

Training Checklist: Trackit Plus Dual Recording

1.0 Module: PRIOR TO RECORDING A STUDY

Module		<input checked="" type="checkbox"/>
1.1	SD card ready (previous study has been downloaded)	
1.2	Batteries are fully charged	
1.3	Previous patient information/study removed from system (HIPAA compliance)	

2.0 Module: SETUP

Module		<input checked="" type="checkbox"/>
2.1	Patient is hooked up	
2.2	Patient is connected to amplifier	
2.3	Patient is in Bluetooth range on the EEG system (TKV and TKF)	

3.0 Module: BEGINNING DUAL RECORDING STUDY:

Module		<input checked="" type="checkbox"/>
3.1	Connect to power outlet/Turn on/Log into EEG System (TKV, TKF)	
3.15	Verify the Trackit cam (video camera) is connected to the USB port	
3.2	Trackit Plus software launches	
3.3	Select Dual Recording from the Home tab -Top left menu	
3.3.1	Patient Name, Recording ID	
3.3.2	Select TSU file	
3.3.3	Turn on amplifier	
3.3.4	Bluetooth icon B on amplifier LCD screen indicates Bluetooth is on	
3.3.5	Connect Trackit (COM#:BLUE	
3.3.6	Record with video yes/no	
3.3.7	Change Recording File Name (8 characters)	
3.3.8	Refresh disk	
3.3.9	Check disk	
3.3.10	Send Setup	
3.3.11	Make sure "Dual Recording - Sync Video to PC File" is unchecked (not checked)	
3.3.12	Select Start to begin recording	
3.3.13	Overwrite file? YES	

3.3.14	Trackit now recording	
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4.0 Module: VIDEO WINDOW

Module		<input checked="" type="checkbox"/>
4.1	Top of video window display:Trackit Video Recording (IMPORTANT TO NOTE VIDEO IS ACQUIRING)	
4.2	Select Setup to view the Help tab at the bottom of video screen	
4.3	Bottom of video window the frames number will be increasing	

5.0 Module: BOTTOM OF GRAPH DISPLAYS

Module		<input checked="" type="checkbox"/>
5.1	Patient ID	
5.2	Amplifier T4A online	
5.3	Sample rate and filters	
5.4	Recording ID	
5.5	TSU file selected	
5.6	Battery door closed	
5.7	PC/Trackit Record ON (IMPORTANT TO NOTE STUDY IS ACQUIRING)	
5.8	Date and Time	

6.0 Module: TRACES ONGOINGS

Module		<input checked="" type="checkbox"/>
6.1	T4A leave traces on (Ongoings EEG ON)	

7.0 Module: AMPLIFIER

Module		<input checked="" type="checkbox"/>
7.1	T4A amplifier LCD screen R (on the top line) the amplifier is recording	

8.0 Module: HOME TAB

Module		<input checked="" type="checkbox"/>
8.1	Access Montages	
8.2	View settings	
8.3	Impedance check	
8.4	Video	
8.5	Photic	
8.6	Hyperventilation	
8.7	Event List	
8.8	Place Event	
8.9	As recorded/change montages	
8.10	Hi and Low Frequency Filter	
8.11	Notch Filter	
8.12	Sensitivity	
8.13	Paper Speed	

9.0 Module: AT HOME / ARRIVE HOME

Module		<input checked="" type="checkbox"/>
9.1	Plug in system to power outlet	
9.2	Open laptop/tablet	
9.3	Adjust camera	

10.0 Module: STOPPING THE STUDY

Module		<input checked="" type="checkbox"/>
10.1	Select the Stop Record icon on the Home tab	
10.2	Stop PC Recording - YES	
10.3	Stop T4A Recording - YES	
10.4	Confirm that the amplifier recording has stopped - the R in the window is no longer visible	
10.5	Turn off the T4A amplifier	
10.5.1	Select Control Panel from Home Tab	
10.5.2	Select Advanced Settings	
10.5.3	Select Settings	
10.5.4	Select Trackit OFF, confirm the T4A has shut down	
10.5.5	Wait for the video window to close	
10.5.6	ONLY REMOVE THE SD CARD WHEN THE AMPLIFIER IS OFF	
10.5.7	After the amplifier has correctly been stopped, you may remove the SD card to retrieve the card data and create your patient study file	

11.0 Module: MANAGING CARD DATA

Module		<input checked="" type="checkbox"/>
11.1	PC Patient Folder recording (typically on the desktop)	
11.2	Remove .bdf and .tev files to new folder (notice the lower case file name)	
11.3	If there are multiple .tvx files move all but the original to the new folder	
11.4	SD card data move the .BDF and .TEV to the Patient folder (notice the uppercase file names)	
11.5	Check to verify the files in the Patient Folder have the same file name (if not contact customer support to assist in renaming the files)	
11.6	The Patient Folder is ready to upload to Rendr Portal or review with other software	
11.7	Per your Lab Protocol be sure to remove files once uploaded to be HIPAA compliant	