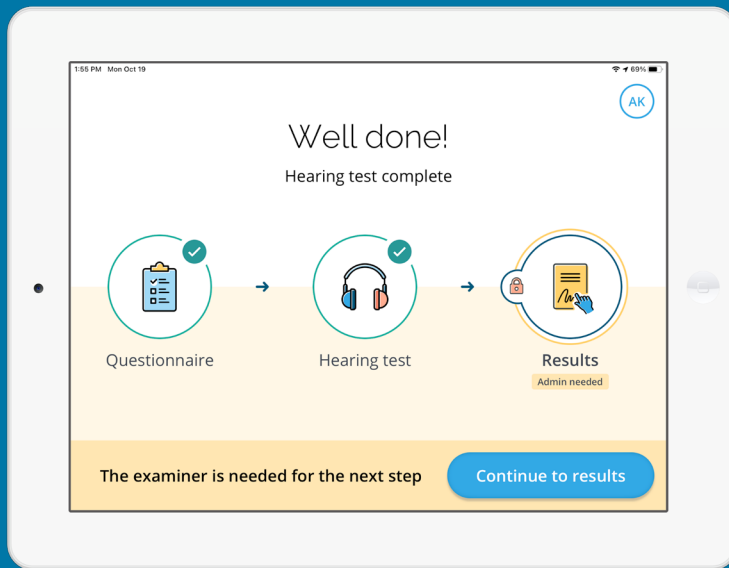


SHOEBOX



SHOEBOX[®] PureTest Quickstart Guide

Introduction

Welcome to SHOEBOX® PureTest! This QuickStart Guide will help you get SHOEBOX up and running, so you can quickly and easily conduct your first automated test.

Once you're set up, we recommend taking a look at our comprehensive SHOEBOX Help Center website to learn all the capabilities of your system at help.shoebox.md. For more information, see our complete [Instructions for Use, IFU-13](#).

If your iPad was provided by SHOEBOX Audiometry, you'll find the user guides in your iBooks app.

If you have any questions about SHOEBOX, please contact support@shoebox.md.

Contents

Installing PureTest Start	3
Testing	5
Using PureTest Offline	12
Additional Information	14

Installing PureTest

If you received your iPad from SHOEBOX

1. Turn on your iPad.
2. Connect to **WiFi** from within the iPad settings.
3. Tap the **PureTest app icon** to launch PureTest.



Is your iPad set to the correct Region?

To confirm your Region go to Settings > General > Language & Region

If you provided your own iPad

1. Turn on your iPad.
2. Follow the **Apple Installation Wizard** to setup.
3. Launch the **App Store** by tapping the App Store icon.
4. Search for **SHOEBOX PureTest**.
5. Tap the “**GET**” button to download and install PureTest.
6. Once installed, the app will appear on your iPad home screen.
7. Tap the **PureTest app icon** to launch PureTest.

Done! Now you can set up your PureTest system



Set up your PureTest System

1. Tap the **PureTest app icon** to launch SHOEBOS.
2. Tap the **“Get Started”** button to set up your software.
3. Log in using your **SHOEBOS email and password**.
4. If prompted, select which transducer (headphone) to download. Choose the one that matches the barcode on your transducer cord.
5. If prompted, select which external microphone to download. Choose the one that matches the serial number on the base of the microphone.
6. Set your **passcode**.
7. Enable Microphone Access and Location Access by tapping the **“I understand”** buttons.

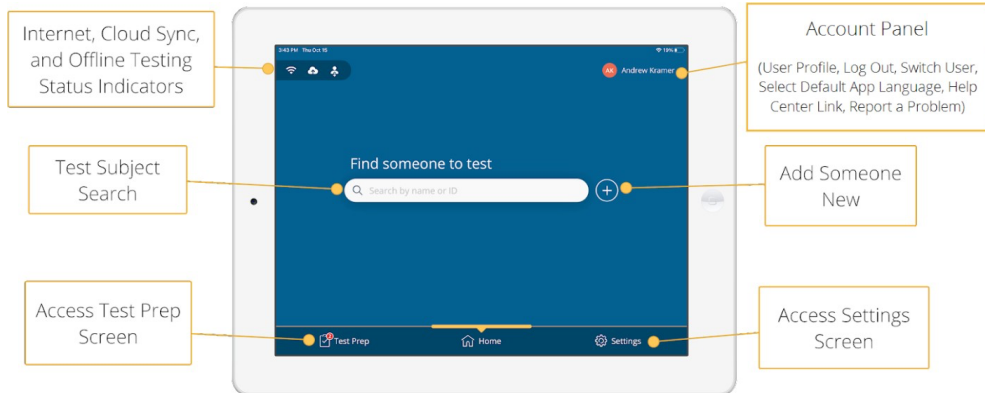


After you finish setting up your software, you'll find yourself on the home screen.


Don't know your SHOEBOS login?

Hint: The email is the one where you receive your SHOEBOS emails, and the password is the one you created on the SHOEBOS web portal. If you don't know what these are, contact support@shoebos.md.

Start Testing

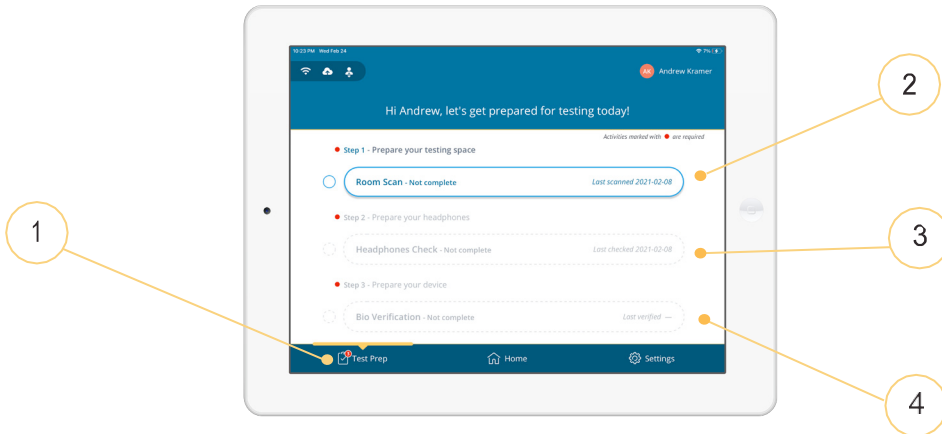


Create a New Test Subject

1. Create a new subject by tapping the “add someone new” icon .
2. Assign the subject to a **Project** and enter their **demographic information**.
3. Tap the “**Save**” button.

Completing a Test Prep Activity

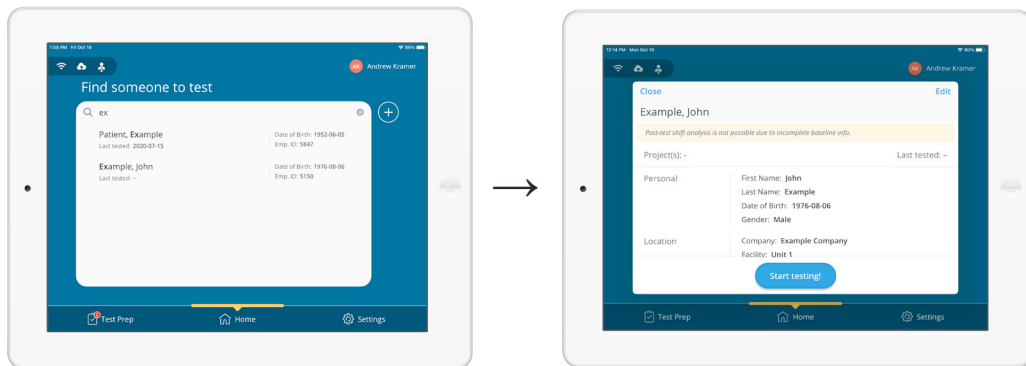
Your organization's administrator will configure the test prep settings required for your daily testing procedures. Before you can begin your testing for the day, many regulatory bodies will require the completion of daily test prep activities, consisting of a noise level room scan, a headphones check, and a bio verification to ensure your device is functioning properly.



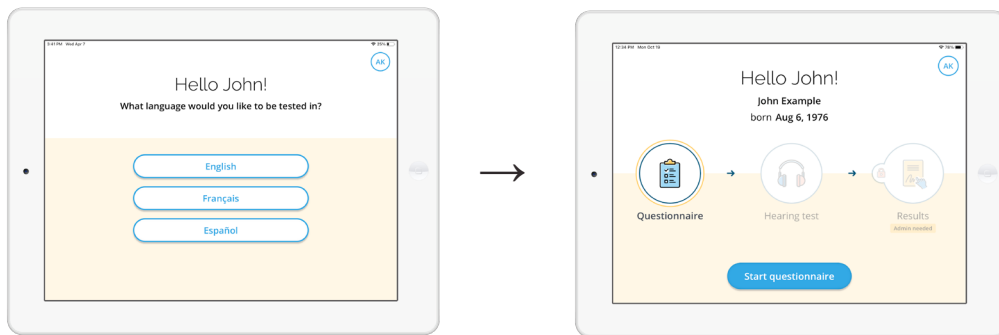
1. Place your iPad in its provided stand. **Do not hold the iPad, do not place it flat on the table.**
2. Tap on the **Test Prep** tab.
3. Tap on **Room Scan** and follow the on-screen instructions to complete the room scan successfully. Completing a room scan will unlock the Headphones Check.
4. Tap on **Headphones Check** and follow the on-screen instructions to complete your Headphones Check. Completing a Headphones Check will unlock Bio Verification.
5. Tap on **Bio Verification**. Follow the on-screen instructions to complete the activity. Once your Test Prep has been completed, you will be able to begin your daily testing.

Search for a Test Subject & Begin Testing

Once your test prep is complete, use the search bar on the home page to search for a subject you have created or create a new subject by tapping the **+** icon.

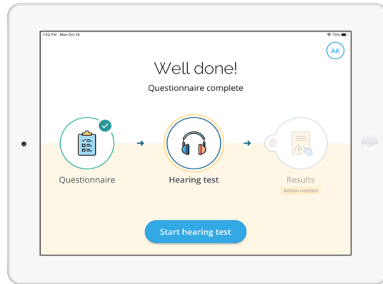
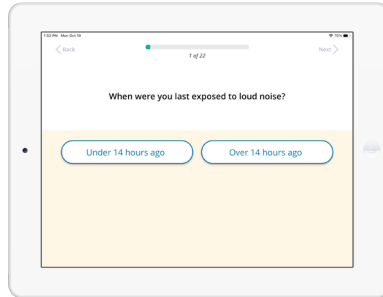


Select the subject you would like to test, then tap on **Start Testing** to begin the Testing Workflow. You may now hand the iPad to the subject. They will select their language & begin the Workflow.



Testing Workflow Part 1: Questionnaire

The subject will begin the testing workflow with a pre-test questionnaire (if enabled by your administrator). They can begin the questionnaire by tapping the **Start Questionnaire** button.

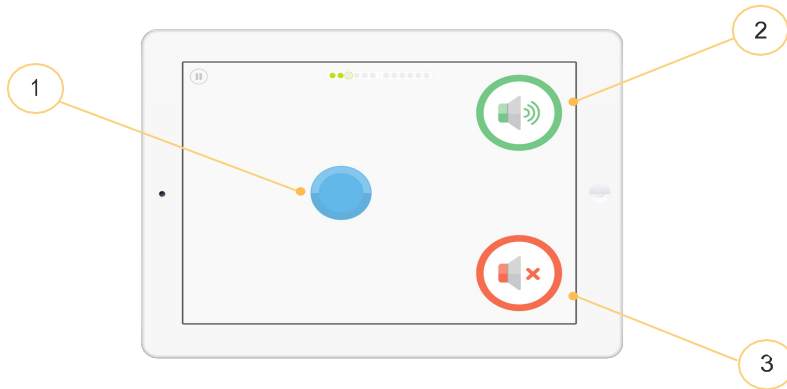


After the subject completes the questionnaire, they will be prompted to begin their hearing test.

Testing Workflow Part 2: Automated Hearing Test

The subject will be presented a short tutorial on how to complete the test, then the automated hearing test will begin. The tutorial is optional and can be toggled off in the web portal by an admin user.

Note: Place your iPad in its provided stand. **Do not hold the iPad, do not place it flat on the table.**



The subject will be instructed to...

1. Press and hold the blue disc to present a sound.
2. If they **hear a sound** (even a very quiet one), tap or drag the blue disc to the green “**sound speaker**” icon
3. If they **don't hear any sound at all**, tap or drag the blue disc to the red “**no sound speaker**” icon. Hint: more than 50% of the time, you will not hear a sound

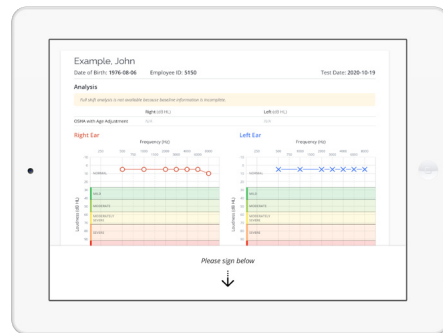
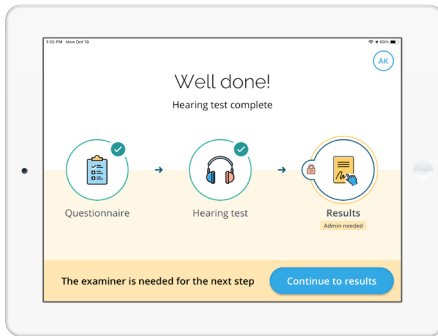
Continue pressing and sorting the blue disc until the test is complete.

Note: With the release of PureTest 2.4, manual testing is available for certified test examiners and audiologists. For more information on manual testing, please see our full instructions for use.

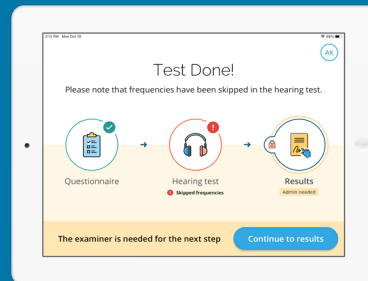
Testing Workflow Part 3: Reviewing Results

Once the automated test is complete, the subject will be prompted to return the iPad to the test examiner to proceed to the results screen.

By tapping on **Continue to results**, you will be prompted to enter your passcode. Once entered, you will be able to review the results with the subject. Results can be viewed in both the examiner and subject's language. Both you and the subject will also be prompted to enter signatures if signatures are enabled.

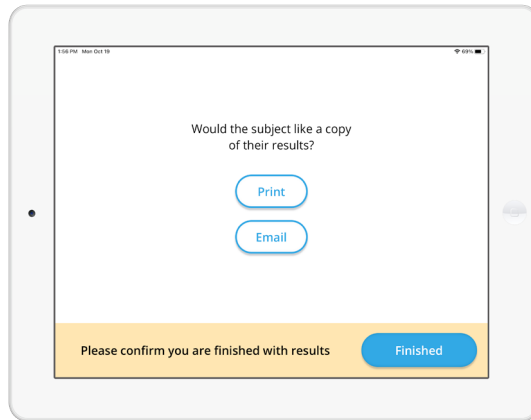


Important: Keep an eye out for red circles and error messages - this indicates you have an invalid test due to missing frequencies or noise. This may require a retest to ensure validity.



Emailing & Printing Results

The final screen of the workflow will ask if the subject would like a copy of their test results. If they would like a copy, you can provide them with a physical copy by tapping on **Print** and printing their test results, or you can provide them with a digital copy by tapping on **Email**.



If sending a digital copy to the subject via email, a window will appear on-screen showing the subject's name, date of birth, & email. If no date of birth or email address was entered when the patient was created, you will need to enter it now.

The subject's personal information will act as security information that the subject will need to enter to access the document, confirm it with them to ensure that it is accurate.

Once sent, an email with a link to their results will appear in the subject's inbox after your app data has synced to the cloud. The email will be sent by no-reply@shoebox.md. Please inform the subject to check their spam or junk folders in case the email does not appear in their inbox.

And that's it! Congratulations on completing your first Testing Workflow with SHOEBBOX PureTest!





Using PureTest Offline

PureTest allows users to conduct tests, generate results reports, and perform shift analyses while the iPad is offline. This is so users can perform their daily testing routines at sites that may have limited or no internet access.

While using PureTest offline, you can only perform shift analyses on subjects that have been placed into offline-enabled projects. To enable offline testing, an admin user from your organization will need to use the SHOEBOS web portal to make your projects available for offline use. Note that **only admin users** can create projects and control which projects can be made available for offline testing.

Preparing for Offline Testing

To prepare for an offline testing session:

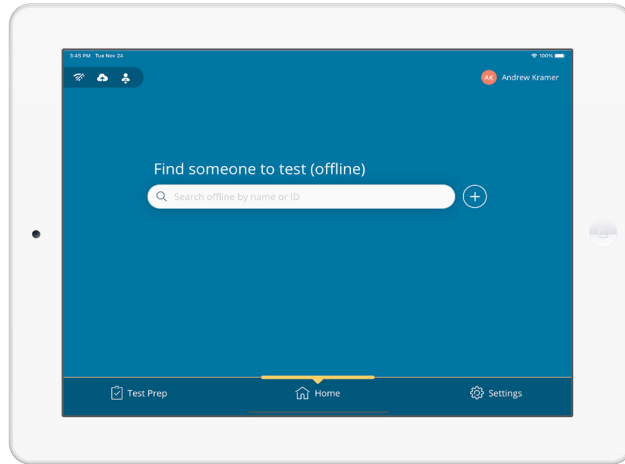
1. Contact your admin user, and inform them that your projects will need to be made available Offline.
2. While online, go to the **Settings** screen, and under **Testing** select **Testing Offline**.
3. Tap on  to download any projects that have been made available offline.
4. While still online, return to the **Settings** page, and under **Testing** select **Download Device Settings**.
5. Tap on  to ensure that your app is configured with your organization's most up-to-date test settings before going offline.

You will then be ready to proceed with PureTest in offline mode.

Note: While online, the app will automatically get the most up-to-date offline projects and device settings every hour. The steps above are to ensure you have the most up-to-date settings before you go offline.

Performing a Testing Session While Offline

While offline, you can proceed with your daily testing routine as you would normally. Start with your test prep activities, then search for and select a test subject as you normally would. You will be able to search for and select test subjects that have been placed in the offline-marked projects that you downloaded.



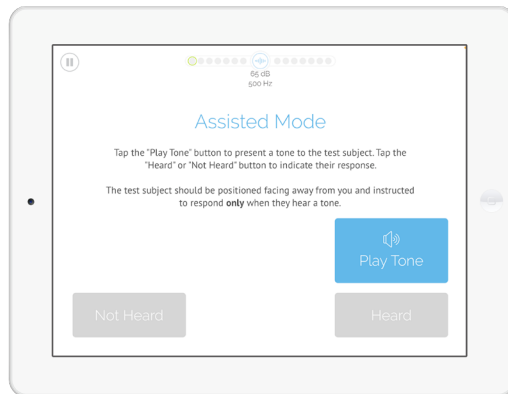
After Your Offline Session

After your offline testing session has been completed, be sure to return to an area with internet access and reconnect PureTest. This will allow PureTest to automatically sync the testing data you collected while you were offline to your organization's secure cloud portal.



Additional Information

Administering the Automated Test in “Assisted Mode”

Assisted Mode allows for operator-assisted and faster testing of subjects who may have trouble self-testing in automated mode. In Assisted Mode, the test administrator presents the tones manually to the subject and waits for the subject to indicate if they heard the tone.



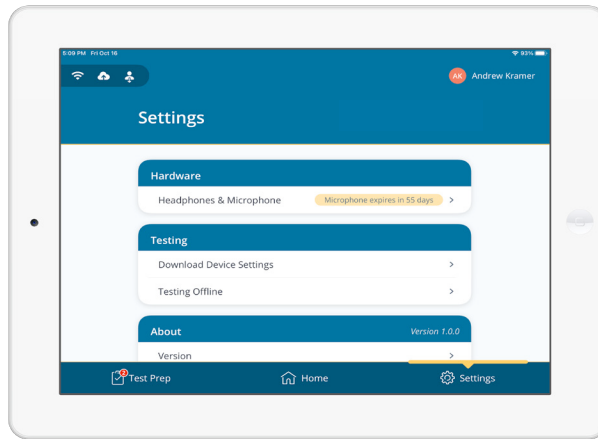
To access Assisted Mode:

1. Tap the **Pause**  button in the top left corner of the screen.
2. Enter your passcode.
3. Tap on the Assisted Mode  toggle switch.

You will then be able to proceed with the test in assisted mode.

Settings

The Settings screen contains all the details on your app's hardware, test settings, offline projects, and other miscellaneous information.



Hardware: The hardware section is where you will go to install, change, or update your headphones and microphone. It will also provide you with a notification if your hardware is close to its expiration date.

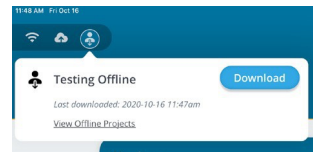
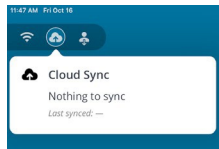
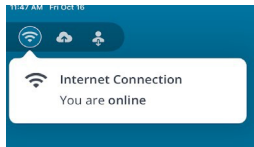
Testing: This section provides details on how your app has been configured by your organization's admin user and allows you to download any updates to your settings that may have been made since your last login.

"Testing Offline" will show you which projects have been marked for offline testing.

About: The About section contains miscellaneous app information including your app's current version, installation ID (for support troubleshooting), legal information, and developer credits.

Internet, Cloud Sync, Offline Testing Status Indicators

Informs you about your current internet connection status, your last portal sync, and allows you to quickly download any updates to your offline projects.



Switching Users

SHOEBOX PureTest allows for multiple users to log in to the app on a single license.

Note: You cannot switch users or login when offline. You must be connected to Wi-Fi.

Need more help?

Visit the SHOEBOX Help Center at help.shoebox.md

You can also contact us at support@shoebox.md or 1-877-349-9934

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SHOEBOX is a registered trademark of SHOEBOX Ltd.

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