SAFE-Q for iPad
Operation Manual

December 23, 2019
1st Edition

The Japanese Society for Surgery of the Foot

Content

Uninstalling the App

1. Access the App Store and tap "Search" at the top right of the screen.

2. Enter "SAFE-Q" to search it.

3. Check the contents and tap "Get."
   When "Get" changes to "FREE," tap the button another time.
   *Enter your Apple ID and password.

4. Installation starts.

iPad is a registered trademark of Apple Inc. in the United States and other countries.
App Store is the name of the service that allows you to download application software for iPhone, iPad, iPod, and iPod touch operated by Apple Inc.
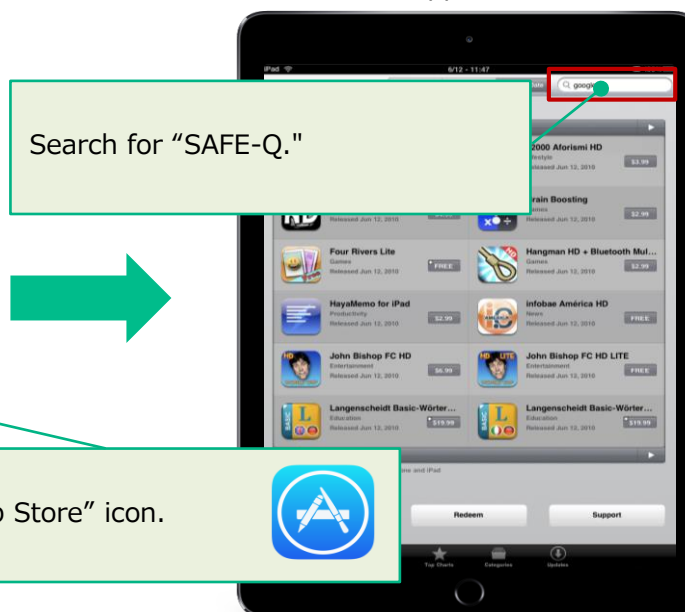
◆ipad Home screen
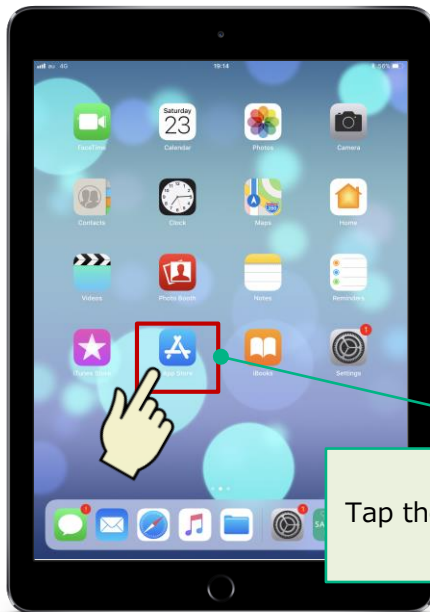
◆App Store

◆Download app

Search for "SAFE-Q."

Tap the "App Store" icon.

Tap the ⁺FREE button.
When it changes to "FREE," tap the button again.
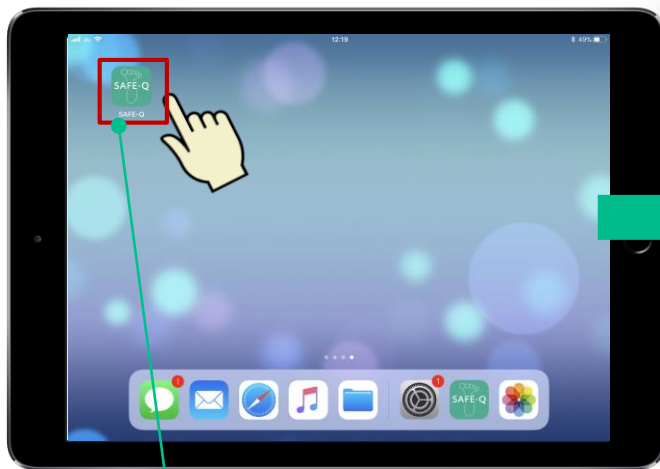
Launching the App for the First Time

After completing installation, tap the "SAFE-Q" icon to launch the app.

The Disclaimer / Terms of Service window will open.
After confirming the contents, tap "Agree and Use."
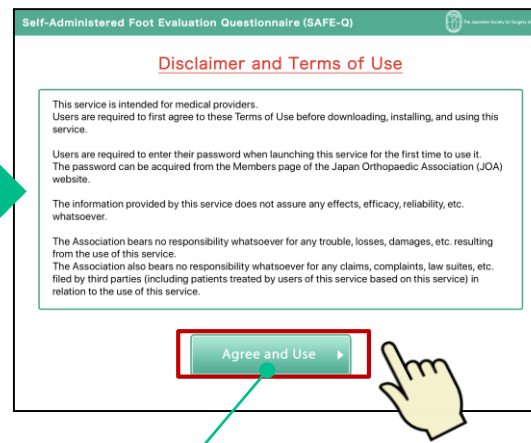
Go to the Home page.
* The "Disclaimer / Terms of Use" window is displayed only when the app is started for the first time, and will not be displayed from the second and subsequent launches.
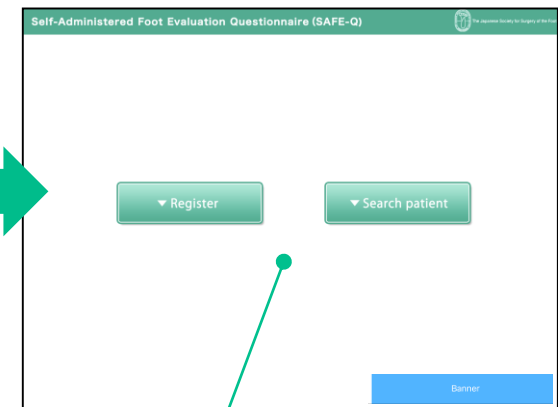
◆ipad Home screen

Tap the icon.

◆ Disclaimer / Terms of Use window

Self-Administered Foot Evaluation Questionnaire (SAFE-Q)

Disclaimer and Terms of Use

This service is intended for medical providers.
Users are required to first agree to these Terms of Use before downloading, installing, and using this service.

Users are required to enter their password when launching this service for the first time to use it.
The password can be acquired from the Members page of the Japan Orthopaedic Association (JOA) website.

The information provided by this service does not assure any effects, efficacy, reliability, etc. whatsoever.

The Association bears no responsibility whatsoever for any trouble, losses, damages, etc. resulting from the use of this service.
The Association also bears no responsibility whatsoever for any claims, complaints, law suites, etc. filed by third parties (including patients treated by users of this service based on this service) in relation to the use of this service.

Agree and Use ▶

Tap "Agree and Use."

◆Home page

Self-Administered Foot Evaluation Questionnaire (SAFE-Q)

▼ Register   ▼ Search patient

Banner

Go to the Home page.
From the second time this app is started and onwards, this window will always be displayed first.
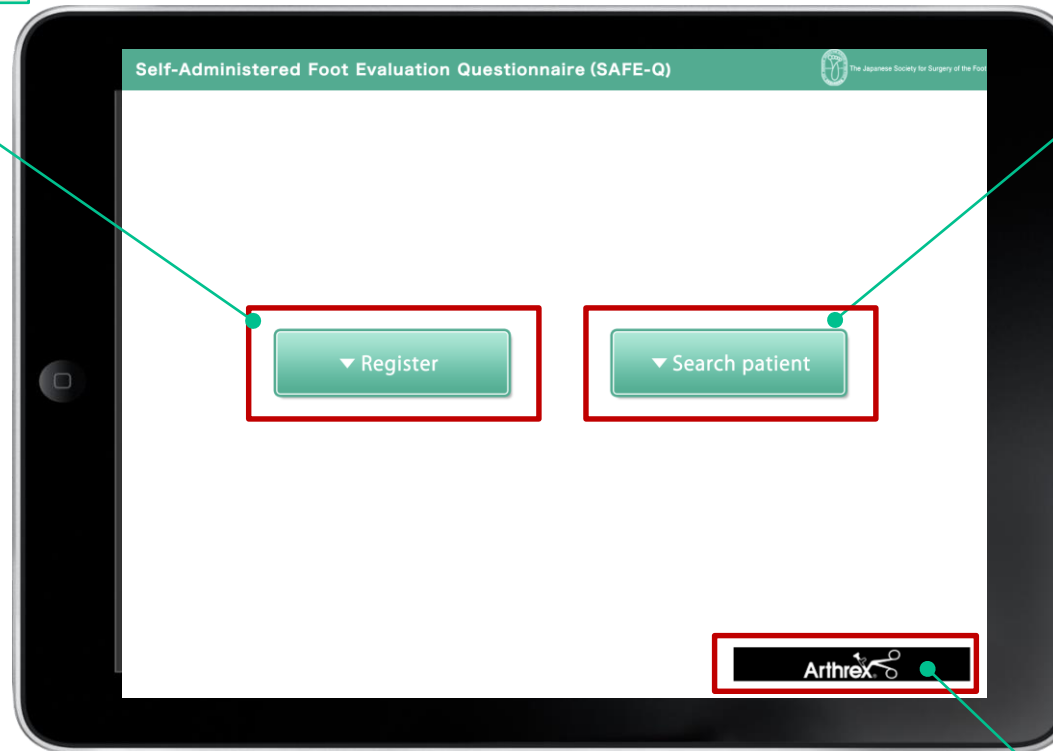
Home

In this app, patients tap windows to answer the questionnaire themselves. Questionnaire results are calculated automatically. Each patient can take this questionnaire up to nine times.

Register the information of new patients from "Register." From the second time onwards, tap "Search patient" to open the patient information page.

To register new patients.
(See P6.)

To check information on registered patients. (See P12.)

◆Home page

Self-Administered Foot Evaluation Questionnaire (SAFE-Q)

The Japanese Society for Surgery of the Foot

▼ Register

▼ Search patient

Arthrex

Go to Arthrex.

Registering Patient Information

For new patients, enter at ID, Name, Furigana, Date of birth, Disease name, and Sex.
ID, Name, Furigana, and Date of birth are required fields, so be sure to enter them. Disease name and Sex are optional.

To go to questions, tap "Register and go to question" at the Check registered information window.
To register only, tap "Register." This ends registration.
 To register another information, tap "Home" at the Registration completed window.

◆Register window

◆Check registered information window

◆Registration completed window

Enter patient information

After entering the required information, tap "Go to Confirm window."
* ID (Within 12 one-byte characters)
Name (Within 12 two-byte characters)

* To check if the ID is registered,
After entering only "ID," tap "Go to Confirm window." If an already registered ID is entered, the corresponding registered patient information will be displayed.

Check registered information

"Correct registered information"
　　→Correct the entered information.

"Register"
　　→Register patient information only.

"Register and go to questions"
　　→Starts questions after registering.

◆Start questions window

(See P7.)

Answering Questions (by Patients)

Tap "Start questions" to start the questions (Please hand the iPad to the patient)

After selecting an answer, tap "Next" to go to the next question.
* Tap "Previous" to return to the previous question and answer again.

Tap the "Japanese Society for Surgery of the Foot." logo at the top right of the window to return to the Home page.
"Note" If you return to the Home page in the middle of a question, your answer will not be saved, and you will need to answer the question again.

There are two ways of answering questions.
I. Writing ✓ in the □ of your answer. OR
II. Write x on the line.

Tap the logo to return to the Home page.

◆Start questions window

◆Questions window
(Answering by ticking ✓)

◆Questions window ((Answering by adding a cross on the line ×)

Tapping "Previous" returns to the previous question.
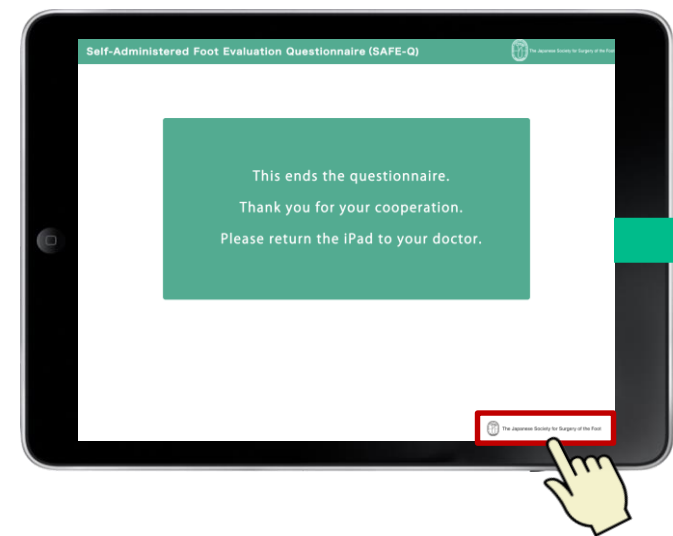
Tapping "Next" proceeds to the next question.

Touch the line to show the degree of pain.
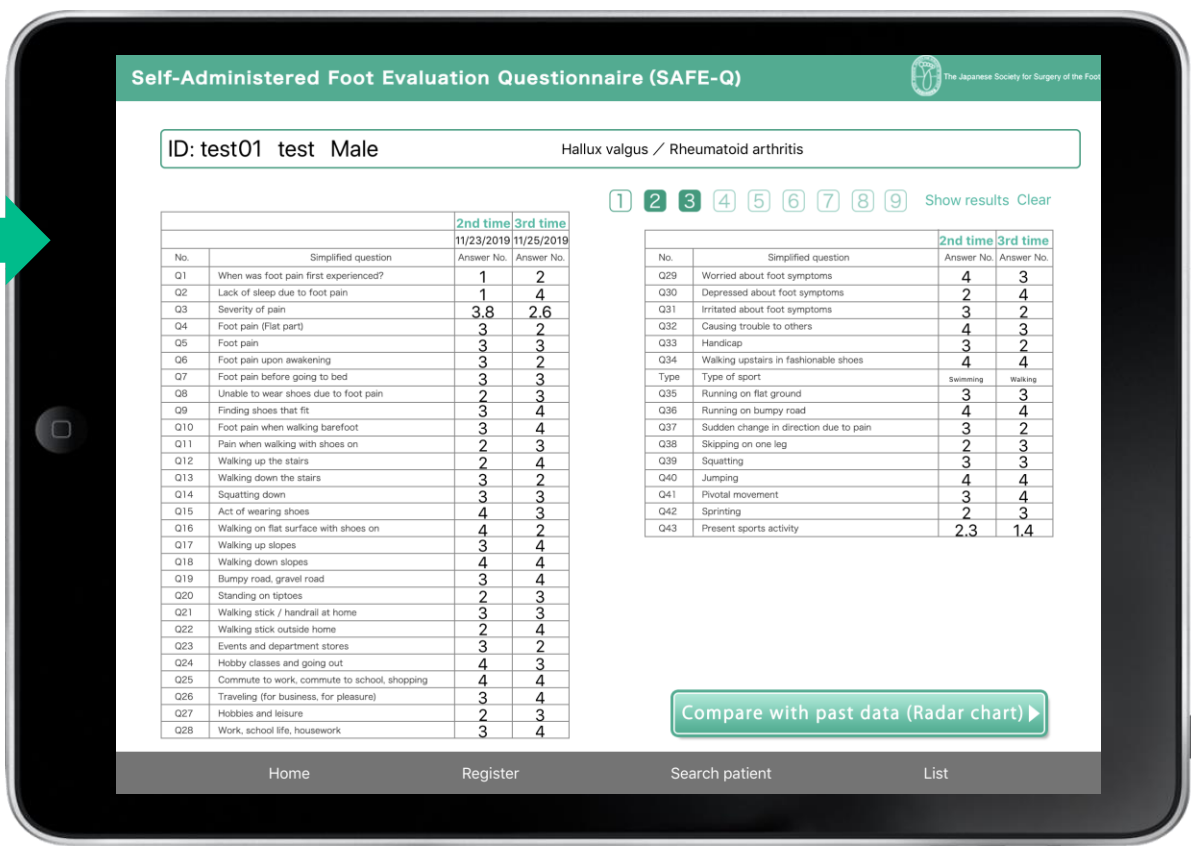
Completion-Checking Results

When the patient completes all questions, have the patient return the iPad to you.
Tap the ""Japanese Society for Surgery of the Foot" logo at the bottom right of the window to go to the Results window.

* To prevent patients from looking at their own results, the "See results" button will not be displayed

◆End questions End questions window

◆Results window

This ends the questionnaire.
Thank you for your cooperation.
Please return the iPad to your doctor.

Self-Administered Foot Evaluation Questionnaire (SAFE-Q)

ID: test01   test   Male   Hallux valgus ／ Rheumatoid arthritis

① **2** **3** ④ ⑤ ⑥ ⑦ ⑧ ⑨   Show results Clear

No.	Simplified question	2nd time 11/23/2019 Answer No.	3rd time 11/25/2019 Answer No.
Q1	When was foot pain first experienced?	1	2
Q2	Lack of sleep due to foot pain	1	4
Q3	Severity of pain	3.8	2.6
Q4	Foot pain (Flat part)	3	2
Q5	Foot pain	3	3
Q6	Foot pain upon awakening	3	2
Q7	Foot pain before going to bed	3	3
Q8	Unable to wear shoes due to foot pain	2	3
Q9	Finding shoes that fit	3	4
Q10	Foot pain when walking barefoot	3	4
Q11	Pain when walking with shoes on	2	3
Q12	Walking up the stairs	2	4
Q13	Walking down the stairs	3	2
Q14	Squatting down	3	3
Q15	Act of wearing shoes	4	3
Q16	Walking on flat surface with shoes on	4	2
Q17	Walking up slopes	3	4
Q18	Walking down slopes	4	4
Q19	Bumpy road, gravel road	3	4
Q20	Standing on tiptoes	2	3
Q21	Walking stick / handrail at home	3	3
Q22	Walking stick outside home	2	4
Q23	Events and department stores	3	2
Q24	Hobby classes and going out	4	3
Q25	Commute to work, commute to school, shopping	4	4
Q26	Traveling (for business, for pleasure)	3	4
Q27	Hobbies and leisure	2	3
Q28	Work, school life, housework	3	4

No.	Simplified question	2nd time Answer No.	3rd time Answer No.
Q29	Worried about foot symptoms	4	3
Q30	Depressed about foot symptoms	2	4
Q31	Irritated about foot symptoms	3	2
Q32	Causing trouble to others	4	3
Q33	Handicap	3	2
Q34	Walking upstairs in fashionable shoes	4	4
Type	Type of sport	Swimming	Walking
Q35	Running on flat ground	3	3
Q36	Running on bumpy road	4	4
Q37	Sudden change in direction due to pain	3	2
Q38	Skipping on one leg	2	3
Q39	Squatting	3	3
Q40	Jumping	4	4
Q41	Pivotal movement	3	4
Q42	Sprinting	2	3
Q43	Present sports activity	2.3	1.4

Compare with past data (Radar chart) ▶

Home   Register   Search patient   List
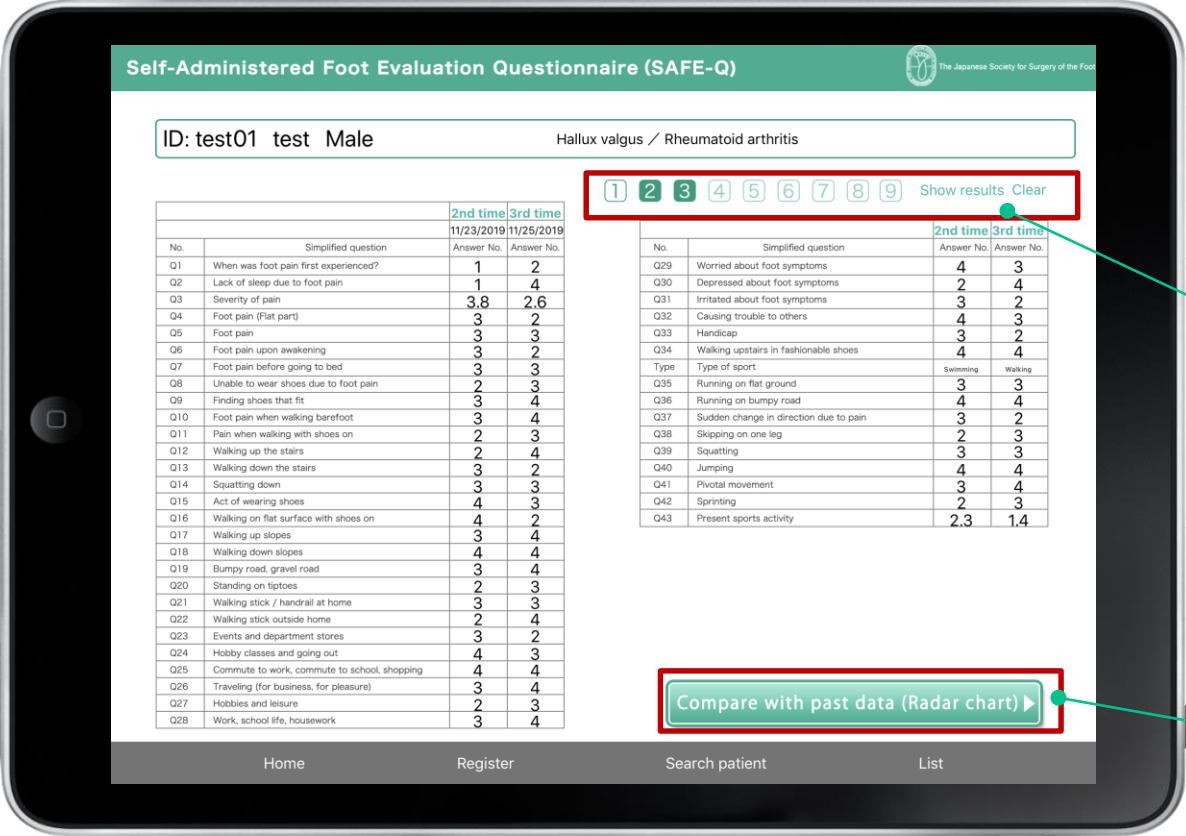
The latest two answers registered are displayed. You can select the answers of any questionnaires registered and compare them.
Just select the registered questionnaires (registration number) you want to compare and tap "Show results."
(e.g.: The figure below compares the values of the second and third questionnaires registered.)

◆Results window

Self-Administered Foot Evaluation Questionnaire (SAFE-Q)
The Japanese Society for Surgery of the Foot

ID: test01 test Male   Hallux valgus／Rheumatoid arthritis

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨   Show results Clear

No.	Simplified question	2nd time 11/23/2019 Answer No.	3rd time 11/25/2019 Answer No.
Q1	When was foot pain first experienced?	1	2
Q2	Lack of sleep due to foot pain	1	4
Q3	Severity of pain	3.8	2.6
Q4	Foot pain (Flat part)	3	2
Q5	Foot pain	3	3
Q6	Foot pain upon awakening	3	2
Q7	Foot pain before going to bed	3	3
Q8	Unable to wear shoes due to foot pain	2	3
Q9	Finding shoes that fit	3	4
Q10	Foot pain when walking barefoot	3	4
Q11	Pain when walking with shoes on	2	3
Q12	Walking up the stairs	2	4
Q13	Walking down the stairs	3	2
Q14	Squatting down	3	3
Q15	Act of wearing shoes	4	3
Q16	Walking on flat surface with shoes on	4	2
Q17	Walking up slopes	3	4
Q18	Walking down slopes	4	4
Q19	Bumpy road, gravel road	3	4
Q20	Standing on tiptoes	2	3
Q21	Walking stick / handrail at home	3	3
Q22	Walking stick outside home	2	4
Q23	Events and department stores	3	2
Q24	Hobby classes and going out	4	3
Q25	Commute to work, commute to school, shopping	4	4
Q26	Traveling (for business, for pleasure)	3	4
Q27	Hobbies and leisure	2	3
Q28	Work, school life, housework	3	4

No.	Simplified question	2nd time Answer No.	3rd time Answer No.
Q29	Worried about foot symptoms	4	3
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Q32	Causing trouble to others	4	3
Q33	Handicap	3	2
Q34	Walking upstairs in fashionable shoes	4	4
Type	Type of sport	Swimming	Walking
Q35	Running on flat ground	3	3
Q36	Running on bumpy road	4	4
Q37	Sudden change in direction due to pain	3	2
Q38	Skipping on one leg	2	3
Q39	Squatting	3	3
Q40	Jumping	4	4
Q41	Pivotal movement	3	4
Q42	Sprinting	2	3
Q43	Present sports activity	2.3	1.4

Compare with past data (Radar chart) ▶

Home   Register   Search patient   List

Select the registered answers you want to compare and tap "Show results."
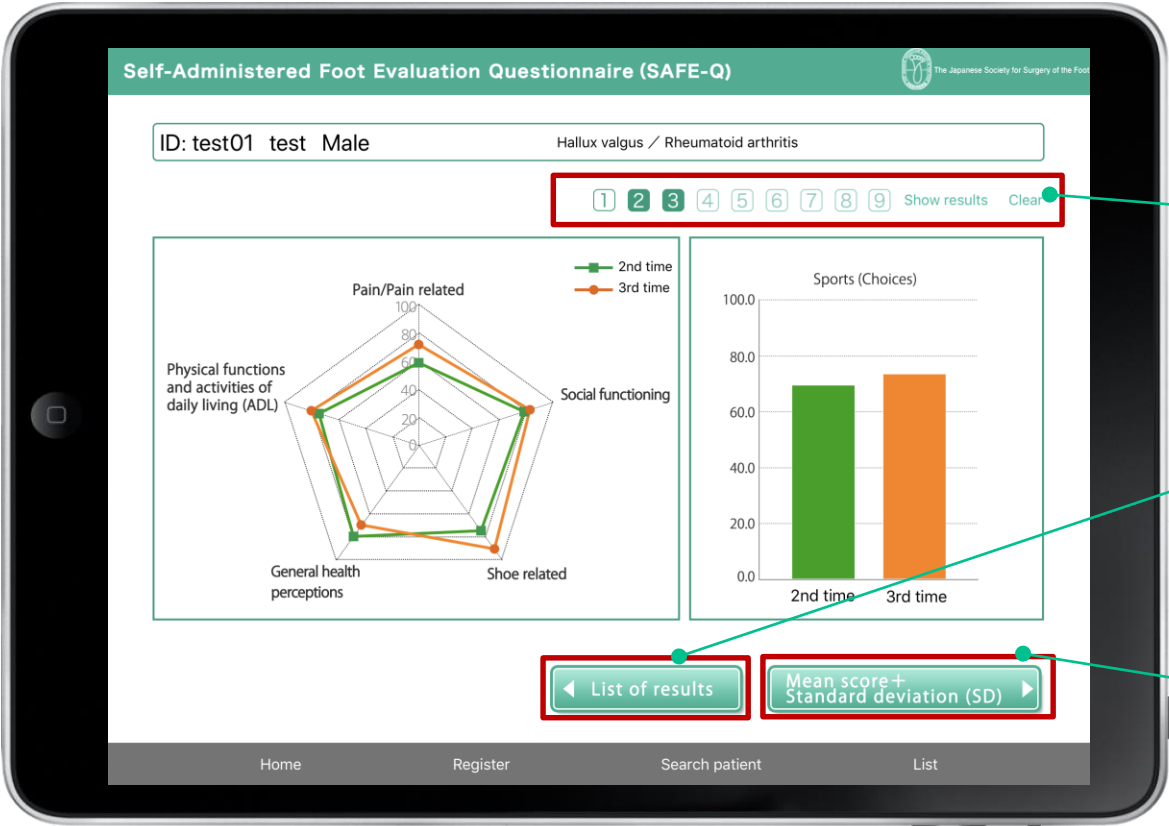
To clear the window, tap "Clear."

Tap "Compare with past data (Radar chart)" to go to the radar chart window.

Comparing with Past Data

The latest two answers registered are displayed. You can select the answers of any questionnaires registered and compare them.
Just select the registered questionnaires (registration number) you want to compare and tap "Show results." The radar chart is displayed.
(e.g.: The figure below compares the values of the second and third questionnaires registered.)

◆Results window (Radar chart)

To change the registered answers you want to compare, select the number of the registered answer and tap "Show results."

To clear the window, tap "Clear."

Tap "Results list" to return to the Results window.

Tap "Mean score + SD" to go to the mean score +standard deviation chart window.

Mean Score + SD

This is the mean score + SD of the latest answers of all patients registered on the iPad.
(e.g.: The figure below shows the mean score + SD of the answers from patient A's third questionnaire, answers from patient B's second questionnaire, and answers from patient C's first questionnaire.)

◆Mean score + SD
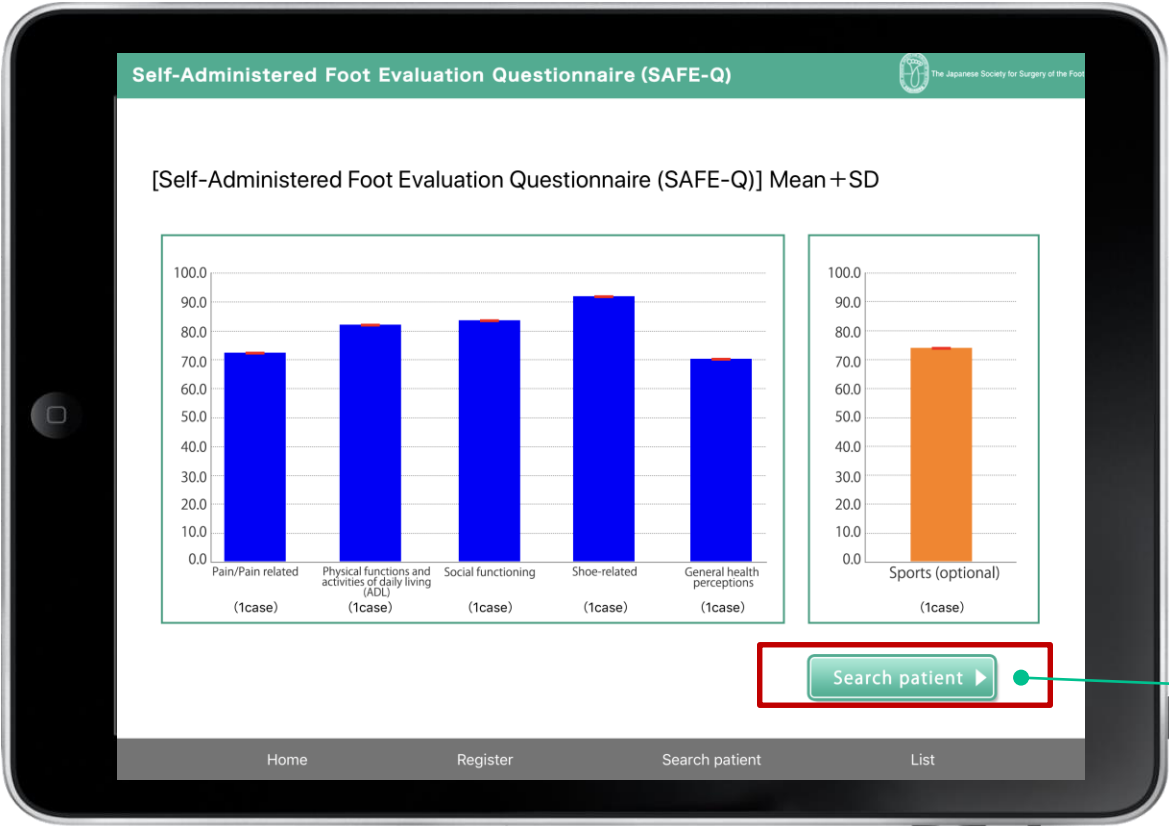
Tap "Search patient" to return to the Search patient window. (See P12.)

Searching Patient Information

Patient information is listed on the Search patient window in the order registered.

When searching for a specific patient, select the item to use for the search from "ID," "Name," "Furigana," "Date of birth," and "Disease name."
Enter a keyword and tap the "Search" button to display the search results.

From this window, you can go to the "Question," "Patient Information," and "Show results" windows of the patient. You can also delete information.

◆ Search patient window
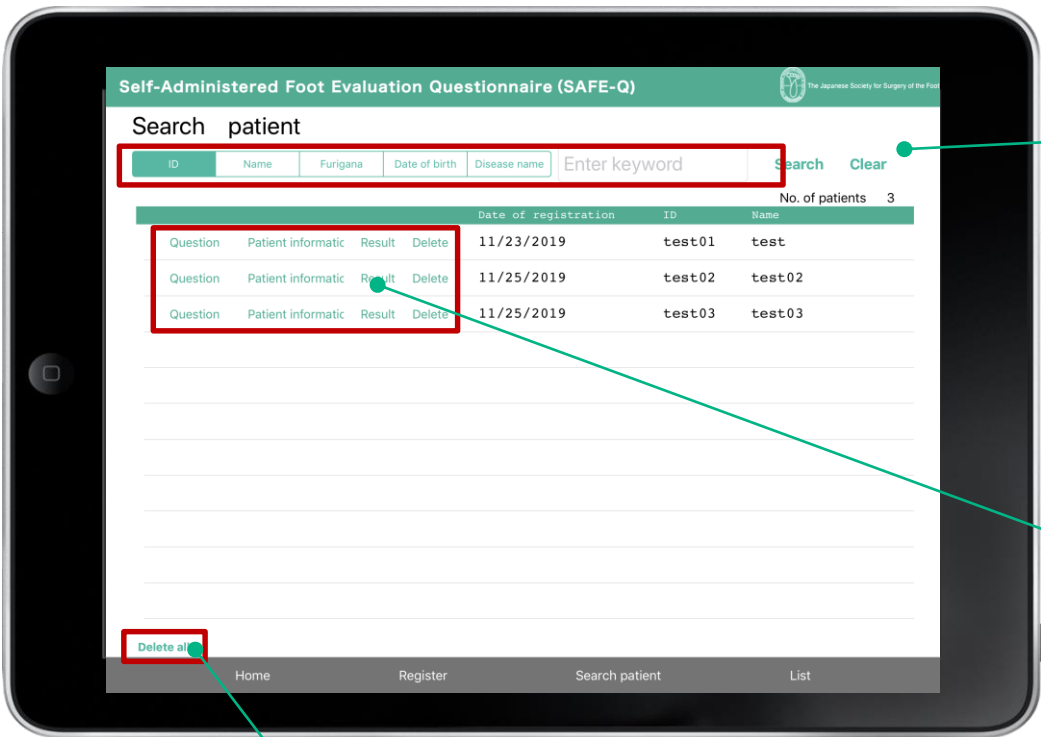
Select the item to use for the search, enter a keyword, and tap the "Search" button.

To search again, tap the "Clear" button.

- Question (See P7.)
  Goes to the Question window.

- Patient information (See P6.)
  Goes to the Check patient information window.

- Show results (See P9.)
  Goes to the Show results window.

- Delete (See P13.)
  Deletes the registered patient information.

Tap "Delete all" to delete the information of all registered patients.
(See P13.)

Deleting Individual or All Patient Information

To delete individual patient information, tap "Delete." The confirmation window will appear twice.
Tap "Yes" on each window to delete the information. Select "No" if you do not want to delete the information.
[Note] Once deleted, information cannot be restored. For deleted information, you need to re-register the patient and the patient needs to answer the questionnaire again.
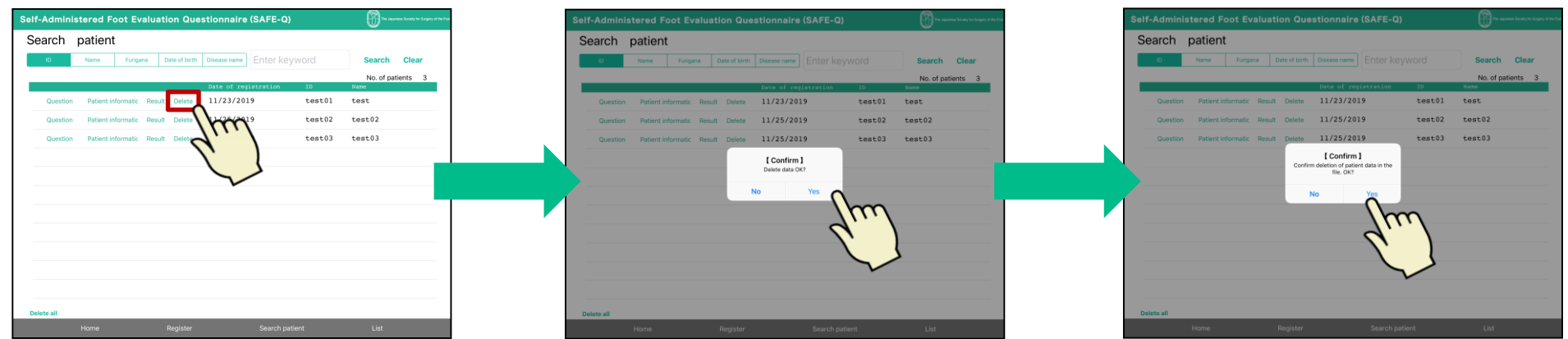
To delete all patient information, tap "Delete all." The confirmation window will appear twice.
Tap "Yes" on each window to delete all the information. Select "No" if you do not want to delete the information.
[Note] Once deleted, information cannot be restored. For deleted information, you need to re-register the patient and the patient needs to answer the questionnaire again.
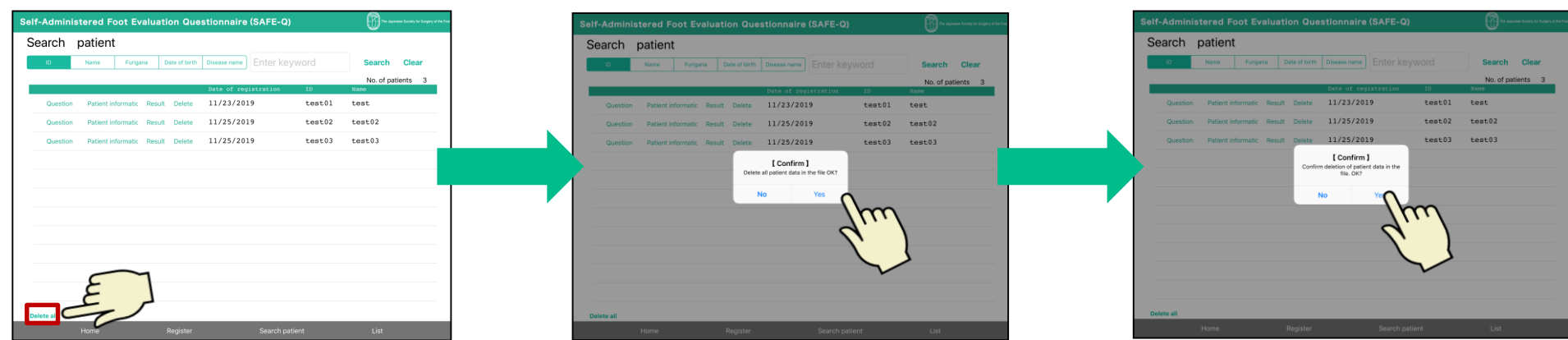
Editing Patient Information

Tap the "Patient Information" of the patient you want to edit from the patient search list. The Confirm registered information window appears.

From this window, you can go to the windows for deleting data, editing registered information, and the Questions window.
[Note] Once deleted, information cannot be restored. For deleted information, you need to re-register the patient and the patient needs to answer the questionnaire again.

Tap "Edit data" to go to the Edit registration window.
Tap the item to be changed, re-enter the information, and then tap the "Change" button to proceed to the Completed window.

◆Check registered information window

◆Edit registered information window

◆Completed window

Tap "Edit data."

Tap the information to be changed, re-enter, and tap "Change" to end.

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Viewing Data List

On the Data list window, you can check the date of registration of the patient information and basic information such as the patient ID, and the date the questionnaire answers were registered.
The patient list can be sorted in ascending or descending order by "Registration date," "ID," "Date of birth," and "Sex."

Tap "List" to list the registration dates of answers and answer data.

Select the item you want to sort and the descending or ascending order. Tap the "Sort" button.

Tap the "Return" button to return to the Data list window.

◆Data list window

◆List window (List of answers)
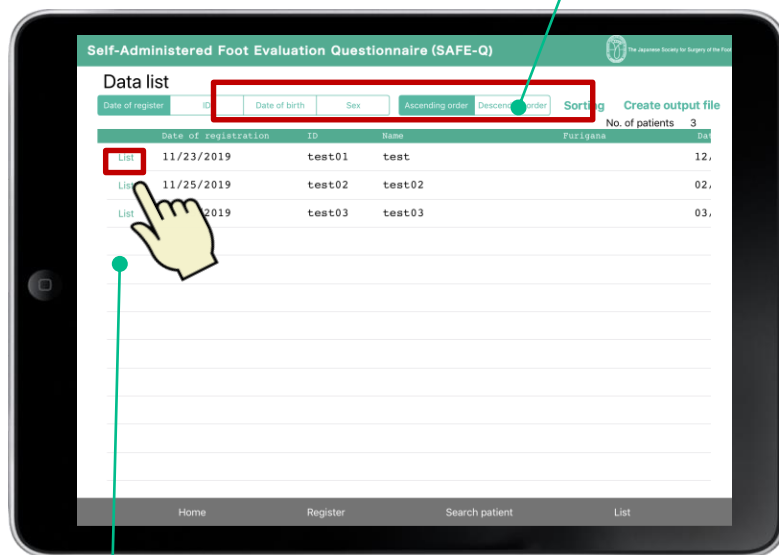
Tapping "List" changes to the Individual answer list.
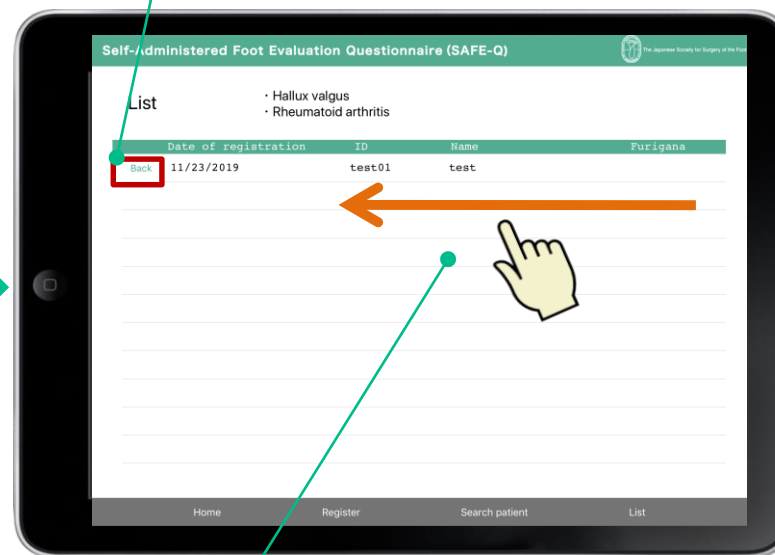
To check answers, swipe the List window to the left.

Menu Display

From the menu at the bottom of the window, you can go to the "Home," "Register," "Search patient," and "List" windows.
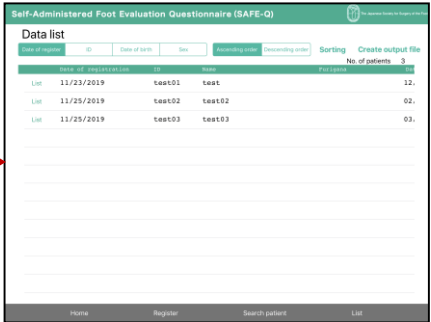* As the Questions window are operated by the patients, there is no menu.

◆Home page

◆Search patient window
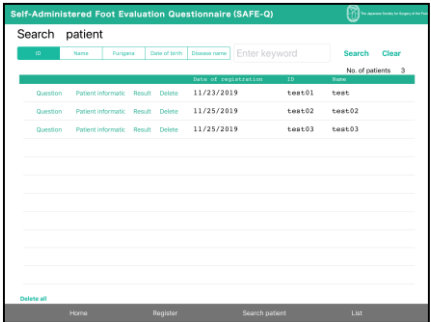
◆Register window
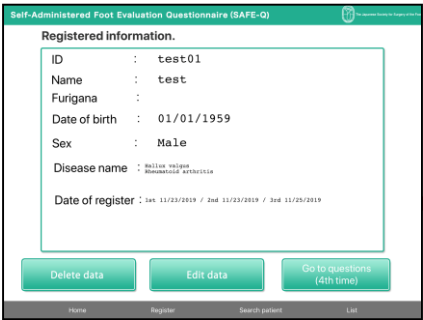
◆Data list
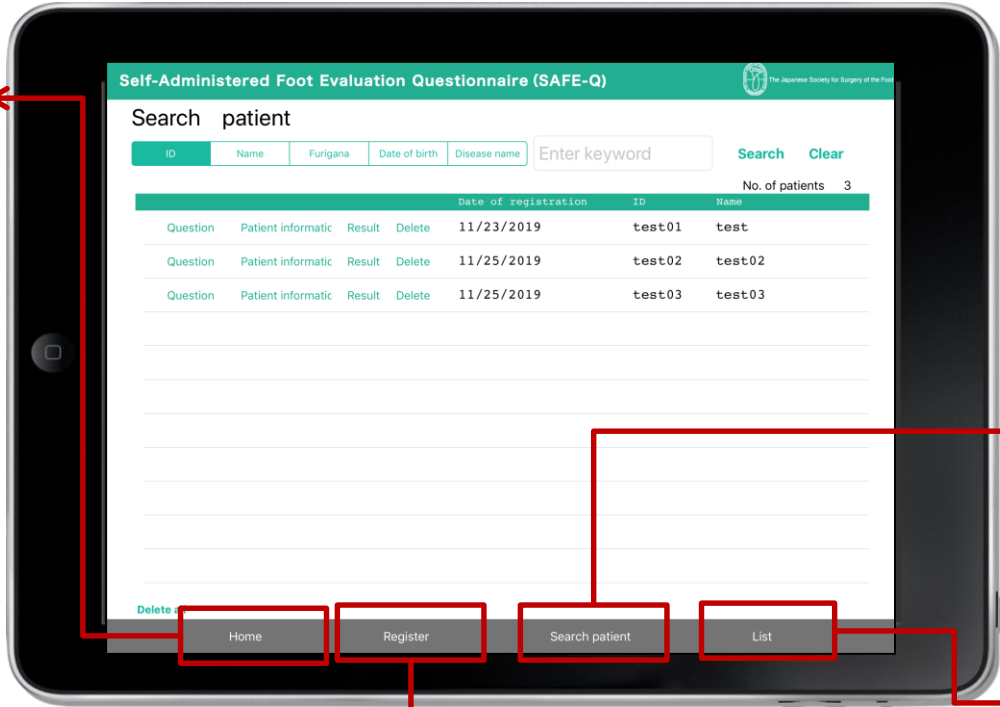
Viewing Data on PC

The contents of the data list can be output in CSV format which can be opened on PCs. (Download with iTunes)

1. Tap "Create output file" at the Data list window.
2. Select whether to set a password the output file.
3. Connect the iPad to the PC and start iTunes.
4. Selecting "App" in iTunes shows the SAFE-Q app icon in "File Sharing."
5. CSV data whose name contains the date it was created will be displayed. Download it to the desktop by dragging and dropping. Or, specify the folder to save it where you want.
   [Note] CSV data for which passwords can be set are files for writing and are not master data.

◆Data list window

◆iTunes screen

Click iPad icon.

Connect to computer with USB cable.

Enter the password and save the output file to lock the file with the password.
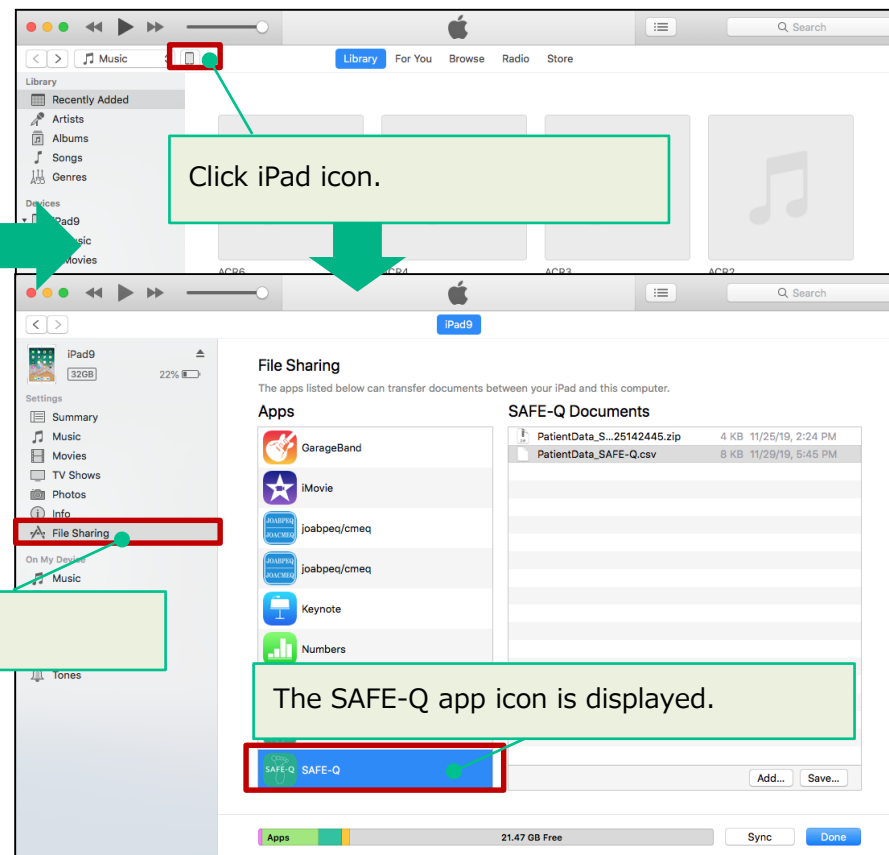
Click App.

The SAFE-Q app icon is displayed.

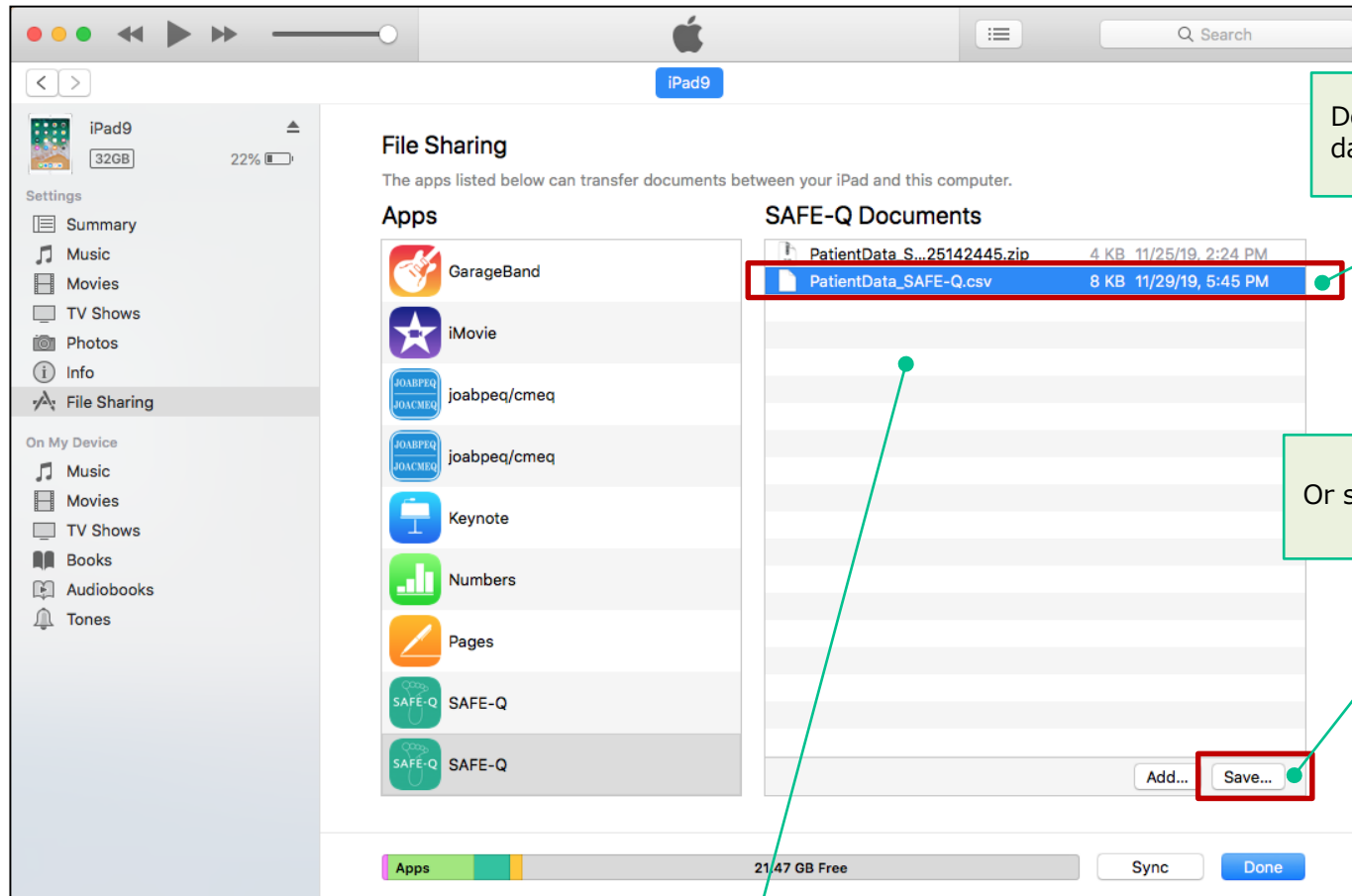Please enter your password.

[password]

OK

Save without setting password.

Canncel

Viewing Data on PC 2

◆iTunes window

Download the file whose name contains the date to the desktop by drag and drop.

Or specify the folder to save it.

"PatientData_SAFE-Q.csv" is the master data. (Automatically created file.)

Viewing Data on PC 3: Downloaded CSV File

Open the downloaded CSV file. (Can be opened using Excel.)
You can check the data of the patients registered in iPad (Date of registration, ID, Name, Furigana, Date of birth, Sex, Disease name), date of registration of question, and the answers given to questions.

◆Downloaded CSV file (The following is an example of a window opened using Excel.)

Patient data

Date of registration of question

Answers to questions

Answers to questions can be used by cutting and pasting to the "[SAFE-Q App]_data aggregation" excel files.

◆[SAFE-Q App]_Data aggregation.xls
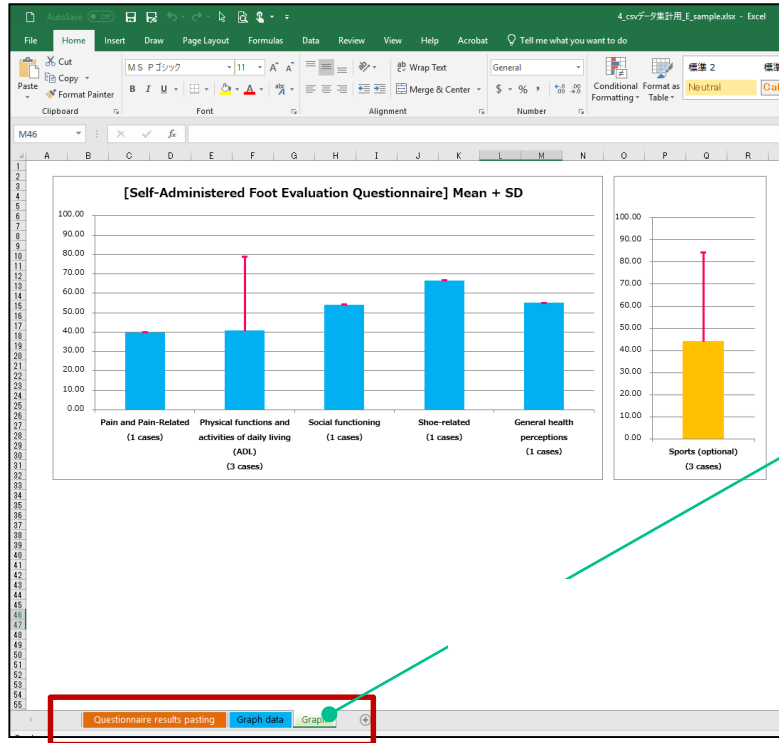
Made up of three sheets.

[Questionnaire results pasting] sheet
For pasting the data of the output CSV file (patient information and answers).

[Graph data] sheet
After pasting the data on the [Questionnaire results pasting] sheet, you can check the data aggregated for the graph on this sheet.
You can check the subscale total, total score, average, number of people (e.g.), standard deviation, standard error, and search for disease names.

[Graph] sheet
Mean score + SD graph can be checked.

Viewing Data on PC 5: Using Excel for Aggregating [SAFE-Q App]_Data

Copy the contents of the downloaded CSV file and paste to [SAFE-Q app] _Data aggregation excel file.

After selecting the target data in the CSV file, copy ([Right click → Copy]), paste the patient information is in the column for pasting patient information (green column in the figure below), and the answers in the column for pasting answers (blue in the figure below) ([Right click → Paste]).

◆Downloaded CSV file

	C	D	E	F	G	H	I	J	K	L	M
1	Patient na	Furigana	Date of bir	Gender	Disease n	Disease n	Disease n	Disease n	Disease n	Disease n	Question I Q1
2	test		12/31/195	Male	Acquired (	Hallux val	Foot inflar	Rheumatoid arthritis			11232019
3	test02		02/02/194	Female	Congenita	Congenita	Acquired (	Flat feet			
			03/03/193	Male	Trauma		Talar fract	Paralytic f	Flaccid paralysis		

Copy & Paste

	M	N	O	P	Q	R	S	T	U	V	W	X
ease n	Disease n	Question I	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11
rthritis		1123201	2	2	6.7	2	2	1	1	3	3	2	
					0								
ysis					0								

Copy & Paste

◆[SAFE-Q app]_Data aggregation Excel file   Sheet name[For pasting questionnaire results]

				Paste patient information							Subscale	Pain and Pain-Related							Shoe-related
Patient name	Furigana	Date of birth	Gender	Disease name 1 (Large category)	Disease name 1 (Subcategory)	Disease name 2 (Large category)	Disease name 2 (Subcategory)	Disease name 3 (Large category)	Disease name 3 (Subcategory)		Question No.	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q
test		12/31/1959	Male	Acquired deformatio	Hallux valgus	nd foot disorders w	Rheumatoid arthritis				11232019	2	2	6.7	2	2	1	1	3	
test02		02/02/1940	Female	ongenital deformatio	Congenital clubfoot	Acquired deformatio	Flat feet							0						
test03		03/03/1933	Male	Trauma	Talar fracture	Paralytic foot	Flaccid paralysis							0						

Viewing Data on PC 6: Searching Patient Name

To check specific patient data only, search and extract the data.

◆[SAFE-Q app]_Data aggregation.xls Sheet name: [Graph data]

①Open the drop list of the disease name row.

②Enter the disease name or copy-paste the disease name from the [Disease name list] and click OK.

③The patient corresponding to the search results is displayed.
*The above figure shows the patient extracted when searched using "Rheumatism."

To restore the file, check "Select all," and click the OK button to show all the data.

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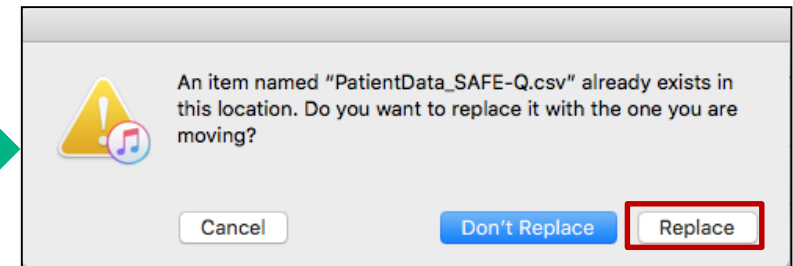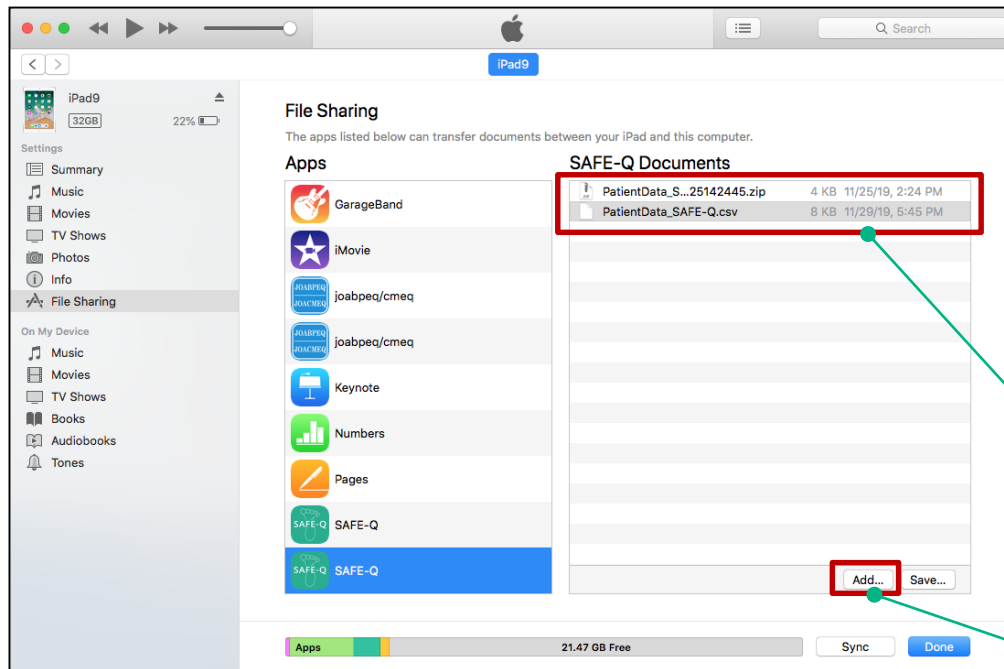
Importing Registered Data to iPad

You can share the "master data file (CSV data)" saved on your PC with your iPad.

1. Connect the iPad with the data to be transferred to your computer and start iTunes.
2. If you select "App" in iTunes, the SAFE-Q app icon will appear in "File Sharing."
3. Drag and drop the saved CSV file to the "SAFE-Q document" field. Or, select the specified file from "Add File" and transfer it.
The message "Do you want to replace it with the item being moved?" appears. Select "Replace."
[Note] Only master data can be transferred to the iPad. Since it will be overwritten, you should output the data once before transferring it (See P17).
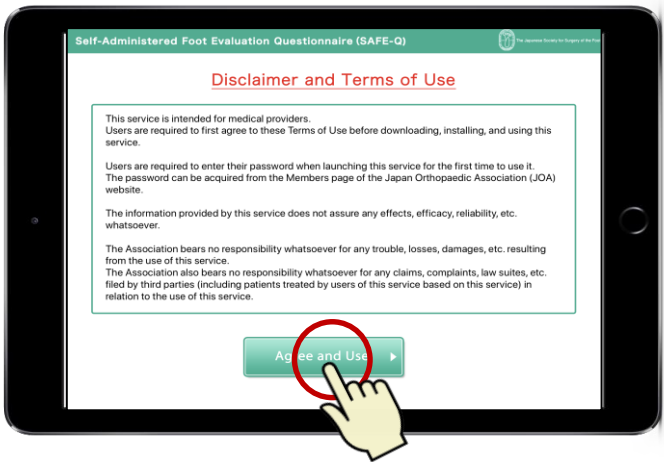
◆iTunes window

An item named "PatientData_SAFE-Q.csv" already exists in this location. Do you want to replace it with the one you are moving?

Cancel   Don't Replace   Replace

Drag the saved CSV file to the "SAFE-Q Document" area and drop it.
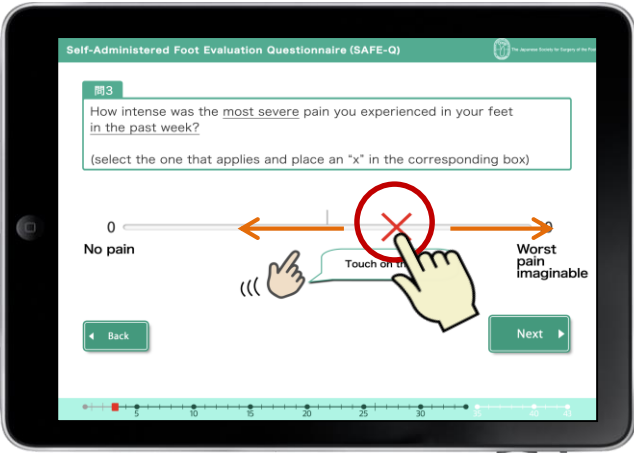
Or specify the file from "Add file."

1.Tap

Tap the screen lightly with your finger. Do this to go to the next screen, etc.

2. Swipe

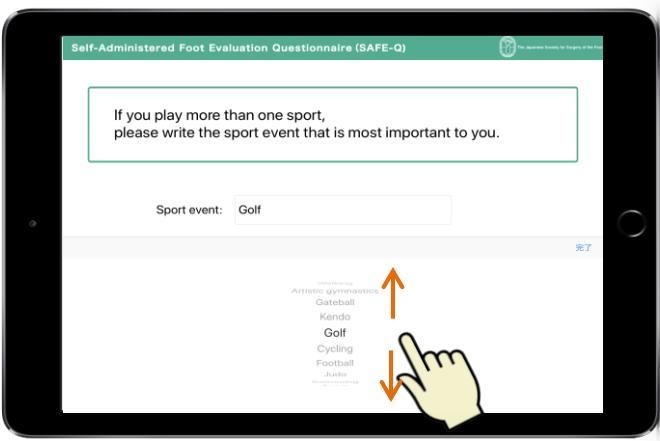Slide your finger along the screen.

Move the × mark to the left and right while touching it to change its position.

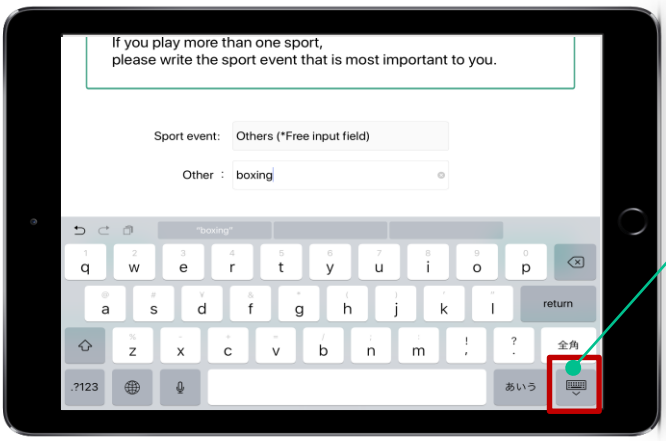* At this screen, you can also move the X mark by touching the line.

3. Drum roll (Pull down menu)

Move up and down to select the item.

4. Keyboard

Use to register patients and input free words.

Tapping the keyboard icon closes the keyboard.

FAQ and Developer Information

Q1. **The App Store does not show the app.**

In the top right search window of the App Store screen, enter "SAFE-Q."
The app will be shown. (See P3.)

Q2. **App Store asks for a password when I press "Install." I don't know the password.**

The password asked by App Store when installing the app is the password of your Apple ID.

Q3. **I registered the wrong patient information. What should I do?**

See page 14 of this manual and update the information. (See P14.)

Q4. **I forgot the password of the output file. What should I do?**

Please output the file and set the password again. (See P17.)

Q5. **I deleted patient information by mistake. What should I do?**

If you did not save the information in the output file, you will need to register the information again.
If you have saved the information in the output file, transfer the information to the app using iTunes. (See P23.)

* You cannot specify a patient in the saved output file and transfer the information of only that patient. Information can only be transferred all together.

For other questions on the app, please contact the email on the right.
(*For inquiries regarding the contents of the app, contact the Association.)

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The Japanese Society for Surgery of the Foot