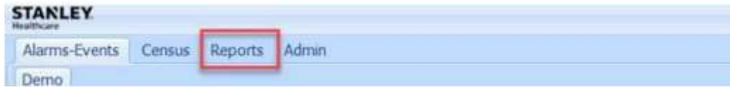
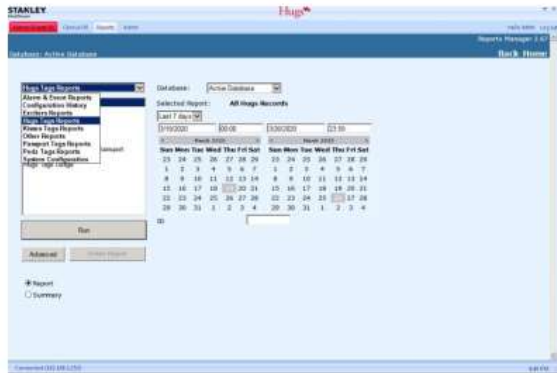


## Generating a Hugs Tag Usage report

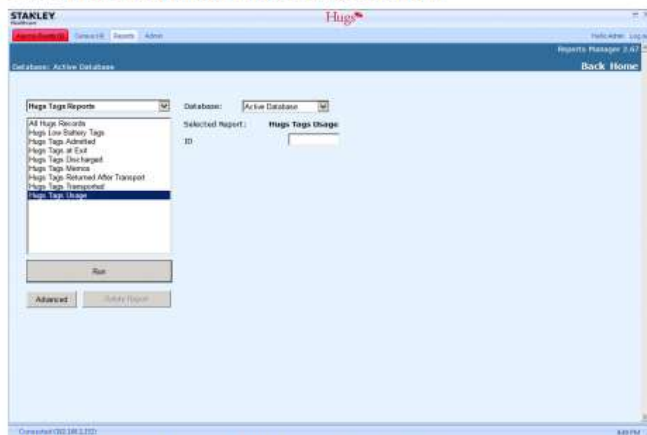
1. In the Hugs application, select the **Reports** tab.



2. In the Report Category drop-down menu, select **Hugs Tag Reports**.
3. Select date range (recommend last 90 days).



4. Select **Hugs Tag Usage Report** and click **Run**.



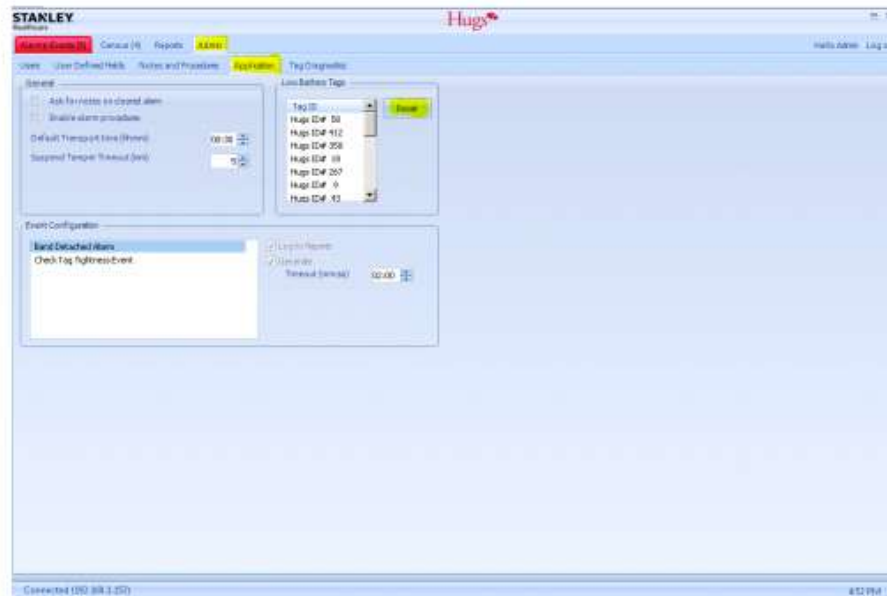
5. Click the **Export** button at the top of the screen.
6. Click **Save** and select a folder to save the report.

(Note - The reports are saved as a .CSV file, which can be opened with Excel. From there, any field can be sorted to make it simple to check, as an example, Tag ID numbers in numerical order).

ID#	Admissions	First Admitted	Last Admitted
626	18	2/11/2020 10:51:17 PM	2/29/2020 5:46:21 PM
627	12	2/6/2020 1:22:41 PM	2/27/2020 10:08:13 PM
626	20	1/25/2020 10:10:42 AM	2/28/2020 1:11:59 PM
625	34	1/26/2020 8:09:01 AM	2/28/2020 2:31:55 AM
623	26	2/4/2020 6:01:19 AM	3/2/2020 10:52:04 AM
620	10	1/26/2020 6:16:18 PM	2/21/2020 2:58:59 AM
619	12	1/27/2020 8:09:27 AM	2/11/2020 12:51:56 AM
615	20	1/26/2020 12:00:19 PM	2/23/2020 11:24:35 AM
257	3	1/25/2020 12:41:51 AM	2/8/2020 2:32:34 AM
356	26	1/25/2020 10:13:05 PM	2/20/2020 4:29:40 AM
355	24	1/27/2020 11:51:23 PM	2/26/2020 11:34:48 PM
279	12	2/5/2020 2:02:20 PM	2/29/2020 1:08:27 AM
278	8	2/5/2020 11:06:27 AM	2/21/2020 5:30:34 AM
277	18	1/24/2020 10:37:51 AM	2/26/2020 2:08:15 PM
276	4	2/3/2020 8:41:05 PM	2/24/2020 9:14:36 PM
275	6	1/26/2020 5:59:54 PM	2/1/2020 3:12:20 PM
274	12	2/6/2020 3:12:37 PM	2/27/2020 6:49:01 PM
273	14	2/5/2020 9:37:07 PM	2/28/2020 4:34:11 PM
271	24	1/28/2020 12:23:20 AM	2/28/2020 5:52:50 PM
270	2	2/3/2020 11:06:20 PM	2/3/2020 11:07:28 PM
269	22	1/26/2020 1:26:24 AM	2/28/2020 11:17:19 AM
266	14	2/5/2020 12:13:24 PM	2/19/2020 6:56:48 PM
264	28	1/24/2020 3:14:48 PM	2/29/2020 10:46:56 AM

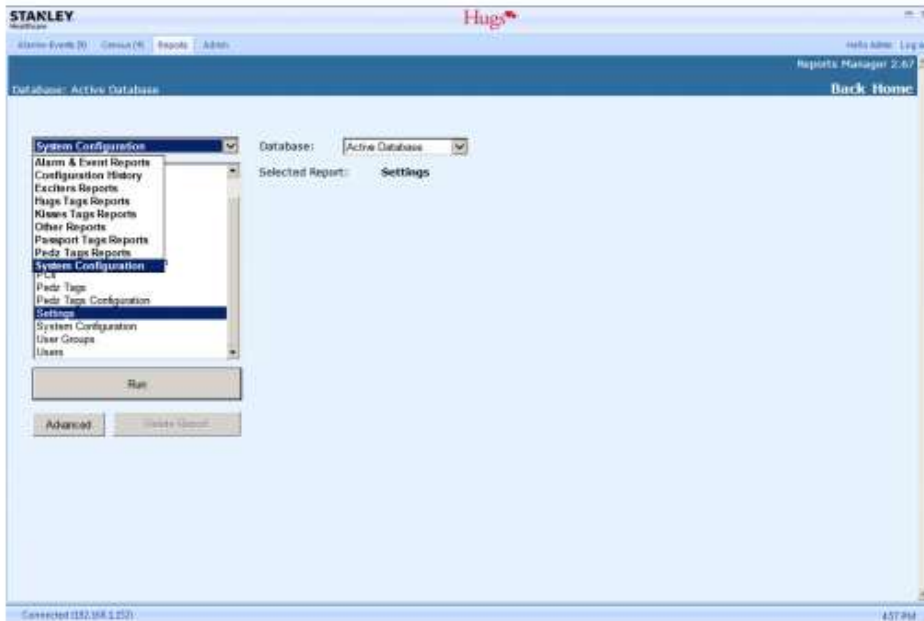
## Resetting the Low Battery Tag list (discarded tags)

1. In the Hugs application, select the Admin tab (Administrator login required to view).
2. In the Admin screen, select Application.
3. Click the Reset button near the top-right of the Low Battery tags list.



## Printing a Settings report to provide the Hugs/Pedz/Passport Tag ID Range settings

1. In the Hugs application, select the **Reports** tab
2. In the Report Category drop-down menu, select **System Configuration**
3. In the **System Configuration report** menu, select the **Settings** report
4. Click the **Export** button near the top-right
5. Click **Save**, and select a folder to save the report



The screenshot shows the Hugs application interface displaying a list of settings. The table has two columns: 'Table Name' and 'Description'. The data is as follows:

Table Name	Description
45 - BabyTagUserDefinedField	TableName="BabyTag" Description="Room #" ItemID="0" ItemTypeName="Unique Drop Down" Enabled="1" Flags="1" Group=""
41 - NextHugsRangeIndex	1
40 - HugsEndRange0	999
39 - HugsStartRange0	1
38 - Local Authentication	True
37 - LDAP Domain Name	cs.meds.lip.org
36 - Enable LDAP	True
35 - Options	16388
34 - LastCopyPurgeError	0
33 - Flags	131073
32 - BackupPurgeDays	38
30 - Backup_Last_Date	2020-03-18T11:39:03
29 - Backup_Frequency_Days	1
28 - Backup_Flags	1
27 - Backup_Server_Path_Name	
26 - Backup_Removable_Name	
25 - DefaultSoundFile	C:\Program Files (x86)\Healthcare Platform Server\chord.wav
24 - ControllerPath	\\VM2\VM2_C:\Program Files (x86)\Healthcare Platform Server\
22 - BeaconLimit	25000
21 - TagLimit	30
20 - Product	15
19 - Arfa_Flags	1
18 - AppFlags	1058
17 - BabyLicenseFlags	4
16 - PSSMailFormat	
15 - PSSVoceraFormat	
14 - PSSSignFormat	

At the bottom of the window, it says 'Connected (192.168.1.10)' and '4:38 PM'.

## Viewing the Tag ID Range on the System Page

If you have the appropriate permissions, you can also view the Tag ID range from the System page.

The screenshot displays the HPS System Manager interface. On the left is a tree view of the system hierarchy, including 'System', 'Applications', 'Users', 'Peds', 'Tag Access Groups', 'User Groups', 'Users', 'Loreworks Networks', 'Receivers', 'Exciters', 'Maps', 'Sounds', 'Pages', 'Signs', 'Gateways', 'PCs', 'Notes and Procedures', 'Email', 'Tag Diagnostics', 'Coverage Test', and 'Site Profile'. The main area is titled 'HPS System Manager' and contains several configuration panels. A 'Save' button is at the top left. The 'General' panel includes options for 'Ask for notes on cleared alarm', 'Enable alarm procedures', 'Log priority tag message', and 'Enable Locate'. The 'Database Maintenance' panel has 'Purge records older than' set to 30 days and 'Purge Classes Usage Report records older than' set to 100 days, with a 'Perform Now' button. The 'Passwords' panel has 'Password required' checked, 'Max login attempts' set to 0, and options for 'Enforced passwords required' and 'Lock user account after max retries exceeded'. The 'Reports' panel shows a 'Reports URL' of 'http://192.168.1.152:8080/oreportmanager'. The 'CCTV Camera' panel has 'New', 'Delete', and 'Rename' buttons. The 'Tag Ranges' panel is highlighted and shows a 'Range' dropdown set to '1-999', with 'New', 'Apply', and 'Remove' buttons. The 'LDAP' panel has 'Enable LDAP authentication' and 'Use local authentication as secondary validation' checked, with a 'Domain Name' of 'cs.meds.lq.org'. At the bottom left, it says 'Connected (VM2)' and at the bottom right, 'admin'.

## Retrieving License information from a Live System

The simplest way to achieve this it is to run **System Manager** from either the Hugs **server** or a Hugs **workstation**. Note that an administrator credential is required to login and connect (unless changed, the default user/password is admin/admin)

1. On the server, there should be a shortcut to System Manager on the desktop or in the Start menu
2. On the workstation, navigate to the Hugs application folder at **C:\Program Files (x86)\Hugs**, look for the System Manager executable (**Sysman.exe**).
  - a. If connecting from a Hugs workstation, a server name or IP is required which is situated in the lower left corner of the Hugs application window.



Once connected, go to server page and there you will view the license details (click the refresh button if necessary) and capture a screenshot.

