

---

**Note:** *If your computer has a fax print driver, you may be able to fax reports from this software. See your fax or computer documentation for instructions.*

---

## The Logbook Report

The Logbook report displays blood sugar results and insulin doses for each time block in the diabetes care plan for the current time range. The report has a format similar to the Self-Test Diary booklets that are supplied with a meter. You can set the time range for the results you want to view, such as the past 7 days or the past 14 days.

- Results above your upper blood sugar limit appear in **bold text**.
- Results at or above the hypoglycaemic limit but below your lower blood sugar limit appear in **bold text**.

- Results below your hypoglycaemic limit appear in **bold, red text**.

Logbook Report: 8/8/00 - 8/21/00													
mg/dL	Night		Breakfast			Lunch			Dinner			Evening	
	Insulin	bG	Insulin	bG		Insulin	bG		Insulin	bG		Insulin	bG
				Before	After		Before	After		Before	After		
<b>Tue</b> 8/8/00	20 NPH 10 Hmlg	130				13 NPH 7 Hmlg		125					
<b>Wed</b> 8/9/00			20 NPH 10 Hmlg	135		13 NPH 7 Hmlg		100					
<b>Thu</b> 8/10/00			20 NPH 10 Hmlg	115					13 NPH 7 Hmlg	95			
<b>Fri</b> 8/11/00			20 NPH 10 Hmlg	100					13 NPH 7 Hmlg	85			
<b>Sat</b> 8/12/00			20 NPH 10 Hmlg	<b>240</b>		13 NPH 7 Hmlg		<b>200</b>					
<b>Sun</b> 8/13/00			20 NPH 10 Hmlg	<b>230</b>		13 NPH 7 Hmlg		<b>220</b>					
<b>Mon</b> 8/14/00			20 NPH 10 Hmlg	<b>150</b>					13 NPH 7 Hmlg	140			
<b>Tue</b> 8/15/00	20 NPH 10 Hmlg	<b>145</b>							13 NPH 7 Hmlg	138			
<b>Wed</b> 8/16/00			20 NPH 10 Hmlg	140		13 NPH 7 Hmlg		135					
<b>Thu</b> 8/17/00			20 NPH 10 Hmlg	115					13 NPH 7 Hmlg	95			
<b>Fri</b> 8/18/00			20 NPH 10 Hmlg	100					13 NPH 7 Hmlg	85			
<b>Sat</b> 8/19/00			20 NPH 10 Hmlg	<b>240</b>		13 NPH 7 Hmlg		<b>200</b>					
<b>Sun</b> 8/20/00			20 NPH 10 Hmlg	<b>230</b>		13 NPH 7 Hmlg		<b>220</b>					
<b>Mon</b> 8/21/00													

**Figure 5 Logbook Report**

## Viewing the Logbook report


- On the Reports menu, click Logbook.
- In the Report Settings dialog box

Click the Time Range arrow to choose the time range for the results you want to view.

**-OR-**

Choose a specific time range by clicking Specific Date Range, clicking the Calendar icon, clicking a start date and end date, clicking OK.

## Printing the report

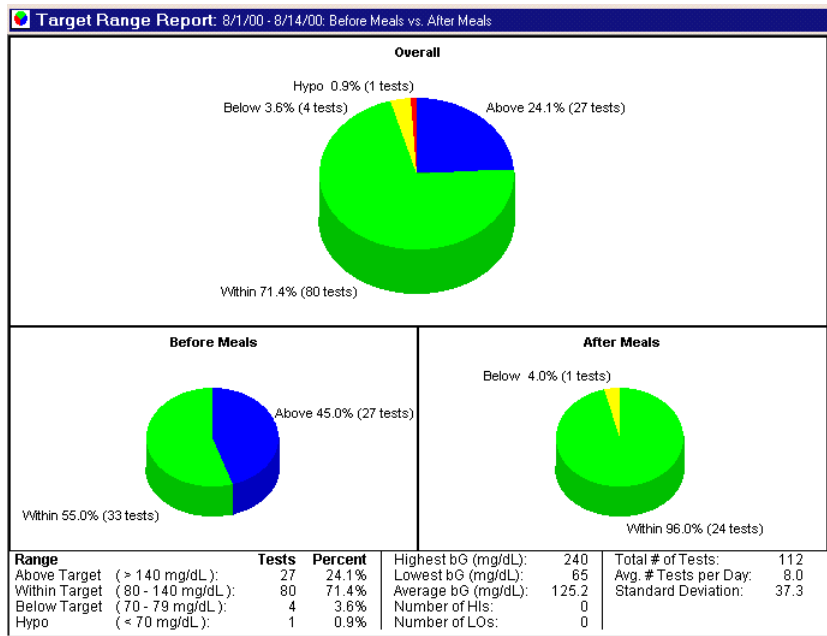
- On the toolbar, click .

**Note:** If your computer has a fax print driver, you may be able to fax reports from this software. See your fax or computer documentation for instructions.



# The Target Range Report

The Target Range Report displays the percentage of blood sugar results that fall outside the target blood sugar range and below the hypoglycaemic (low blood sugar) limit.



**Figure 6 Target Range Report**

## Viewing blood sugar results and target ranges


- 1 On the Reports menu, click Target Range.
- 2 In the Report Settings dialog box  
Click the Time Range arrow to choose the time range for the results you want to view.  
**-OR-**  
Choose a specific time range by clicking Specific Date Range, clicking the Calendar icon, clicking a start date and end date, clicking OK.
- 3 In the Compare list, click the comparison that you want.

---

**Note:** *The Overall graph includes all blood sugar results within the specified time range. See ["Understanding the Report Statistics" on page 32](#) for an explanation of the statistics.*

---

## Printing the report

- On the toolbar, click  .

---

**Note:** *If your computer has a fax print driver, you may be able to fax reports from this software. See your fax or computer documentation for instructions.*

---

# The Trend Graph Report

The Trend Graph Report displays blood sugar trends for each day for the current time range. The table following the graph explains the symbols and their meanings.

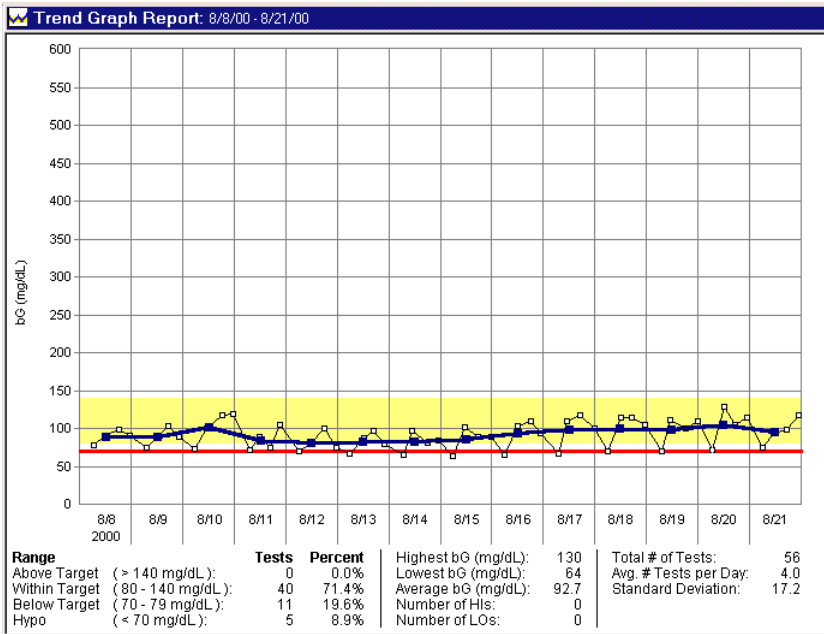


Figure 7 Trend Graph Report

Symbol	Meaning
<div><div></div><div>Target bG Range</div></div>	Target bG Range. The shading shows the area of the graph that is between the low blood sugar limit and the high blood sugar limit.
<div><div></div><div>Hypo bG Limit</div></div>	Hypo bG Limit. The line shows the limit where you have too little sugar in the blood.
<div><div></div><div>Average</div></div>	Average. The point shows the average blood sugar result.
<div><div></div><div>Range</div></div>	Range. The bar shows the range between the highest and lowest blood sugar results, not including HIs or LOs.
<b>-OR-</b>	
<div><div></div><div>bG Measurement</div></div>	bG Measurement. The small square shows the value of the blood sugar result.

## Viewing the blood sugar trends report

1 On the Reports menu, click Trend Graph.

2 In the Report Settings dialog box

Click the **Time Range** arrow to choose the time range for the results you want to view.

**-OR-**

Choose a specific time range by clicking **Specific Date Range**, clicking the **Calendar** icon, clicking a start date and end date, clicking **OK**.

3 Under **Show**, click one of the following:


- **Individual measurements** to display each blood sugar result on the report.
- **Range** to display the range between the low and high result as a bar on the report.

---

**Note:** See "[Understanding the Report Statistics](#)" on page 32 for an explanation of the statistics.

---

## Printing the report

- On the toolbar, click  .

---

**Note:** If your computer has a fax print driver, you may be able to fax reports from this software. See your fax or computer documentation for instructions.

---

## The One Page Summary Report

The One Page Summary report combines graphs from up to three reports.

### Combining graphs from other reports

1 On the Reports menu, click One-Page Summary.

2 In the Report Settings dialog box

Click the **Time Range** arrow to choose the time range for the results you want to view.


**-OR-**

Choose a specific time range by clicking **Specific Date Range**, clicking the **Calendar** icon, clicking a start date and end date, clicking **OK**.

The time range you choose is used for all graphs on the One Page Summary Report.

- 3 Click the **Graph 1** tab.
- 4 In the **Available Graphs** list, click the first report that you want to include in the summary report.
- 5 Choose the settings for the first report.
- 6 Click the **Graph 2** tab.
- 7 In the **Available Graphs** list, click the second report that you want to include in the summary report.
- 8 Choose the settings for the second report.
- 9 Click the **Graph 3** tab.
- 10 In the **Available Graphs** list, click the third report that you want to include in the summary report.
- 11 Choose the settings for the third report.

### Printing the report

- On the toolbar, click .

---

**Note:** *If your computer has a fax print driver, you may be able to fax reports from this software. See your fax or computer documentation for instructions.*

---

## Printing Blank Logbooks

Blank logbooks enable you to keep a hand written record of insulin doses and blood sugar results. Each page has room for 4 weeks of information. Print these pages to supplement the logbook that came with the meter.

- On the **Tools** menu, click **Print Blank Logbook**.

# Working with Custom Reports

## Saving a custom report

- 1 On the **Reports** menu, click the type of report that you want to save.
- 2 In the **Report Settings** dialog box, click the time period for the report.
- 3 Choose other report settings.
- 4 On the **Reports** menu, click **Save As Custom Report**.
- 5 Type a name for the report in the **Report Name** box.
- 6 Click **OK**.

A shortcut for the report is stored in the **Custom Reports** group on the Navigation Bar (see [“Using Shortcuts to Move Around” on page 16](#)). The report name is also added to the **Save As Custom Report** command on the **Reports** menu.

## Viewing a custom report

- 1 Click **Custom Reports** on the Navigation Bar.
- 2 Click the shortcut to the report that you want to open.

## Deleting a custom report


- 1 Click **Custom Reports** on the Navigation Bar.
- 2 Right-click the shortcut to the report.
- 3 Click **Delete Custom Report**.

The report and all references to it are deleted. References include the shortcut to the report in **Custom Reports** on the Navigation Bar (see [“Using Shortcuts to Move Around” on page 16](#)), any shortcut to the report that is in **My Shortcuts** and the report name in the **Save As Custom Report** command on the **Reports** menu.

# Adding Patients

This software creates a patient record whenever you add a patient. Patient records can contain your name, address, date of birth, patient ID, doctor names with contact information and diabetes care plan.

## Adding a patient

- 1 On the toolbar, click .
- 2 Click **Add**.
- 3 Type the contact information for you and your doctor, then click **Next**.

---

**Note:** *Only your first name, last name and date of birth are required.*

---

- 4 [Optional] Type or select the blood sugar targets, then click **Next**.
- 5 [Optional] Click the insulin types, then click **Next**.
- 6 [Optional] Type or select the start time for each time block; click **Work Day** or **Non-Work Day** for each day of the week; and then click **Next**.
- 7 [Optional] Double-click events in the **Available Events** list that you might want to note about health or activities.

You can include up to fifteen events in the ACCU-CHEK Compass Events list (see the ["Appendix B: Glossary" on page 65](#)).

---

**Note:** *If the events you choose are different from those in the meter, the next time you connect the meter, the software prompts you to match events.*

---

- 8 To exit the **Add Patient** dialog box, click **Finish**.

---

**Note:** *To print the information that you added, click **Print** in the **Add Patient** dialog box.*

---

## Viewing, Changing and Printing Patient Information

### Viewing patient information

- On the toolbar, click .

Changing patient information

- For details, click **Help** on any of the tabs in the **Patient Information** dialog box.

To change this...	...click this tab
Your contact information or your doctor list	General
Upper blood sugar, lower blood sugar and hypoglycaemic limits	Targets
Insulin types and abbreviations	Insulin
Time blocks, workdays and non-workdays	Time Blocks
Events to choose from	Events
Meters that you use	Meters

**Note:** *If the meter is an ACCU-CHEK Complete Meter and you set up the meter from this software, choosing insulin types from the **Insulin** tab turns on the insulin logging features in your meter.*

Adding a doctor to your doctor list

- 1 On the **General** tab, click **Add**.
- 2 Click one of the doctors' names in the **Doctor List**, then click **OK**.

**Note:** *If the desired doctor is not on the list, you can add a new doctor to the list by clicking **Add**. See "[Adding a doctor to the Doctor List](#)" on page 54.*

Deleting a doctor from your doctor list

- 1 On the **General** tab, click a name in the **Doctor List**.
- 2 Click **Delete**.

Printing your patient information

- On the **File** menu, click **Print Patient Information**.



## Deleting Patients

---

**CAUTION** Deleting a patient permanently removes all information about the patient, including blood sugar results.

---

### Deleting a patient

- 1 On the toolbar, click .
- 2 Click a patient in the list and then click Delete.

## Adding Meters


Each patient record includes a meter list. You can add up to three meters to your meter list. You must choose a name for each meter that you add, and the name must be different from any other name on your list.

### Adding a Meter to Your Meter List

---

**Note:** Choose a meter name that is useful, such as “Office meter” or “Home meter”.

---

- 1 Connect the meter cable to a 9-pin serial port connector on the computer.
- 2 On the toolbar, click .
- 3 Click the Meters tab.
- 4 Click Add.
- 5 Follow the instructions on the screen.

Meter names can be up to 40 characters long and can be any combination of numbers and letters.


---

**Note:** If the meter settings are different from the settings in this software, you may be asked to match the settings. To correct differences, follow the instructions on the screen. For details, see [“Communicating with the Meter” on page 58](#).

---


## Deleting Meters

### Deleting a Meter from Your Meter List

- 1 On the toolbar, click .
- 2 Click the Meters tab.
- 3 Click the meter name that you want to delete.
- 4 Click Delete.

## Changing Meter Names

### Changing the Name of a Meter

- 1 On the toolbar, click .
- 2 Click the Meters tab.
- 3 Double-click the meter name that you want to change.
- 4 Type the new name in the Meter Name box, and then click OK.

## Setting Up Meters

### Setting Up an ACCU-CHEK Complete Meter

You can use this software to set up any of these ACCU-CHEK Complete meters:

- ACCU-CHEK Complete
- ACCU-CHEK Sensor Complete
- Accutrend Sensor Complete
- Advantage Complete
- AccuSoft Advantage Complete

Setup information includes your diary defaults, language, time and date formats, insulin pump profiles and tip messages.

---


**Note:** For any option that you do not change, the default option is sent to the meter.

---

There are several steps to setting up your meter:

- 1 [Getting started](#)
- 2 [Choosing language and formatting options](#)
- 3 [Adding, changing or deleting insulin pump information](#)
- 4 [Adding tip messages or turn off tip messages](#)
- 5 [Changing your Diary defaults](#)
- 6 [Sending the setup to the meter](#)

### Getting started

- 1 On the toolbar, click .
- 2 In the Select Meter Setup dialog box, click the ACCU-CHEK Complete meter group, and then click OK.

### Choosing language and formatting options

- 1 From the Meter Setup dialog box, click the General tab.
- 2 Click the options that you prefer.

### Adding, changing or deleting insulin pump information

- 1 From the Meter Setup dialog box, click the Insulin Pump tab.
- 2 Select the Pump Logging check box.
- 3 Click a Profile tab and then enter the information.  
You can create up to four profiles. For details, click Help.

---

**Note:** Insulin pump time blocks are not related to the time blocks described in the ["Appendix B: Glossary" on page 65](#).

---

- 4 In the Active Profile list, click the profile that you want to send to the meter.

## Adding tip messages or turn off tip messages

- From the Meter Setup dialog box, click the Tips tab.  
For details, click [Help](#).

---

**Note:** *You must select exactly 10 tips.*

---

## Changing your Diary defaults

The Diary includes insulin doses, exercise, carbohydrates and events for each time block. You can save time if you set up the default diabetes care plan for your needs. When you take a blood sugar measurement, the defaults for the appropriate time block can be added to the meter result.

- From the Meter Setup dialog box, click the Diary Defaults tab, and then enter information for each time block. For details, click [Help](#).

---

**Note:** *The names of time blocks used in this software are different from those used by ACCU-CHEK Complete meters. For details, see the ["Appendix B: Glossary" on page 65](#).*

---

## Sending the setup to the meter

---

**Note:** *You can also set up a meter manually. To do so, see the information supplied with the meter.*

---

- 1 Connect the meter cable to a 9-pin serial port connector on the computer.
- 2 Click Send Setup to Meter.
- 3 Follow the instructions on the screen.

---

**Note:** *If the meter settings are different from the settings in this software, you may be asked to match the settings. To correct differences, follow the instructions on the screen. For details, see ["Communicating with the Meter" on page 58](#).*

---

---

**Tip:** To print the setup options, click **Print**.

---

## Clearing Meter Memory

### Clearing the Memory in a Meter

---

**CAUTION** We recommend that you download meter results before clearing the meter memory. The results cannot be retrieved once the meter memory is cleared.

---

- 1 Connect the meter cable to a 9-pin serial port connector on the computer.
- 2 On the **Meter** menu, click **Clear Meter Memory**.
- 3 Follow the instructions on the **Prepare Meter** dialog box.

If your meter does not appear on this list, follow the instructions that came with the meter.

- If the meter is not assigned to you

If the meter is not assigned to you, your patient record includes a meter list. You cannot clear the memory of a meter that is not assigned to your meter list. To assign the meter, follow the instructions in the **Unassigned Meter** dialog box. For details, see [“The “Unassigned Meter” dialog box appears” on page 58](#).

- If the meter settings are different from the settings in this software

If the meter settings are different from the settings in this software, you may be asked to match the settings. To correct differences, follow the instructions on the screen. For details, see [“Communicating with the Meter” on page 58](#).

# Printing Meter Setup

## Printing a Meter Setup Report

You can print a Meter Setup Report without connecting the meter to your computer.

- On the Meter menu, click Print Meter Setup.

## Viewing, Adding, Changing and Deleting Doctor Information

This software uses the Doctor List to list doctors and their contact information.

---

**Note:** *Read this section if you want to store information about doctors in this software.*

---

### Viewing the Doctor List

- On the File menu, click Doctor List.

### Adding a doctor to the Doctor List

- 1 On the File menu, click Doctor List.
- 2 Click Add.
- 3 Type the contact information, then click OK.

### Changing contact information for a doctor

- 1 On the File menu, click Doctor List.
- 2 Click the doctor in the list, then click Edit.
- 3 Change the contact information, then click OK.

### Deleting a doctor from the Doctor List

- 1 On the File menu, click Doctor List.
- 2 Click a doctor in the list, then click Delete.

---

**Note:** *If you delete a doctor from the Doctor List, the doctor is removed from all patients' doctor lists.*

---

## Sharing Information

### Exporting information

Exporting your information is helpful because it enables you to:

- Share information with health care professionals using Compass Software or Camit Pro Software.
- Analyse information in other programs, such as Microsoft Excel.

You can export Camit Export Format (CEF) and Comma-Separated Values (CSV) files from this software, but you can import only CEF files into this software.

---

**Note:** *The ACCU-CHEK® Compass Diabetes Care Software exports the following CSV format: ASCII (or plain text) with commas separating values, full stops acting as decimal separators and double quotation marks surrounding alphanumeric characters. This CSV format might not be the same as CSV formats used outside of the United States.*

---

You can export only one patient per CEF or CSV file. You can choose the date range to be exported. CSV files are exported using the measurement units chosen in the **System Options** dialog box (see [“Changing System Options” on page 19](#)). To open an exported file with a third party program, such as Microsoft Excel, you must choose CSV format.

## Exporting files

---

**Note:** *Blood sugar results are exported in bG units set up in this software. You can configure this software to utilise the bG units you prefer. See [“Changing System Options” on page 19](#).*

---

- 1 On the Tools menu, click **Export Patient Data**.
- 2 If necessary, click a device and directory in the **Save in** list of the **Save As** dialog box.
- 3 In the **File name** box, type a name for the file into which you want the patient information saved.
- 4 In the **Files of type** list,  
Click CEF  
**-OR-**  
Click CSV
- 5 In the **Data to Save** list  
Click **All Records**  
**-OR-**  
Click **Past 30 Days**  
**-OR-**  
Click **Specific Date Range**

---

**Note:** *If you click **Specific Date Range**, click the Calendar icon to choose a date range, and then type or select the start and end dates. The start date must be before the end date.*

---



# Appendix A: Troubleshooting

Each section lists potential problems and solutions. If you cannot find the solution to your problem, contact Roche Diagnostics (see [“Contacting Roche Diagnostics” on page 10](#)).

## Starting the ACCU-CHEK Compass Diabetes Care Software

Problem	Solution
The ACCU-CHEK® Compass Diabetes Care Software does not start	<div><div><div>1</div><div>You may already have this software running. If so, click its icon on the task bar.</div></div><div><div>2</div><div>Close all other programs and try again.</div></div><div><div>3</div><div>Reboot your system and try again.</div></div><div><div>4</div><div>On the taskbar, click the <b>Start</b> button, point to <b>Programs</b>, point to <b>ACCU-CHEK Compass</b>, and then click <b>ACCU-CHEK Compass</b>.</div></div></div> <p>If this software starts, delete your shortcut and create a new shortcut.</p> <p><b>-OR-</b></p> <p>If the software does not start, uninstall the ACCU-CHEK® Compass Diabetes Care Software. Then reinstall it. (Click <b>Yes</b> when asked about keeping current data files).</p>
The ACCU-CHEK® Compass Diabetes Care Software starts but the buttons are not visible or the screen is distorted	<div><div>■</div><div>Set the display resolution on your personal computer monitor to 800 x 600 or higher with at least 256 colours.</div></div> <div><div>■</div><div>Set the Windows font size to <b>Small Fonts</b>.</div></div> <div><div>■</div><div>Set Scheme to <b>Windows Standard</b>.</div></div>
You cannot find a patient’s name in the Patient List	<div><div>1</div><div>Enter the patient’s last name into the <b>Last Name</b> box.</div></div> <div><div>2</div><div>Scroll through the <b>Patient List</b> to check for alternative spellings.</div></div> <div><div>3</div><div>Add the patient.</div></div>

# Communicating with the Meter

Problem	Solution
You are unable to communicate with the meter	<ul style="list-style-type: none"><li>■ Always check to see that the meter cable is securely connected. A loose meter cable is one of the most common connection problems.</li><li>■ Verify that the COM port is not in use by another program or serial device, such as a mouse, modem, digital camera, scanner, Palm Pilot, other PDA or peripheral device.</li><li>■ Verify that the battery in the meter is not weak or dead.</li><li>■ Verify that the battery in the cable (if it has one) is not weak or dead.</li><li>■ Verify that HotSync® is disabled.</li><li>■ Close other running programs.</li></ul>
The “Unassigned Meter” dialog box appears	<p>The meter is not assigned to you. Either assign the meter or cancel the download.</p> <p>To assign the meter:</p> <ul style="list-style-type: none"><li>■ Click <b>Add Meter</b>. Meter names can be up to 40 characters long and can be any combination of numbers and letters.</li></ul> <p>To cancel the download:</p> <ul style="list-style-type: none"><li>■ Click <b>Cancel</b>.</li></ul>
The meter’s time blocks do not match this software’s time blocks	<p>Review both sets of time blocks and do one of the following:</p> <ul style="list-style-type: none"><li>■ Change both sets of time blocks. Click <b>Cancel</b> and then click <b>Patient Information</b> on the <b>File</b> menu to change the settings.</li></ul> <p>-OR-</p> <ul style="list-style-type: none"><li>■ Use the meter’s time blocks. Click <b>Change ACCU-CHEK Compass to These Settings</b>.</li></ul> <p>-OR-</p> <ul style="list-style-type: none"><li>■ Use this software’s time blocks. Click <b>Change Meter to These Settings</b>.</li></ul>

<b>Problem</b>	<b>Solution</b>
The meter's insulin types do not match this software's insulin types	<p>Review both sets of insulin types and do one of the following:</p> <ul style="list-style-type: none"> <li>■ Change both sets of insulin types. Click <b>Cancel</b>. Then, click <b>Patient Information</b> on the <b>File</b> menu to change the settings.</li> <li>-OR-</li> <li>■ Use the meter's insulin types. Click <b>Change ACCU-CHEK Compass to These Settings</b>.</li> <li>-OR-</li> <li>■ Use this software's insulin types. Click <b>Change Meter to These Settings</b>.</li> </ul>
The meter's blood sugar targets do not match this software's blood sugar targets	<p>Review both sets of blood sugar targets and do one of the following:</p> <ul style="list-style-type: none"> <li>■ Change both sets of blood sugar targets. Click <b>Cancel</b> and then click <b>Patient Information</b> on the <b>File</b> menu to change the settings.</li> <li>-OR-</li> <li>■ Use the meter's targets. Click <b>Change ACCU-CHEK Compass to These Settings</b>.</li> <li>-OR-</li> <li>■ Use this software's targets. Click <b>Change Meter to These Settings</b>.</li> </ul>

Problem	Solution
The meter's hypoglycaemia target does not match this software's hypoglycaemia target	<p>Review both targets and do one of the following:</p> <ul style="list-style-type: none"> <li>■ Change both targets. Click <b>Cancel</b> and then click <b>Patient Information</b> on the <b>File</b> menu to change the settings.</li> <li>-OR-</li> <li>■ Use the meter's target. Click <b>Change ACCU-CHEK Compass to This Setting</b>.</li> <li>-OR-</li> <li>■ Use this software's target. Click <b>Change Meter to This Setting</b>.</li> </ul>
The meter's events do not match this software's events	<p><b>Note:</b> <i>Events must be identical and listed in the same order.</i></p>
Review both sets of events and do one of the following:	
<ul style="list-style-type: none"> <li>■ Change both sets of events. Click <b>Cancel</b> and then click <b>Patient Information</b> on the <b>File</b> menu to change the settings.</li> <li>-OR-</li> <li>■ Use the meter's events. Click <b>Change ACCU-CHEK Compass to These Settings</b>.</li> <li>-OR-</li> <li>■ Use this software's events. Click <b>Change Meter to These Settings</b>.</li> </ul>	

<b>Problem</b>	<b>Solution</b>
The meter's date and time do not match this software's date and time	<p>Look at the meter's date and time and your computer's date and time.</p> <ul style="list-style-type: none"> <li>■ To change your meter's date and time to agree with your computer's date and time, click <b>Yes</b>.</li> <li>■ To leave the date and time as is, click <b>No</b>.</li> <li>■ To change the date and time: <ol style="list-style-type: none"> <li>1 Click <b>Cancel</b>.</li> <li>2 Exit this software.</li> <li>3 Change the time and date setting on the computer.</li> <li>4 Restart this software.</li> <li>5 Start the meter download again.</li> </ol> </li> </ul>

## Viewing Reports

<b>Problem</b>	<b>Solution</b>
Your reports show missing, incorrect or no information	<ul style="list-style-type: none"> <li>■ If possible, scroll the report window to see the rest of the report.</li> <li>■ Check your report settings, such as the date range.</li> <li>■ Verify that you are looking at the correct patient information.</li> <li>■ Check to see if the missing results are marked as controls or have events assigned to them, such as Other's Result or Invalid Test.</li> </ul> <p>Any of the conditions above will stop the results from appearing on reports. If the events are not correct, remove them. If the events are correct, the results should not appear on the report.</p> <ul style="list-style-type: none"> <li>■ The results may have been deleted.</li> <li>■ Download your meter to see if the results are still there. If the meter was cleared prior to its download, the results are not recoverable.</li> </ul>

# Printing

---

**Note:** *If your computer has a fax print driver, you may be able to fax reports from this software. See your fax or computer documentation for instructions.*

---

Problem	Solution
You cannot print from the ACCU-CHEK® Compass Diabetes Care Software	<ul style="list-style-type: none"><li>■ Verify that your printer is turned on.</li><li>■ Verify that your printer is online.</li><li>■ Verify that the printer cables are connected.</li><li>■ Verify that your printer has paper.</li><li>■ Verify that your printer has ink (toner or cartridge).</li><li>■ Verify that the proper printer is listed under Printers in Windows.</li><li>■ Verify that you chose the correct printer.</li><li>■ Print a test page from the printer properties page in Windows. If this does not work, see Troubleshooting in Windows Help.</li></ul>
Your printed reports are distorted or missing information	<ul style="list-style-type: none"><li>■ Print a test page from the printer properties page in Windows. If this does not work, see Troubleshooting in Windows Help.</li><li>■ Check that your printer has ink (toner or cartridge).</li><li>■ Some reports look better in portrait than landscape, so try portrait.</li></ul>

# Importing Patient Files

Problem	Solution
The ACCU-CHEK® Compass Diabetes Care Software cannot locate a patient in the CEF file	<p>Do one of the following:</p> <ul style="list-style-type: none"><li>■ Click a patient in the Patient List and click <b>Add to Patient</b>. This option closes the dialog box and adds the Pending Patient information to the patient selected in the Patient List.</li><li>-OR-</li><li>■ Click <b>Create New Patient</b>. This option closes the dialog box, creates a new patient using the Pending Patient information and stores the information with the new patient.</li><li>-OR-</li><li>■ Click <b>Skip Patient</b>. This option closes the dialog box and discards the Pending Patient's information.</li><li>-OR-</li><li>■ Click <b>Cancel</b>. This option closes the dialog box, discards the Pending Patient's information and cancels the import process.</li></ul>

# Connecting to the Internet

Problem	Solution
You cannot connect to the Internet	<ul style="list-style-type: none"><li>■ Verify that the modem is installed and correctly configured. See the information that came with your modem.</li><li>■ Verify that you have an Internet account through an online service -- such as America Online (AOL) or an alternative Internet service provider (ISP).</li><li>■ Verify that your Internet browser starts directly from the desktop. If your browser starts, then retry the Web link within this software.</li></ul>





## Appendix B: Glossary

Term	Definition
<b>bG</b>	Abbreviation for “blood glucose” or “blood sugar”.
<b>Blood Glucose</b>	See “blood sugar”.
<b>Blood Sugar</b>	<p>The food a person eats is broken down into glucose by the body. The cells in the body use glucose for energy. The amount of glucose in the blood is called the blood sugar level. To stay healthy, people with diabetes need to keep their blood sugar levels between the high and low limits advised by their doctors.</p> <p>Blood sugar is also referred to as “blood glucose”.</p>
<b>Blood Sugar Targets</b>	<p>A diabetes care plan typically includes blood sugar targets, which are specified by your doctor. The targets include an upper limit, a lower limit and a hypoglycaemic limit. To stay healthy, people with diabetes need to keep their blood sugar levels between the high and low limits advised by their doctors.</p> <p>To set targets, click <b>Patient Information</b> on the <b>File</b> menu and then click the <b>Targets</b> tab.</p>
<b>Carbohydrate</b>	The chemical compounds that are a body’s preferred and main source of fuel or energy. The body eventually breaks down all carbohydrates into glucose.
<b>Diary Data</b>	<p>The Diary Data report shows a table of blood sugar test results together with associated data including insulin, carbohydrates, exercise and events. You can use the Diary Data report to: add a blood sugar result, change a blood sugar result, delete a blood sugar result from your Diary Data or add associated information to an existing blood sugar result.</p> <p>To open the Diary Data report, click <b>Diary Data</b> on the <b>Personal</b> menu.</p>
<b>Events</b>	Events describe your condition or activity, for example “feeling hypo”, “snack” or “bed time”. Events enable you to record additional information associated with a blood glucose result that is relevant to diabetes management. To change the available events, click <b>Patient Information</b> on the <b>File</b> menu and then click the <b>Events</b> tab.
<b>Hypoglycaemia</b>	Too little glucose in the blood. Also called “low blood sugar” or “low blood glucose”.
<b>Hypoglycaemic Limit</b>	A diabetes care plan typically includes blood sugar targets, which are specified by a doctor. The targets include a hypoglycaemic limit. The hypoglycaemic limit indicates a state in which a patient has too little sugar in the blood. This can lead to patients feeling light-headed, shaky and sweaty. To stay healthy, people with diabetes need to keep blood sugar levels above the hypoglycaemic limit advised by their doctors. To set the hypoglycaemic limit, click <b>Patient Information</b> on the <b>File</b> menu and then click the <b>Targets</b> tab.
<b>Insulin</b>	Insulin is the hormone that enables a person’s body to use glucose for energy. Some people with diabetes must take insulin because their bodies do not manufacture enough of it or use it properly. Insulin types and doses are prescribed by a doctor.

<b>Term</b>	<b>Definition</b>
<b>Logbook Report</b>	<p>The Logbook report shows blood sugar test results and insulin doses in relation to time blocks. The report shows results in a format similar to the Self-Test Diary booklets that are supplied with a meter.</p> <p>To open the Logbook Report, click <b>Logbook</b> on the <b>Reports</b> menu.</p>
<b>Time Blocks</b>	<p>A time block is a period of time during which specific events occur, such as blood sugar tests, taking medicine or exercise. A diabetes regimen is composed of time blocks. The start and end times for time blocks vary from patient to patient, but are generally tied to patient meal times. In this software, eight time blocks cover a 24-hour period.</p> <p>To change the time block start times, click <b>Patient Information</b> on the <b>File</b> menu.</p> <p>Two sets of time block names are used—those used by this software and the corresponding names used by ACCU-CHEK Complete meters. See <a href="#">“Appendix C: About Time Blocks” on page 67</a>.</p>
<b>Workdays and Non-Workdays</b>	<p>Patient schedules, exercise routines and eating habits might differ between workdays and non-workdays. If you classify each day as either a workday or non-workday, you can compare the blood sugar results for each grouping by viewing the Target Range report. This comparison might help you make better decisions regarding the diabetes care plan. (For details, see <a href="#">“The Target Range Report” on page 41</a>).</p>

# Appendix C: About Time Blocks

## Comparison of time block names

The table below provides a comparison of time block names used by this software and ACCU-CHEK Complete Meters.

The ACCU-CHEK Compass Diabetes Care Software Time Block Names	ACCU-CHEK Complete Meter Time Block Names
Night (Nt)	Nighttime (Ngt)
Before Breakfast (BB)	Breakfast (Brk)
After Breakfast (AB)	Mid-morning (Mmo)
Before Lunch (BL)	Lunch (Lun)
After Lunch (AL)	Mid-afternoon (Maf)
Before Dinner (BD)	Dinner (Din)
After Dinner (AD)	Evening (Eve)
Evening (Ev)	Bedtime (Bed)

When adding a patient, you can enter a start time for each ACCU-CHEK® Compass Diabetes Care Software time block or use the defaults.

**Note:** *End times are calculated and displayed automatically.*

## Examples of Time Blocks

If you are awake during the day and sleep at night, these start times for the time blocks might be suitable:

Night	12 A.M.
Before Breakfast	6:30 A.M.
After Breakfast	8 A.M.
Before Lunch	11 A.M.
After Lunch	12:30 P.M.
Before Dinner	5 P.M.
After Dinner	6:30 P.M.
Evening	9:30 P.M.

If you start work at midnight, these start times might be suitable:

Night	4 P.M.
Before Breakfast	10:30 P.M.
After Breakfast	12 A.M.
Before Lunch	3 A.M.
After Lunch	4:30 A.M.
Before Dinner	8 A.M.
After Dinner	10:30 A.M.
Evening	1:30 P.M.

---

**Note:** *Time Block start times can be changed when your schedule changes. Time Blocks are assigned to blood sugar results when the results are saved in this software.*

---

You can compare blood sugar results for time blocks by viewing the Average Day, Target Range and Hypoglycaemic Measurements Reports. These comparisons might help you make better decisions regarding your diabetes care plan.

# Index

---

## A

- ACCU-CHEK Compass diabetes care software
  - starting 13
  - starting the first time 14
- ACCU-CHEK Complete meters
  - adding tip messages 52
  - changing insulin pump information 51
  - choosing the date format 51
  - choosing the language 51
  - choosing the time format 51
  - defining a default diabetes care plan 52
  - turning off and on back lighting 51
  - turning off and on beepers 51
- ACCU-CHEK Pocket Compass
  - importing files from 25
- Accutivity
  - importing files from 26
- adding
  - blood sugar results by hand 27
  - custom carbohydrate conversion 20
  - doctors to patient lists 48
  - doctors to this software 54
  - meters 49
  - patients 46
  - shortcuts to the Navigation Bar 17
- assigning
  - meters to patients 49
- Auto-Import
  - about 26
  - running 26
- Auto-Import path
  - changing 20
- Average Day command 34
- Average Day report 34

---

## B

- back light
  - turning off and on for ACCU-CHEK Complete meters 51
- backing up your information 21
- beepers
  - turning off and on for ACCU-CHEK Complete meters 51
- blank logbooks
  - printing 45
- blood sugar limits
  - changing 48
  - editing 48
- blood sugar results
  - adding by hand 27
  - changing 30
  - deleting 30
  - downloading 21
  - low blood sugar limit 38
  - printing 35, 37, 39, 40, 42, 44, 45
  - transferring from your meter 21
  - viewing 29
  - viewing average per time block 34
  - viewing target ranges 41
  - viewing with the hypoglycaemic limit 38
- blood sugar unit
  - changing 19

---

## C

- Camit
  - importing files from 26
- carbohydrate conversion
  - adding a custom 20
  - changing 19
- changing

- Auto-Import path 20
- blood sugar limits 48
- blood sugar results 30
- blood sugar unit 19
- carbohydrate conversion 19
- contact information in the Doctor List 54
- diary data 30
- doctors who care for a patient 48
- events 48
- hypoglycaemic limits 48
- insulin types 48
- low blood sugar limits 48
- meter names 50
- meter results 24
- patient contact information 48
- patient information 48
- serial port 19
- system options 19
- time blocks 48
- work and non-work days 48
- choosing
  - patients 18
  - reports 31
  - time blocks 28
- clearing meter memory 53
- closing
  - ACCU-CHEK Compass Diabetes Care Software 21
- combining reports 44
- commands
  - Average Day 34
  - Delete Record 30
  - Doctor List 54
  - Exit 21
  - Hypoglycaemic Measurements 38
  - One Page Summary 44
  - Report Legend 31
  - System Options 19
  - Target Range 41
  - Trend Graph 44
- creating
  - custom reports 46
  - shortcuts on the Navigation Bar 17
- custom carbohydrate conversion
  - adding 20
- custom reports
  - creating 46
  - deleting 46
- customer care 10
- customer support 10

## D

- date format
  - choosing for ACCU-CHEK Complete meters 51
- decimal number format
  - choosing for ACCU-CHEK Complete meters 51
- default diabetes care plan
  - defining for ACCU-CHEK Complete meters 52
- Delete Record command 30
- deleting
  - blood sugar results 30
  - custom reports 46
  - diary data 30
  - doctors from patient lists 48
  - doctors from the Doctor List 54
  - meter 50
  - meter results 23, 25
  - patient information 49
  - patients 49
  - shortcuts from the Navigation Bar 17
- diary data
  - changing 30
  - deleting 30
  - viewing 29
- Doctor List
  - adding doctors 54
  - changing contact information 54
  - deleting doctors 54
  - viewing 54
- Doctor List command 54
- doctors
  - adding to patient lists 48
  - changing lists 48
  - deleting from patient lists 48
- Download Meter Data toolbar button 22
- downloading
  - meter results to your computer 21

---

# E

- editing
  - blood sugar limits 48
  - contact information in the Doctor List 54
  - events 48
  - hypoglycaemic limits 48
  - insulin types 48
  - low blood sugar limits 48
  - meter names 50
  - meter results 24
  - patient contact information 48
  - patient information 48
  - time blocks 48
  - work and non-work days 48
- events
  - changing 48
- Exit command 21
- Expired Strips flag 24
- exporting
  - patient information 55

---

# H

- Help
  - customer care 10
  - online 14
  - Roche Diagnostics Website 9
  - system 14
  - technical support 10
- hiding
  - Navigation Bar 17
  - Report Legend 31
  - Report Settings dialog box 31
  - toolbar 16
- hypoglycaemic limits
  - changing 48
  - editing 48
- Hypoglycaemic Measurements command 38
- Hypoglycaemic Measurements report 38

---

# I

- importing
  - from ACCU-CHEK Pocket Compass 25
  - from Accutivity 26
  - from Camit 26
- insulin pump information
  - changing in ACCU-CHEK Complete meters 51
  - deleting from ACCU-CHEK Complete meters 51
  - editing in ACCU-CHEK Complete meters 51
- insulin types
  - changing 48
  - editing 48

---

# L

- language
  - choosing for ACCU-CHEK Complete meters 51
- low blood sugar limits
  - changing 48
  - editing 48

---

# M

- memory
  - clearing in meters 53
- meter results
  - changing 24
  - deleting 23, 25
  - editing 24
  - Expired Strips flag 24
  - printing 25
  - rejecting 25

saving to the ACCU-CHEK Compass

Diabetes Care Software 25

Temperature flag 24

Used Drum flag 24

viewing 24

Meter Setup reports

printing 54

meters

adding 49

assigning to patients 49

changing names 50

clearing memory 53

deleting 50

editing names 50

printing Meter Setup reports 54

setting up ACCU-CHEK Complete

meters 50

moving

shortcuts on the Navigation Bar 17

---

## N

Navigation Bar

about 16

hiding 17

My Shortcuts Group 17

showing 17

---

## O

One Page Summary command 44

One Page Summary report 44

opening

patient records 18

---

## P

patient contact information

changing 48

editing 48

patient information

changing 48

deleting 49

editing 48

exporting 55

importing 55

printing 48

Patient Information toolbar button 48, 49, 50

Patient List toolbar button 18, 47, 49

patient records

opening 18

patients

adding 46

choosing 18

deleting 49

Print toolbar button 35, 37, 39, 40, 42, 44, 45

printing

blank logbook 45

blood sugar reports 35, 37, 39, 40, 42, 44, 45

meter results 25

Meter Setup reports 54

patient information 48

reports 35, 37, 39, 40, 42, 44, 45

protecting your information 21

---

## Q

quitting

ACCU-CHEK Compass Diabetes Care  
Software 21



---

# R

- rejecting
  - meter results 25
- removing
  - shortcuts from the Navigation Bar 17
- Report Legend
  - hiding 31
  - showing 31
- Report Legend command 31
- Report Settings dialog box
  - hiding 31
  - showing 31
- reports
  - Average Day 34
  - blood sugar results and low blood sugar limit 38
  - choosing 31
  - combined 44
  - custom 46
  - Hypoglycaemic Measurements 38
  - Logbook 39
  - One Page Summary 44
  - printing 35, 37, 39, 40, 42, 44, 45
  - saving 46
  - statistics 32
  - summary 44
  - Target Range 41
  - viewing average blood sugar results per time block 34
  - viewing blood sugar results and target ranges 41
  - viewing blood sugar results and the hypoglycaemic limit 38
  - viewing blood sugar results for each time block 39
- restoring your information 21
- right-click menus
  - using 18
- running
  - Auto-Import 26

---

# S

- saving
  - custom reports 46
  - meter results to the ACCU-CHEK Compass Diabetes Care Software 25
- sending
  - setups to ACCU-CHEK Complete meters 52
- serial port
  - changing 19
- Set Up Meter toolbar button 51
- setting up
  - ACCU-CHEK Complete meters 50
- shortcuts
  - adding to the Navigation Bar 17
  - deleting from the Navigation Bar 17
  - removing from the Navigation Bar 17
  - using on the Navigation Bar 16
- showing
  - Navigation Bar 17
  - Report Legend 31
  - Report Settings dialog box 31
  - toolbar 16
- starting
  - ACCU-CHEK Compass 13
  - ACCU-CHEK Compass the first time 14
  - Auto-Import 26
- statistics
  - understanding 32
- system options
  - changing 19
- System Options command 19

---

# T

- Target Range command 41
- Target Range report 41
- technical support 10
- Temperature flag 24

## time blocks

- about 66
- and ACCU-CHEK Complete meters 66
- changing 48
- choosing 28
- editing 48

## time format

- choosing for ACCU-CHEK Complete meters 51

## tip messages

- adding to ACCU-CHEK Complete meters 52
- turning off in ACCU-CHEK Complete meters 52

## toolbar

- hiding 16
- showing 16
- using 15

## toolbar buttons 15

- Download Meter Data 22
- Patient Information 48, 49, 50
- Patient List 18, 47, 49
- Print 35, 37, 39, 40, 42, 44, 45
- Set Up Meter 51

## transferring

- blood sugar results from your meter 21

## Trend Graph command 44

---

# U

## Used Drum flag 24

## using

- Navigation Bar 16
- Navigation Bar shortcuts 16
- right-click menus 18
- toolbar 15

---

# V

## viewing

- blood sugar results 29
- diary data 29
- Doctor List 54
- meter results 24
- Navigation Bar 17
- Report Legend 31

---

# W

## work and non-work days

- about 66
- changing 48
- editing 48