



King-Devick Test Online System

King-Devick Test Online System (KDTOS) : Quick Start & Tips.....	2
King-Devick Test Online System Features.....	3
Log into KDTOS.....	5
Calibrate Your Screen.....	5
My Account.....	6
Add New User	7
What is a Permission Level?.....	7
Change User Password.....	7
User Activity Log	7
Maintenance	8
Import Subjects.....	8
Import Users	8
Export Data	9
Bulk Delete	9
Settings.....	9
Transfer a Subject	9
Delete Test Records	9
Calibrate.....	10
Email Notifications.....	10
Add a Subject	10
What are Contact Emails?.....	10
Add a Team	10
Administering a Baseline Test.....	10
Administering a Post-Injury Test.....	11
Recording a Test Result.....	12
Troubleshooting.....	13

Your satisfaction is important to us. We're happy to assist you over the phone or via email.
Please contact us directly at: **+1-844-606-7513** or email us at support@kingdevicktest.com.

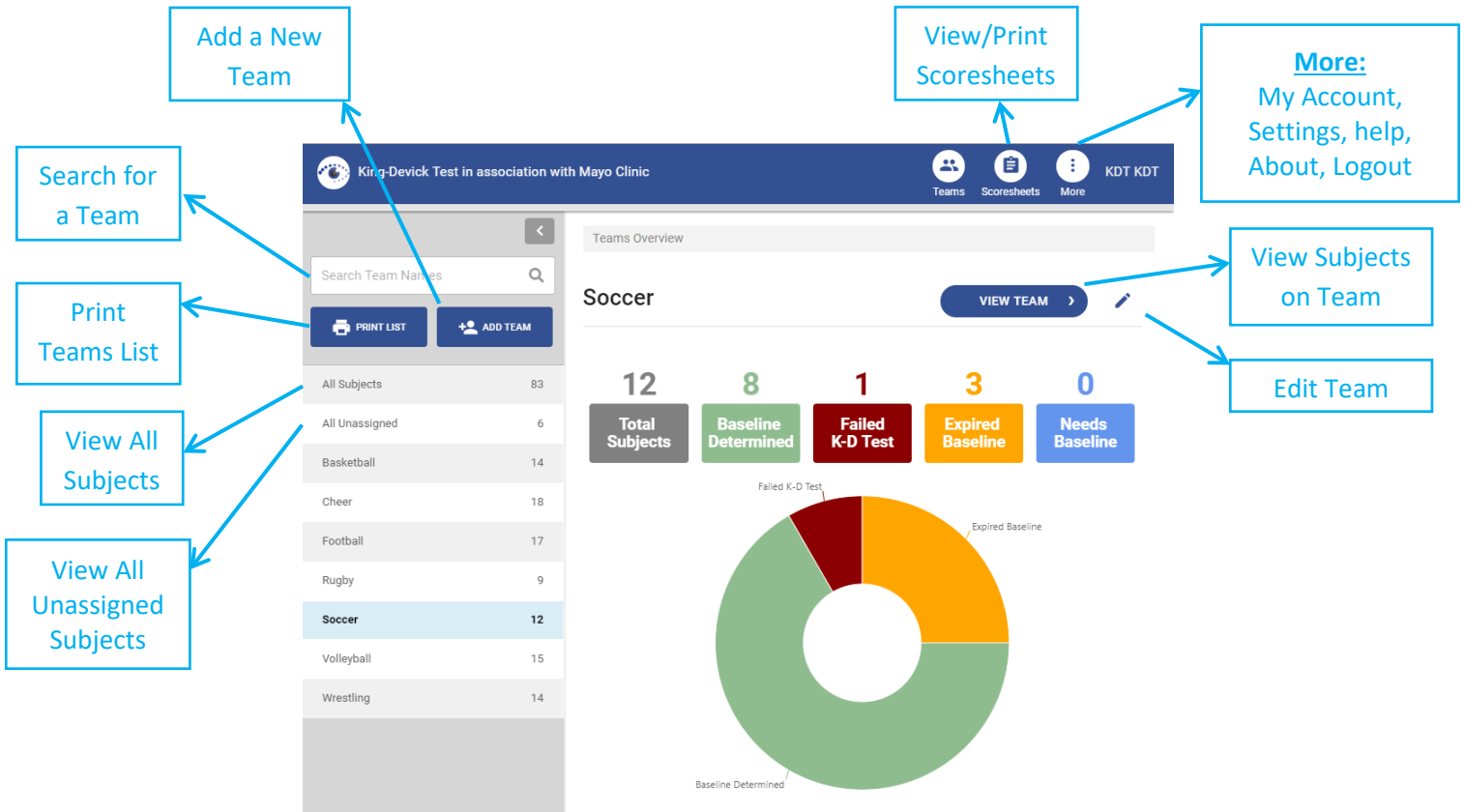
King-Devick Test Online System (KDTOS) : Quick Start & Tips

- ✓ The **King-Devick Test Online System (KDTOS)** allows for storage of athletes' K-D Baselines, post-injury screening and monitoring assessments.
- ✓ Login to KDTOS via the web at: www.kingdevicktestapp.com
- ✓ The King-Devick Test has been validated for a standardized test size therefore calibration of the display is required before use. See [Calibrate your screen](#).
- ✓ KDTOS allows you to organize your athletes by team. Quickly and easily import subject details and team rosters to your KDTOS account. See [Import Subjects](#).
- ✓ Use the **King-Devick Test in association with Mayo Clinic** companion tablet app (compatible with 10.1" Android and 9.7" iPad) for testing or when internet is not available. The app synchronizes with your KDTOS account when internet access is available. Visit: <https://kingdevicktest.com/products/concussion/sideline-concussion-screening/resources/> for instructions and tutorials for the *King-Devick Test in association with Mayo Clinic* tablet app.
- ✓ Establish pre-injury K-D Baselines for your athletes. See [Administering a Baseline Test](#) and visit: <https://kingdevicktest.com/products/concussion/sideline-concussion-screening/resources/> for instructions on how to administer a baseline test with a tablet.
- ✓ Screen for injury with K-D Post-Injury Tests. See [Administering a Post-Injury Test](#) and visit: <https://kingdevicktest.com/products/concussion/sideline-concussion-screening/resources/> for instructions on how to administer a post-injury test with a tablet.
- ✓ Additional KDTOS features include:
 - Add Users to your account with a separate login and password
 - Control User access to teams
 - Quickly and easily import subject details and team rosters into your KDTOS account
 - Print subject details including baseline, post-injury assessments and monitoring assessments
 - Export account data and test results
 - Renew or make changes to your KDTOS account

King-Devick Test Online System Features

Team Details

The Team Details displays the team details of the selected Team from the left pane Teams list.



Teams Overview

Soccer VIEW TEAM

12	8	1	3	0
Total Subjects	Baseline Determined	Failed K-D Test	Expired Baseline	Needs Baseline

Failed K-D Test **Expired Baseline** **Baseline Determined**

All Subjects	83
All Unassigned	6
Basketball	14
Cheer	18
Football	17
Rugby	9
Soccer	12
Volleyball	15
Wrestling	14

Subject Details

The Subject Details displays the subject details of the selected subject from the left pane subject list.

Print Subject List

Add a New

Search for a Subject

Sort Subjects by Status

View All Teams

View/Print Scoresheets

More:
My Account: Add/Edit Users, Import/Export Data
Settings: Delete test records, Calibrate, Email notification settings
Help: Access KDTOS resources
About: KDTOS software details
Logout: Securely log out of your KDTOS account

Subject Details

Cora Alvarado
 Subject ID: 26
 KD-ID: 0611-8201
 Date of Birth: 30 Mar 2004
 Status: ✔ BASELINED
 Expiration: 01 May 2019

Baseline 49.0s

Renew Baseline **Post-Injury Test**

Edit Subject Details

Print Subject Details

Administer a Baseline or Post-Injury Test

Add/View Concussion History

Record a previous K-D Test

View/Edit Subject's Team assignment

Date	Type	Set	Time	Errors	Cards	Initials	Result
31 May 2018	Post-Injury	1	49s	0	3	AZ	Fail
Comments: Dizzy, headache							
01 May 2018	Baseline		35.2s	0	3	AZ	

Log into KDTOS

Access the King-Devick Test Online System (KDTOS) via the web at: www.kingdevicktestapp.com. Enter your KDTOS User name and Password to access your KDTOS account. If you've forgotten your password, click "Forgot Password".

Note: The Auto-Lockout feature blocks a user login after 10 unique failed attempts. The administrator can unlock the user's account and the user may reset their password. The KDTOS will prompt users to sync any offline data before the password reset.

Calibrate Your Screen

The King-Devick Test has been validated for a standardized test size therefore calibration of the display is required before use. You can choose to calibrate your screen with either a ruler or a Letter sized (8.5" x 11") sheet of paper.

1. Select to "Use Ruler" or "Use Letter Page".
2. Hold up a ruler or letter page to your computer screen to match the display on the left corner.
3. Drag the displayed ruler or letter page image from the right to match the size of your ruler or letter page.
4. When the horizontal distance of the letter image matches 5 inches on the ruler image matches 5 inches on your ruler or matches your letter page size, click "Done" to save.

Calibration

Reset

Done

You can choose to calibrate your screen with either a ruler or 8.5 inch x 11 inch Letter Page

Use Ruler

Use Letter Page

To Calibrate your display:

- Hold a ruler up to the screen.
- Adjust the size of the on-screen red ruler to match 5 inches on your ruler.
- When finished, click on DONE.

If you change the display or display resolution, the system will need to be recalibrated.



Calibration

Reset

Done

You can choose to calibrate your screen with either a ruler or 8.5 inch x 11 inch Letter Page

Use Ruler

Use Letter Page

To Calibrate your display:

- Hold a Letter Page up to the screen.
- Adjust the size of the on screen Letter Page to match your Letter Page.
- When finished, click on DONE

If you change the display or display resolution, the system will need to be recalibrated.



My Account

My Account allows you to view your KDTOS account details. KDTOS Account Administrators may edit KDTOS account details, Add Users, Edit Users and access Maintenance of your KDTOS Account.

Maintenance:

Reports: View subject status and test summary reports by date

Import Subjects & Users: Easily add multiple subjects and additional users to your KDTOS Account

Export Data: Download your KDTOS account data

Bulk Delete: Quickly delete multiple subjects from your account that are no longer active

Add a New User
to your KDTOS

The screenshot displays the 'My Account' interface. At the top, there's a navigation bar with 'Teams', 'Score sheets', and 'More' options. The main content area is divided into two sections: 'Company Information' and 'Individual User Account'. The 'Company Information' section shows details for 'KDT' including 'Days Remaining: 335', 'Subjects: 84/100', and 'Expiration Date: 10 May 2019'. The 'Individual User Account' section shows details for 'KDT KDT' including 'Login: kingdevicktest@gmail.com', 'Last Accessed: 08 Jun 2018', and 'Access Level: Account Admin'. A list of teams managed by the user is shown below: Basketball, Wrestling, Soccer, Football, Volleyball, and Cheer. A left sidebar contains a search bar and buttons for 'MAINTENANCE' and 'ADD USER'. On the right side of the user account card, there are two buttons: 'Edit Details' and 'Change Password'. Callout boxes from the text above point to these buttons and the 'ADD USER' button.

Edit KDTOS
account details

Edit User Details

Change User
Password

Add New User

KDTOS Administrators may add users to the KDTOS account with separate logins and full or limited visibility and management access of subjects and teams. This “Add New User” function is not available for Team Managers or Testers.

1. Under “My Account”, click “Add User”.
2. Enter the User Profile details: Name, Username, Recovery Email, Phone number (if necessary).
3. Set User Permissions: Select the Permission Level for the new user.

What is a Permission Level?

The KDTOS allows Account Administrators to give users specific Permission Levels for KDTOS account access. Permission Levels include:

Account Administrators have full account access.

Team Managers can manage assigned subjects and teams. Select this Permission Level then select which subjects and teams this User will have access to.

Testers can administer K-D Test to assigned subjects and teams. Select this Permission Level then select which subjects and teams this User will have access to.

4. Click “Save Changes” to save the new User profile. Users will be sent a Welcome Email once added to your KDTOS account.

Change User Password

As the account KDTOS administrator you may change User passwords.

Prior to changing the password be sure to synchronize all tablets associated with that login to ensure that no offline data is lost.

1. Under “My Account”, select the user from the user list.
2. Click “Change Password”.
3. Prior to changing the password be sure to synchronize all tablets associated with that login to ensure that no offline data is lost. A list of tablets associated with the selected user and the last date that those tablets were synchronized is displayed.
4. If all tablets have been recently synchronized, proceed with changing the password. Enter the new password in the corresponding fields. Click “Save & Exit”.
5. All tablets associated with that user login account will need to log out and log in with the newly established password to continue to synchronize correctly.

User Activity Log

Within the Maintenance page, administrators may view activity logs for all users within the account. Activity logs include login history, sync history, and subject and team details of adding, editing, or deleting history. Only account administrators can view the activity logs.

Maintenance

Maintenance of your KDTOS Account allows you to [Import Subjects](#), [Import Users](#), [Bulk Update](#), [Export Data](#), [Bulk Delete](#).

Import Subjects

Quickly and easily import subject details and team rosters into your KDTOS account.

1. Under “My Account”, click “Maintenance” then “Import” and select “Subjects” from the dropdown.
2. Click to download the Subject Import Template.
3. Enter your account subjects into the template.
 - a. Required fields include: First Name, Last Name, and Date of Birth.
 - b. Date of Birth should be entered in MM/DD/YYYY format.
 - c. Contact email allows post-injury K-D Test notifications to be sent if the feature is enabled. See [Email Notifications](#).
 - d. Baseline and Baseline Date: if available a previously established K-D Baseline may be imported with a Baseline Date.
 - e. Teams: assign subject to a team or multiple teams. List additional teams in adjacent columns.
4. Save your complete Subject Import File as a CSV file to your computer.
5. Click “Next”.
6. Click “Choose File” to locate your saved Subject Import File.
7. Click “Next”. The KDTOS will check your data file and report any errors. Follow instructions to complete the import process.

Import Users

Quickly and easily import users your KDTOS account.

1. Under “My Account”, click “Maintenance” then “Import” and select “Users” from the dropdown.
2. Click to download the User Import Template.
3. Enter your account users into the template.
4. Required fields include: Name, Username, Email, Permission Level, View all Teams, Teams.
 - a. Permission Level Options:
 - 1 – Administrator has all access.
 - 2 – Team Manager may add, edit, and delete subjects and administer K-D Tests for subjects on assigned teams.
 - 3 – Testers can administer K-D Tests.
 - b. View all Teams: This allows a user to view all teams in the account (Enter Yes or No).
 - c. Teams: Assign users to specific Team(s). Additional teams can be entered in adjacent columns.
5. Save your completed User Import File as a CSV file to your computer.
6. Click “Next”.
7. Click “Choose File” to locate your saved User Import File.
8. Click “Next”. The KDTOS will check your data file and report any errors. Follow the instructions to complete the import process.

Note: Merge feature: If duplicate subjects exist, the subject’s test history can be merged. Move feature: K-D Tests that were performed within the incorrect subject profile can be transferred to the correct subject. Subjects must

be re-evaluated by the KDTOS system based on their new subject history to ensure an accurate baseline is established.

Export Data

Export Data allows you to quickly download and export your current account data.

1. Under “My Account”, click “Maintenance” then “Export”.
2. Select which type of export:
 - Summary Export** provides Current Subject Status and Test Summary
 - Details Export** provides a summary report and individual subject detail reports.
 - Single Sheet Export** provides a single sheet summary of individual subjects organized by row and test administration.

The export will automatically begin downloading as an Excel file.

Bulk Delete

Bulk Delete allows you to quickly and easily remove subjects you no longer want to include in your account (i.e. student-athletes that have graduated).

1. Under “My Account”, click “Maintenance” then “Bulk Delete”.
2. Click the column headers to sort by column, drag columns above the headers to group by columns.
3. Select the subjects to be deleted. Highlight multiple subjects by using SHIFT or CTRL key.
4. Click “Delete Subjects” to bulk delete the selected subjects.

Settings

The KDTOS Settings allows Administrators to Transfer Subjects between teams, [Delete Test Records](#), [Calibrate](#) and set [Email Notification](#) preferences.

Transfer a Subject

Account Administrators can approve a transfer on the Add Subject page if the system has detected a potential duplicate based on the first initial of the first name, last name, and Date of Birth. Team Managers will be notified that a duplicate subject exists and have the option to request a subject transfer. The administrator will be notified via email and have the option to approve the transfer.

Delete Test Records

Manually remove incorrect test records.

1. Turn this feature ON here in Settings. The feature will remain ON for your current login session and you may view all delete history by clicking “View Logs”
2. Return to the Subject Profile that you would like to make a change.
3. Under K-D Test History, find the test record that you would like to remove.
4. Click the trash icon to delete the individual test record. The subject’s status will update to reflect the new K-D Test History.

Calibrate

Re-calibrate your screen. The King-Devick Test has been validated for a standardized test size therefore calibration of the display is required before use. You can choose to calibrate your screen with either a ruler or a Letter sized (8.5" x 11") sheet of paper. See [Calibrate Your Screen](#).

Email Notifications

Expiring Baselines: Enable monthly administrator account email notifications of expiring baselines.

Post-Injury Emails: Send Subject contact email notification of post-injury tests.

Add a Subject

Add a New Subject's details to your account. This function is available to KDTOS account Administrators and Team Managers.

1. Click "Teams" from the top toolbar.
2. Select the team that you would like to add the new subject to. Click "View Team".
3. Click "Add Subject" and enter the subject's details including required fields: Name and Date of Birth. Subject ID and Contact Emails are optional.
4. Click "Save Changes" to save the new subject profile. Your new subject now appears in the subject list. See [Administering a Baseline Test](#).

What are Contact Emails?

Enter contact emails to send notifications of post-injury tests. This setting can be turned on and off by the Administrator under KDTOS Account Settings. See [Email Notifications](#).

Add a Team

The KDTOS allows you to create Teams to help organize your subjects. This function is available to KDTOS account Administrators and Team Managers with access to all subjects.

1. Click "Teams" from the top toolbar.
2. Click "Add Team".
3. Enter the Team Name.
4. Add subjects to the new team by selecting from the subject list. You may also search for subjects by name or filter subjects by existing teams.
5. Click "Save Changes" when complete. Your new team now appears in your team list.

Administering a Baseline Test

KDTOS allows you to administer a Baseline Test directly on a calibrated computer. Be sure to [calibrate your screen](#) before testing. A **Baseline Test** is a pre-injury baseline test score determined by following the Baseline Testing protocol which establishes a baseline test score as the faster of two error free trials. Establish a K-D Baseline for new subjects or Renew a Baseline for subjects with a previous K-D Baseline.

1. Select the subject from the subject list that you would like to test.
2. The test administrator should have the corresponding Scoresheet ready to tally errors. Download or email Scoresheets by clicking on "Scoresheets" from the top toolbar or use the mobile Scoresheet at: <https://www.kingdevicktestapp.com/phone>.
3. Click "Baseline Test" for new subjects or "Renew baseline" for subjects with a previous K-D Baseline.
4. Read the instructions carefully. Select the Test Set.

What is the Test Set?

There are 3 test sets available. Test sets are the same King-Devick task with different number sets to minimize memorization. As the test administrator, be sure to have the corresponding Test Set Score Sheet to follow along for errors.

5. Click "Start Test" to begin the test.
6. The Demonstration Card is displayed, and no active, automatic timing is occurring. The test administrator should explain the task to the subject. When both the test administrator and subject are ready to begin, the test administrator should click the screen to control the automatic timing and advance to Test Card 1. The subject should immediately begin reading aloud the numbers and the test administrator should follow along on their Scoresheet to mark any errors.
7. When the subject calls out the last number on Test Card 1, the test administrator should click on the screen to pause timing. A break card is displayed and no active, automatic timing is occurring. When both the test administrator and subject are ready to continue, the test administrator should click anywhere on the screen to control the automatic timing and advance to Test Card 2. Repeat this for Test Card 3.
8. On the Test Results page, enter the Number of Errors, the Tester Initials and any comments. Click "Confirm" to save the result or click "Cancel" to cancel and discard this result.
9. Baseline testing requires two error free test trials. Follow the on screen prompts to complete Baseline testing. Click "Save Test" to save the result in the subject's K-D Test History and continue testing.
10. When two acceptable baseline trials have been administered, you will receive a notice that the Baseline has been determined. The Baseline test result is now saved in the subject's K-D Test History.

TROUBLESHOOTING:

- Baseline testing requires two test administrations. If you've run one baseline test but the subject still has a YELLOW status indicator, please administer another baseline test until you reach the results page that displays "Baseline Determined. Thank you."
- Test Set: There are 3 test sets available. Test sets are the same King-Devick task with different number sets to minimize memorization. As the test administrator, be sure to have the corresponding Test Set Score Sheet to follow along for errors.

Administering a Post-Injury Test

The KDTOS allows you to administer a Post-Injury Test directly on a calibrated computer. Be sure to calibrate your screen before testing. A **Post-Injury Test** is any test administration following suspected head trauma to screen for injury and/or following confirmed head trauma to monitor recovery.

1. Select the subject from the subject list that you would like to test.
2. The test administrator should have the corresponding Scoresheet ready to tally errors. Download or email Scoresheets by clicking on "Scoresheets" from the top toolbar or use the mobile Scoresheet at: <https://www.kingdevicktestapp.com/phone>.
3. Click "Post-Injury Test".
4. Read the instructions carefully. Select the Test Set.

What is a Test Set?

There are 3 Test Sets available through KDTOS. Test Sets are the same King-Devick task with different number sets to minimize memorization. As the test administrator be sure to have the corresponding Test Set Scoresheet to follow along for errors.

5. Click "Start Test" to begin the test.

6. The Demonstration Card is displayed and no active, automatic timing is occurring. The test administrator should explain the task to the subject. When both the test administrator and subject are ready to begin, the test administrator should click anywhere on the screen to control the automatic timing and advance to Test Card 1. The subject should immediately begin reading aloud the numbers and the test administrator should follow along on their Scoresheet to mark any errors.
7. When the subject calls out the last number on Test Card 1, the test administrator should click on the screen to pause timing. A break card is displayed and no active, automatic timing is occurring. When both the test administrator and subject are ready to continue, the test administrator should click anywhere on the screen to control the automatic timing and advance to Test Card 2. Repeat this for Test Card 3.
8. On the Test Results page, enter the Number of Errors, the Tester Initials and any comments. Click "Confirm" to save the result or tap "Cancel" to cancel and discard this result.
9. The test result is automatically compared to the individual subject's pre-injury Baseline and results are displayed. Tap "Save Test" to save this result.
10. The test result is now saved in the subject's K-D Test History.

Recording a Test Result

The KDTOS allows you to manually enter and save previous test results.

1. Select the subject from the subject list that you would like to test.
2. Under the K-D Test History, click "Record Test".
3. In the Record Result page, select which type of test you are recording.

What is a Baseline Test?

A Baseline Test is a pre-injury baseline test score determined by following the Baseline Testing protocol which establishes a baseline test score as the faster of two error free trials.

Enter in the final Baseline Time (in seconds), Test Date, Number of Test Cards used, Tester Initials, and any additional comments. Click "Continue" then "Save Test" to save this result in the subject's K-D Test History.

What is a Post-Injury Test?

A Post-Injury Test is any test administration following suspected head trauma to screen for injury and/or following confirmed head trauma to monitor recovery.

Record the total Time (in seconds), Test Date, Number of Errors, and Tester Initials. In the comments you may add observations about the suspected injury (i.e. how the injury was sustained, acute signs and symptoms exhibited, etc.). Click "Continue" then "Save Test" to save this result in the subject's K-D Test History.

Troubleshooting

Your satisfaction is important to us. We're happy to assist you over the phone or via email. Please contact us directly at: **+1-844-606-7513** or email us at support@kingdevicktest.com. Users can access Live Chat by clicking on “Settings” from the Menu. The Live Chat box is located in the lower right corner of the page. Live Chat is available during business hours.

Can't log in

If you receive this error message during the KDTOS log in:

1. Please check your Username and Password. The Password entry is case sensitive.
2. Be sure that you have a working internet connection.

Contact Details

Corporate Headquarters

King-Devick technologies, inc.
2 Mid America Plaza, Suite 110 Oakbrook Terrace,
IL 60181,
USA

Telephone: +1 844 606 7513
Email: support@kingdevicktest.com

European Authorized Representative

Waterfall Consultants trading as RPC Consultants,
Ballyleigh,
Waterfall,
Co Cork,
Ireland

Telephone: +353 21 239 4662
Email: kdt@rpcconsultants.com

Australian Authorized Representative

Neuro Pearce Australia
PO Box 84
Williamstown 3016

Telephone: +61 411 107 889
Email: ian@couttscommunications.com.au