Introduction

This instruction manual explains how to configure a Nox T3 sleep apnea testing device in KOEO for Sleep SMART.

KOEO Support Phone Number

404-480-5149 extension 4006

KOEO Support E-mail
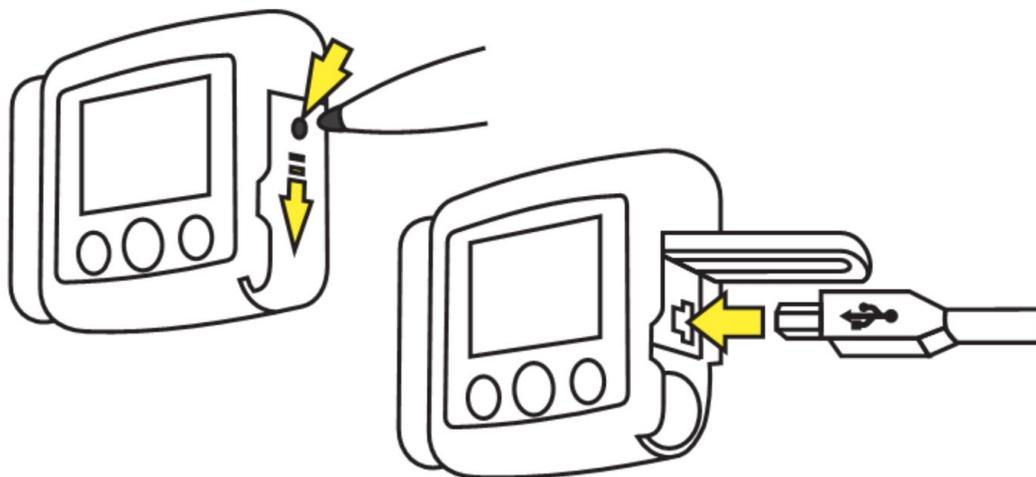
sleepsmarttechsupport@noxhealth.com

KOEO Login

app.noxhealth.com (Please Use Google Chrome)

Connecting the T3 Device to a Computer

To connect a T3 device to a computer you will need to access the USB connector on the device. The USB connector is located under the battery lid making it inaccessible and tamper proof for children.

To open the battery lid, press on the battery lid pin with the device provided in the kit, a pen, or a similar tool. Then slide the battery lid down and towards the bottom of the device. The T3 device connects to the computer with a mini USB cable. The battery does not need to be inserted while the device is connected to the computer.
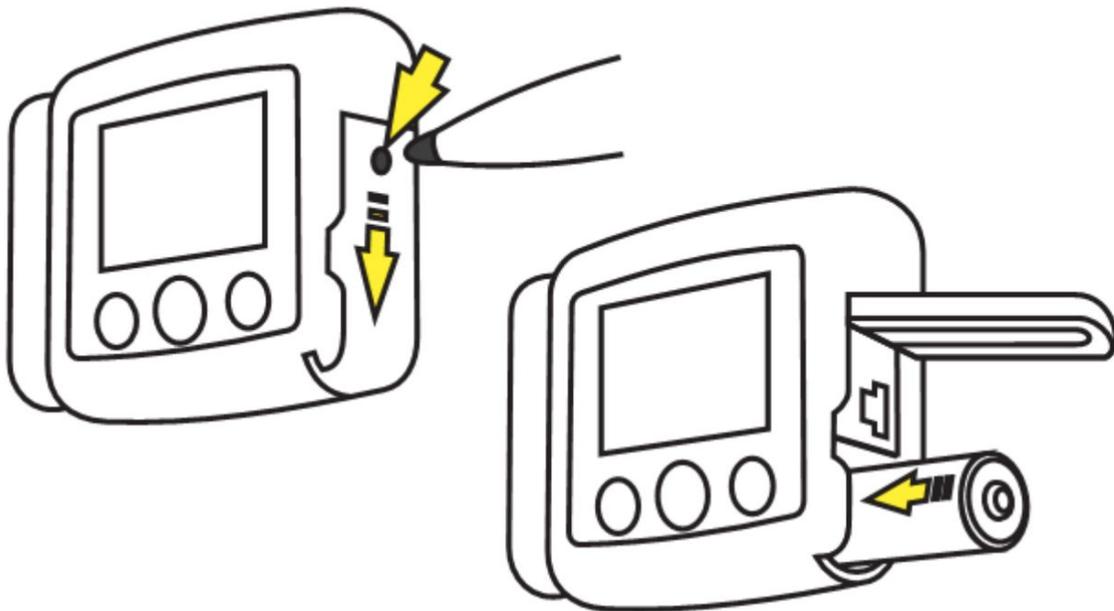
When the T3 device is connected to the computer the device display lights up and shows a message indicating that the device is connected to the computer.

To configure a T3 device or to download a recording you will now need to start the KOEO Sleep SMART Process.

When you are done working with the T3 device, unplug the mini USB cable, insert the battery, and close the battery compartment by *gently pressing* the lid towards the device, and then sliding it back into position, towards the top of the device.
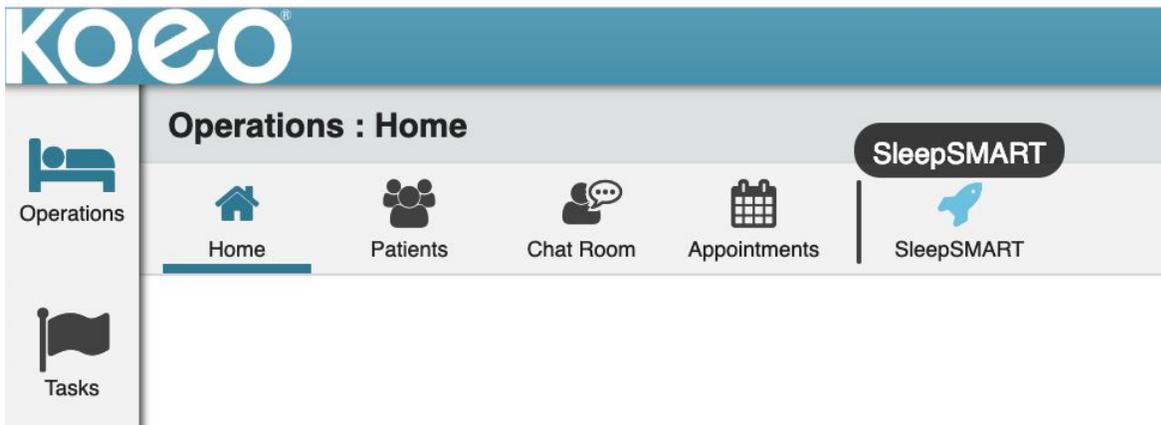
Inserting a Battery into the T3 Device

Before you start a recording you should make sure that the device has a new, fully charged AA battery. To insert a new battery do the following:

1. Open the battery compartment by pressing down on the battery lid pin with the tool provided, a pen, or similar tool and then slide the lid toward the bottom of the device (left image).
2. Place one AA battery into the compartment aligning the battery poles as illustrated on the back of the device (the positive (+) pole is toward the battery lid).
3. Close the battery compartment by *gently pressing* the lid toward the device while sliding it up and back into position towards the top of the device. Make sure the lid is securely closed.

Starting a Nox T3 Sleep Apnea Test for in KOEO

Step 1: Launch the SleepSMART Process

Step 2: Create a New Patient (New Subject)

Do not enter the subject's name or Date of Birth. Instead enter the following fields:
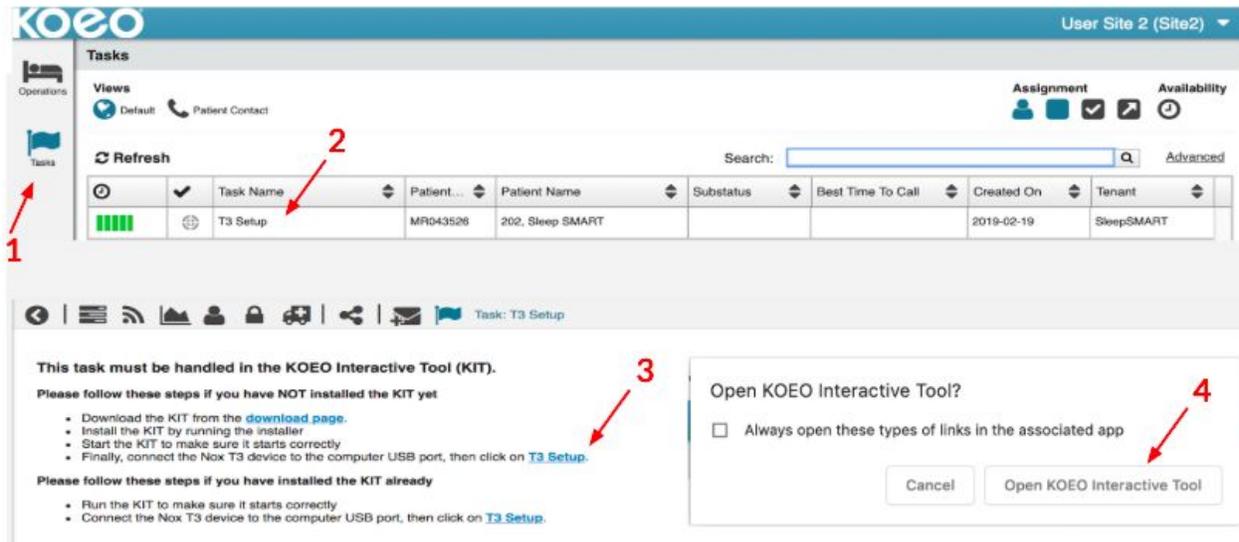
First: Sleep SMART (Box #1)

Last: Subject ID Number (Box #2)

Date of Birth: 1/1/1900 (Box #3)

Identification: Subject ID Number pasted in from WebDCU (Box #4) - this is identical to Box 2

Click Save in the upper right hand corner (Box #5)

Step 3: T3 Setup Task in KOEO

Click on Tasks at the Left of the screen (Arrow #1)
Click on T3 Setup Task in KOEO (Arrow #2)
- ● Click on underlined **T3 Setup** (Arrow #3)
- ● Click on Open KOEO Interactive Tool (Arrow #4)

The KOEO Interactive Tool (KIT) is an application to help with the management of the Nox T3 device, and to assist with uploading testing data, and must be already installed on the computer you use for the set-up.
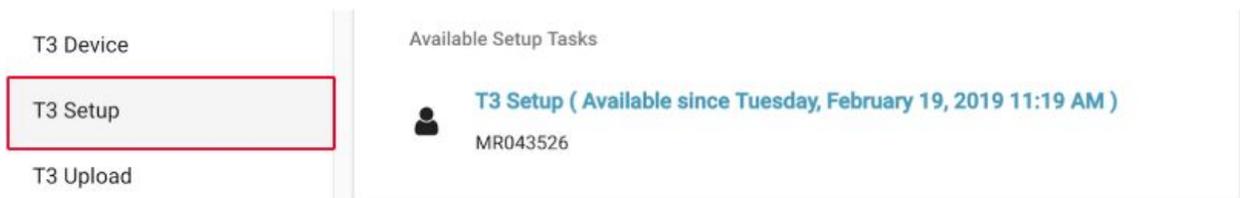
The two main functions of KIT are as follows:
- ● Set up a T3 device
- ● Upload test data from a T3 device

KIT operations require unrestricted access to the local computer file system. Access cannot be obtained inside a browser-only application. That is why the KIT application is a stand-alone desktop application available for Apple OS X, MS Windows, and Linux.
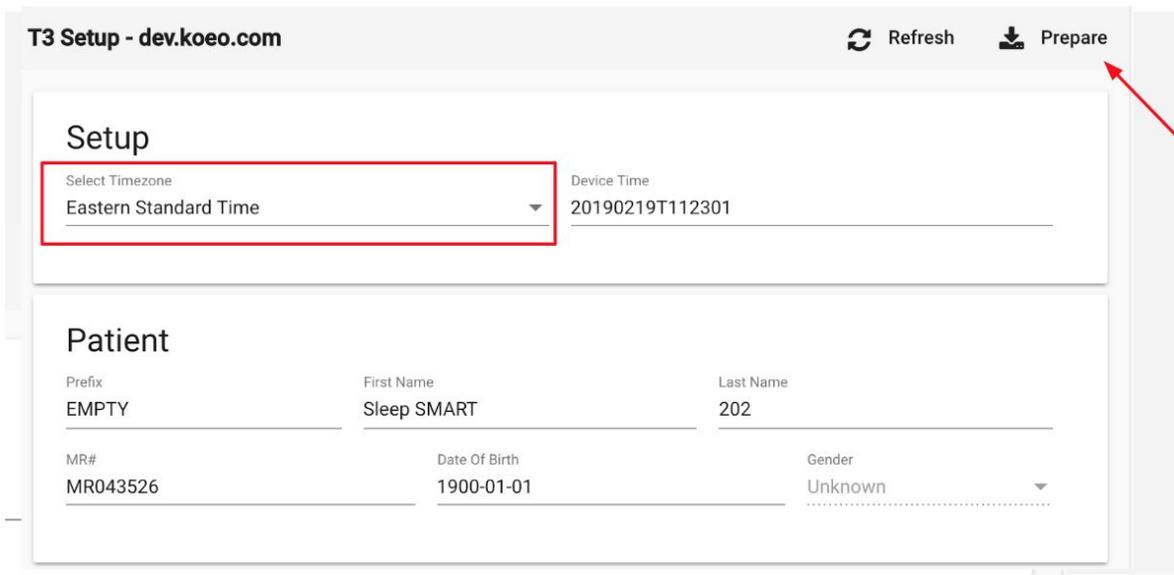
Installation of the KOEO Interactive Tool is described in a separate document

Step 4: Login and Locate the T3 Setup Task in KIT

The T3 Device must be connected via a mini USB cable to the computer at this point. The next step configures the T3 Device.

Step 5: T3 Setup Task in KIT

- Select the appropriate Time Zone from the drop down menu for the T3 test.
- Click on "Prepare" in the upper right hand corner.

The T3 device is now configured for recording and the device and sensors may be applied to the subject. Next:
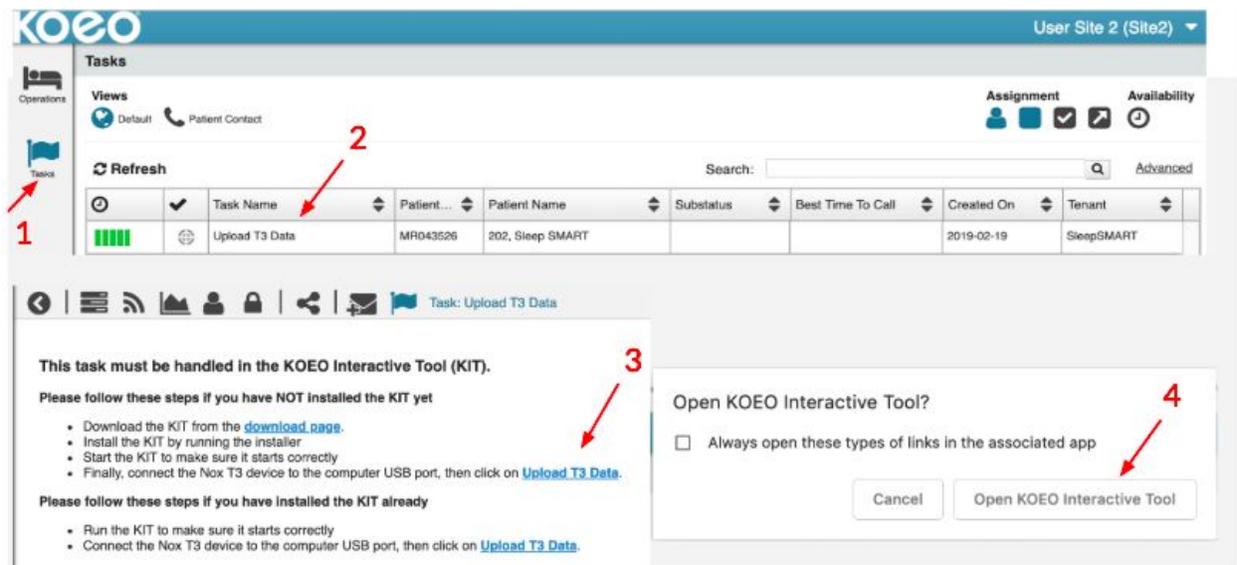
- Remove the USB Cable from the T3 device
- Insert a new AA battery into the T3 device
- Close the battery lid
- Follow the instructions on "How to apply the sensors and the T3 device to the subject"

Following the acquisition of testing data using the T3 device, you will now proceed to **Upload T3 Data (Step 6)**. This task is to be completed only after the T3 test is complete.

Upon completion of the T3 test in Sleep SMART, the data must be uploaded to the scoring teams for analysis. To do this:

- Open the battery door of the T3 Device
- Remove the AA battery and discard appropriately
- Connect the mini USB cable to the T3 device
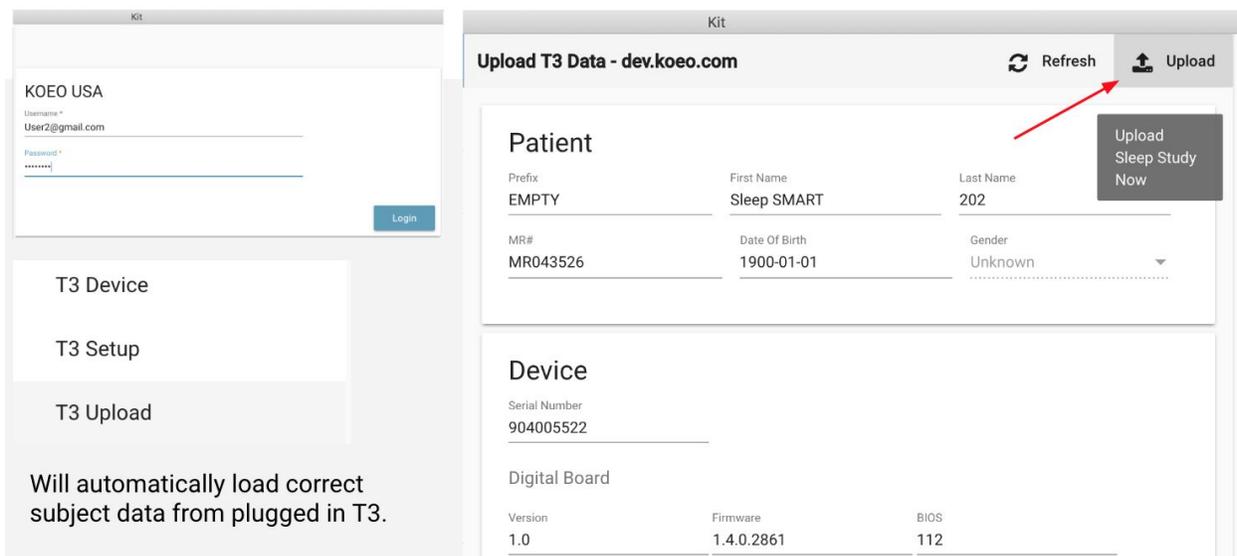
Step 6: Upload T3 Task in KOEO

Click on Tasks at the Left of the screen (Arrow #1)
Click on Upload T3 Data task in KOEO (Arrow #2)
- Click on underlined **Upload T3 Data** (Arrow #3)
- Click on Open KOEO Interactive Tool (KIT) (Arrow #4)

Step 7: Login and Locate T3 Upload Task in KIT

KOEO will recognize the Subject ID and the serial number of the T3 device and automatically load correct subject data.

- Click on Upload in the upper right hand corner

Potential Next Tasks in KOEO

The Sleep SMART Protocol has provisions for repeated attempts, under appropriate circumstances, to collect data from the subject using the Nox T3 device. A number of different task options may appear based upon the analysis of the study data. Some options may appear only after an interval of several hours, during which FusionHealth staff inspect or oversee scoring of the Nox T3 data that has been uploaded.
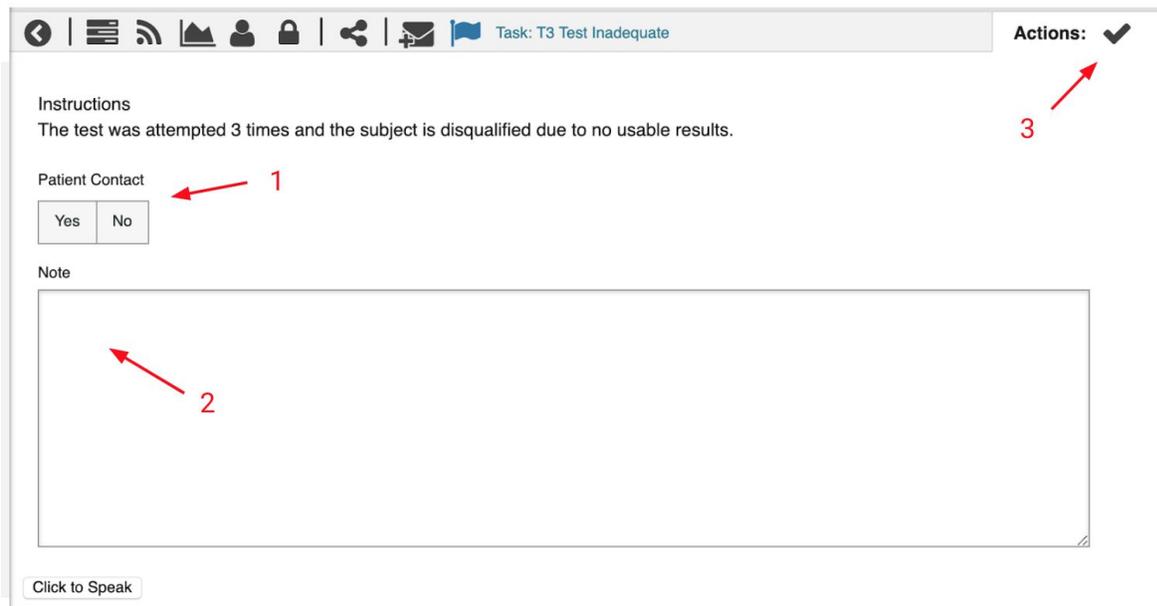
		Task Name	Patie...	Patient Name	Substatus	Best Time To Call	Created On	Tenant
		Redo Upload T3 Data	MR043526	202, Sleep SMART			2019-02-19	SleepSMART

		Task Name	Patie...	Patient Name	Substatus	Best Time To Call	Created On	Tenant
		Repeat T3 Setup	MR070783	012, Sleep SMART			2019-04-24	SleepSMART

		Task Name	Patient...	Patient Name	Substatus	Best Time To Call	Created On	Tenant
		T3 Test Inadequate	MR070764	011, Sleep SMART			2019-04-23	SleepSMART

		Task Name	Patie...	Patient Name	Substatus	Best Time To Call	Created On	Tenant
		Subject Eligible	MR070763	010, Sleep SMART			2019-04-23	SleepSMART

		Task Name	Patie...	Patient Name	Substatus	Best Time To Call	Created On	Tenant
		Excluded - Print Report	MR070763	010, Sleep SMART			2019-04-23	SleepSMART

- **Redo Upload T3 Data**: A systems issue has arisen with the data transfer, and testing data need to be uploaded with another attempt.
- **Repeat T3 Setup**: This is a "repeat testing task", indicating that a scorer has invalidated the test due to signal quality issues, and the test will need to be repeated, if possible.
- **T3 Test Inadequate**: This task appears after there have been three (3) attempts to render a valid T3 Test result. The Sleep SMART protocol allows for up to 3 T3 tests. If none render a valid outcome, the subject is to be excluded from further participation.
- **Subject Eligible**: The test is scored and the subject IS eligible for the Run-In Night.
- **Excluded - Print Report:** The test is scored and the subject IS NOT eligible for the Run-In Night. If there are extenuating circumstances that by protocol allow you to repeat the study, you may do so by starting from page 1 instructions "Connecting the T3 device to the computer".

If the "**Repeat T3 Setup"** task appears in KOEO, the study has been deemed invalid, but the subject is eligible for a repeat study. The same steps are required to retest the subject, outlined above in **Steps 3-6**. You do NOT need to relaunch the Sleep SMART Process. You will NOT need to create a new subject again in KOEO.

If the "**T3 Test Inadequate"** task appears, the subject is NOT eligible to continue in Sleep SMART. There is an acknowledgement task that follows:

Click on the **T3 Test Inadequate** task in KOEO, and the following appears:

- Click on Patient Contact. Select "Yes" (Arrow #1)
- Type Note, "Subject was Excluded due to..." [enter reason for exclusion] (Arrow #2)
- Click on the check mark in the upper right hand corner (Arrow #3)
  This will end the Sleep SMART Process for this subject in KOEO.

If the **"Excluded - Print Report"** task appears, this means the T3 test data is valid and the subject is NOT eligible for the Run-In Night in Sleep SMART.

🕐	✔	Task Name ⇕	Patie… ⇕	Patient Name ⇕	Substatus ⇕	Best Time To Call ⇕	Created On ⇕	Tenant ⇕
▮▮▮▮	⊕	Excluded - Print Report	MR070763	010, Sleep SMART			2019-04-23	SleepSMART

Click on the **Excluded - Print Report** task in KOEO, and the following appears:

There are two options available (see red arrows at the top right of the above image):
- Click on the printer icon in the upper right hand corner to print out a physical copy of the Sleep SMART Sleep Apnea Test Report
- When printing is complete or if printing is not necessary (e.g. subject is deceased), click the check mark and this will close out the task.

If the "**Subject Eligible**" task appears, this means the subject IS eligible for the Run-In Night in Sleep SMART. The **Subject Eligible** task is the first step in the Sleep SMART KOEO Process that applies to the Run-In Night.

🕐	✔	Task Name ⇕	Patie… ⇕	Patient Name ⇕	Substatus ⇕	Best Time To Call ⇕	Created On ⇕	Tenant ⇕
▮▮▮▮	⊕	Subject Eligible	MR070763	010, Sleep SMART			2019-04-23	SleepSMART

Please see instructions for Run-In Night in a separate document.