Sound Scouts™

Hear for your future.

SSIMPL

Sound Scouts Integrated Management Platform
User Manual

Contents

**For any assistance, contact Sound Scouts on
1300 424 122 or contact@soundscouts.com.au**

Sound Scouts Integrated Management Platform: SSIMPL

1.Introduction

Subscriptions for testing on the Sound Scouts Hearing Check app are managed outside of the app via the Sound Scouts Integrated Management Platform: SSIMPL. Use this **online Platform (accessed via a web browser)** to manage subscriptions, create, track & edit players and their testing data across any internet-connected device.

Creating a SSIMPL account means that when testing is undertaken on your touchscreen internet-connected device, results can be synced between the device and your online account making it easy to manage and review results.

Data in SSIMPL is managed via a web browser, not in the app.

Key Concepts

Organisations

Only one Organisation should be created per school/clinic. Each Organisation can have multiple Users (eg school staff) and these Users can be assigned different roles with different permission levels.

Account (User)

Your personal SSIMPL account is called a User account . Every individual using SSIMPL should create an individual User account and then be attached to an Organisation. Multiple users can belong to an Organisation under a variety of roles and permissions.

My Clients/ Players

Clients/Players are the individuals being tested with the Sound Scouts Hearing Check app. Each Client/Player has access to 4 tests per credit purchased. Both the Speech Based Hearing Check (available on Apple, Android and Microsoft touchscreen devices) or the Automatic Audiometer (restrictions apply) can be used.
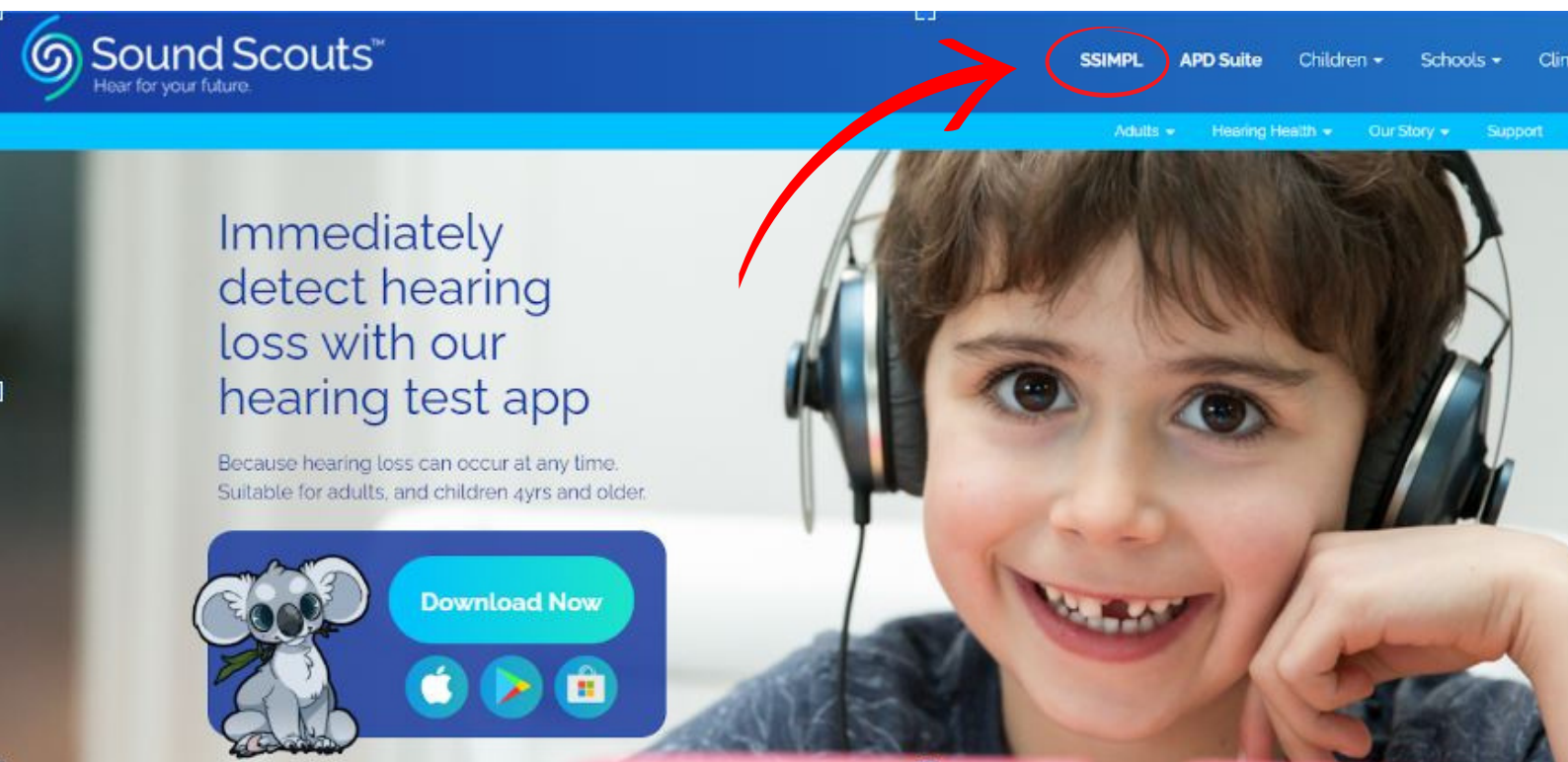
Session

Every time a Player completes a test on the app, their results are saved as a Session on the platform and are accessed via the My Players section

2. Creating a New User Account

Open **soundscouts.com.au** in a web browser on your desktop/laptop
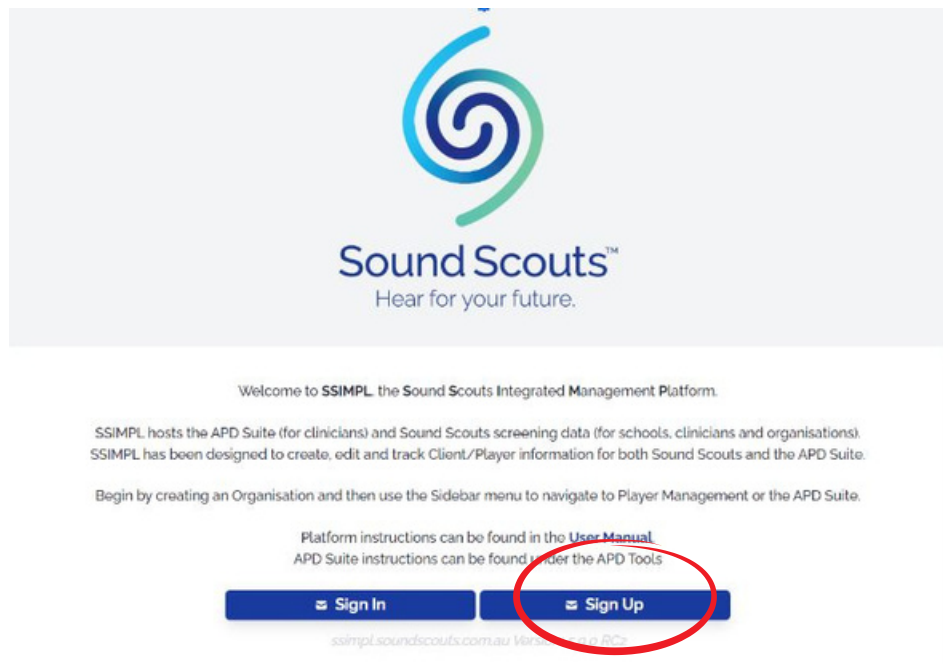Click on SSIMPL to open the platform

WARNING: make sure you are on the Australian website (soundscouts.com.au) to ensure that your account is created on the Australian server and all data is held securely in Australia.
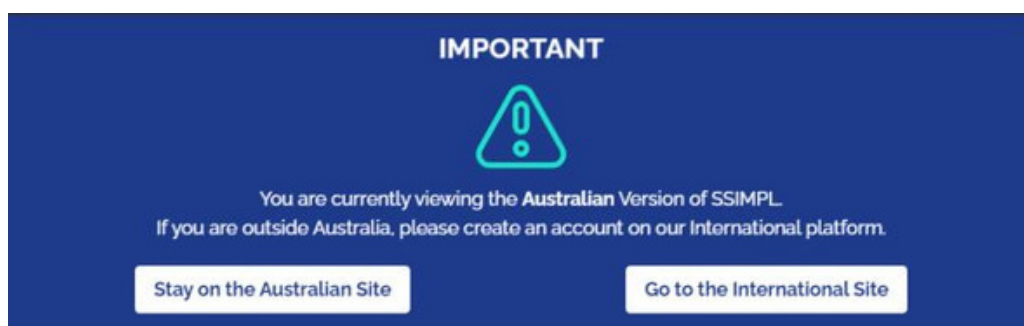
Click on **Stay on the Australian site.**

Click on the **Sign Up** button to create a New User account.

Complete sign up details

Recommendation: use your email address as the Username to make it easier to remember. After completing the Sign up form, you will need to verify your email address by clicking on the link sent to your inbox.

Once your account has been set up, you can **Sign In** to the portal to start using it. You will be taken to the home screen.

Warning! **Read Section 3 below before clicking** '**To Start, click here to create an organisation**'
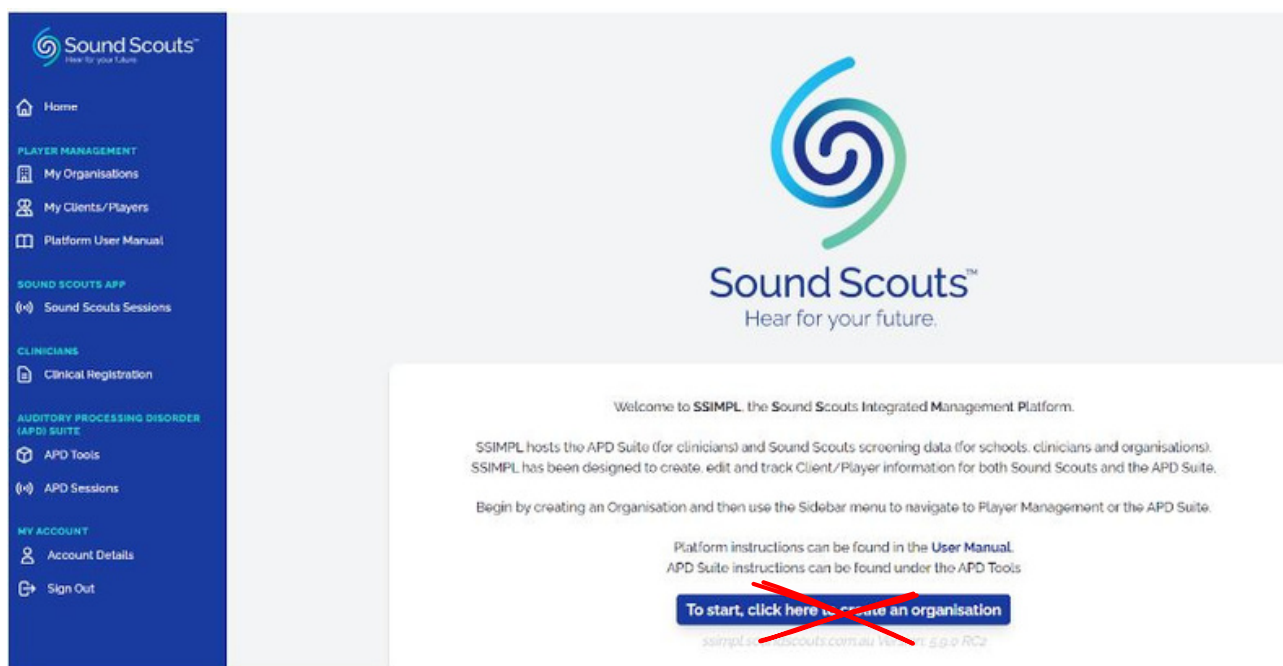
3. Organisation Management

Only one Organisation needs to be created per school/clinic. The designated account owner for the organisation will be required to 'create an organisation'.
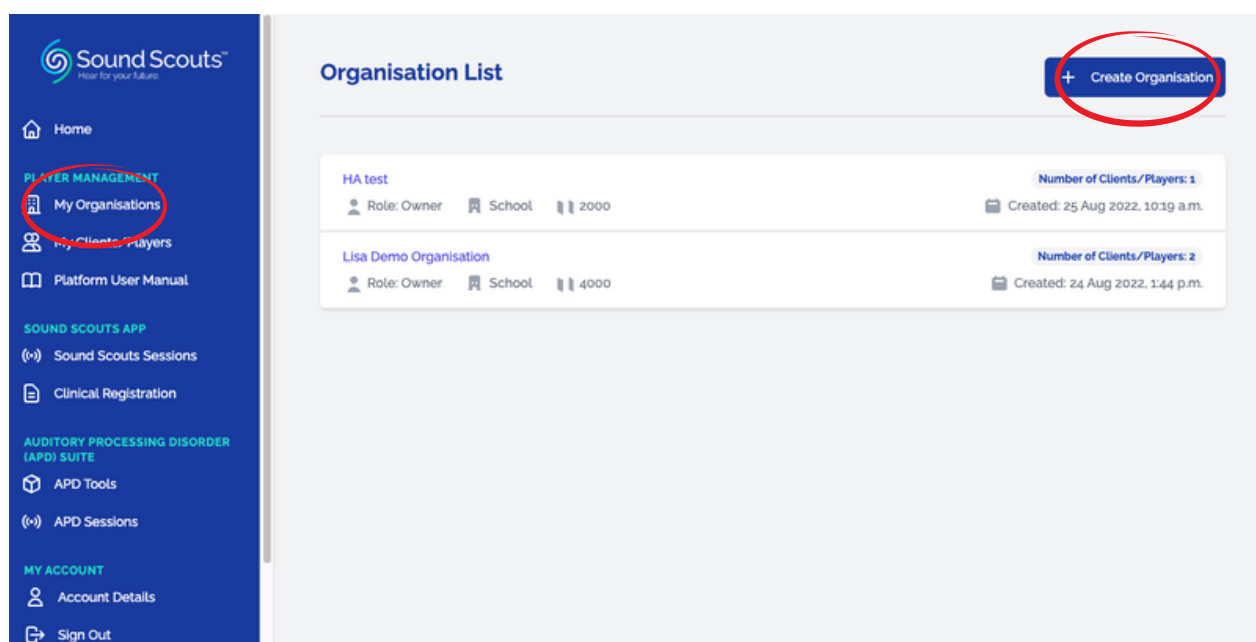
All other users of the organisation will skip the above step.

Note: If you're not sure if your organisation has been created, contact the Sound Scouts team (contact@soundscouts.com.au)

3.1 Adding a new Organisation

To be completed by the Admin/Owner of the account.
Click on **My Organisations** on the left hand menu, click on **Create Organisation.**

Complete the details. All fields must be completed accurately. If your school doesn't come up on the ACARA School drop down menu, we recommend checking that you have entered the correct postcode for the school. If your school is not on the list please contact the Sound Scouts team.
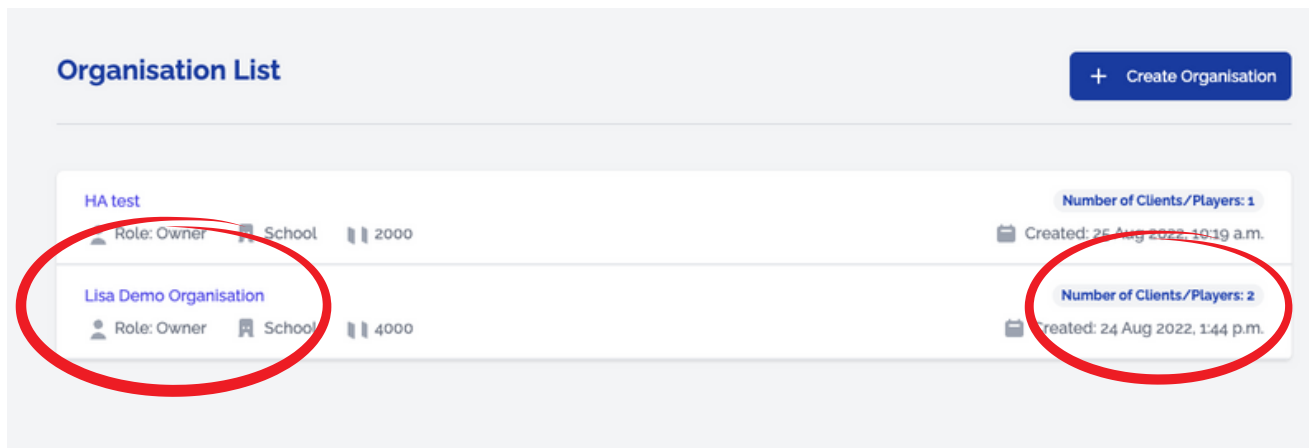
3.2 Viewing Organisations

Click on **My Organisations** to see the organisation/s that your user account is attached to. Note: most users will only be associated with one organisation.


At a glance you can see how many Clients/Players are attached to the Organisation.

Click on the Organisation name to open the record. You can then:
- See how many credits are left for the Organisation
- Edit your Organisation details
- See which Users have access to the Organisation
- Edit / remove Users (if you are an Admin / Owner)
- Invite Users (e.g. other individuals conducting testing on behalf of an organisation)
- Create Player records, do a Bulk Upload and access the electronic consent form
- See a list of Players and their test results

Note: the **Manage Subscriptions** button is for clinicians who are using the Auditory Processing Disorder (APD) tools suite and wish to purchase credits.

For Sound Scouts Hearing Screening App subscriptions email:
contact@soundscouts.com.au

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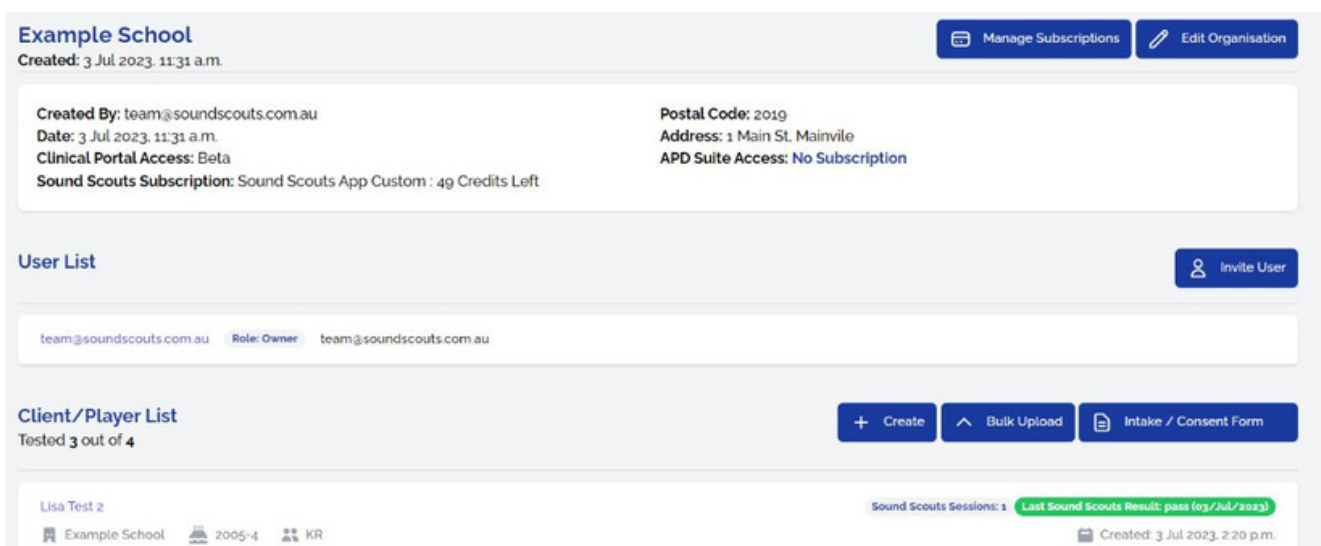
3.3 Adding Users to an Organisation

Users can only be added by those with Admin/Owner status. The person who creates the Organisation will automatically be assigned as the Owner.

To invite a User click on **Invite User.** Enter their email address, click on the dropdown arrow for the Role field and select the appropriate role.

The optional 'Position' field can be used to further identify the person.

If the User already has an account, a message in green text will appear.

If the User doesn't have an account, they will receive an email inviting them to create one

As Admin/Owner, you can change a User's role or remove them at any time. We recommend reviewing this list regularly to ensure that only active personnel have access to the Organisation's data.

4. Adding Players

Click on **My Organisations** in the left hand menu and then click on the Organisation name.
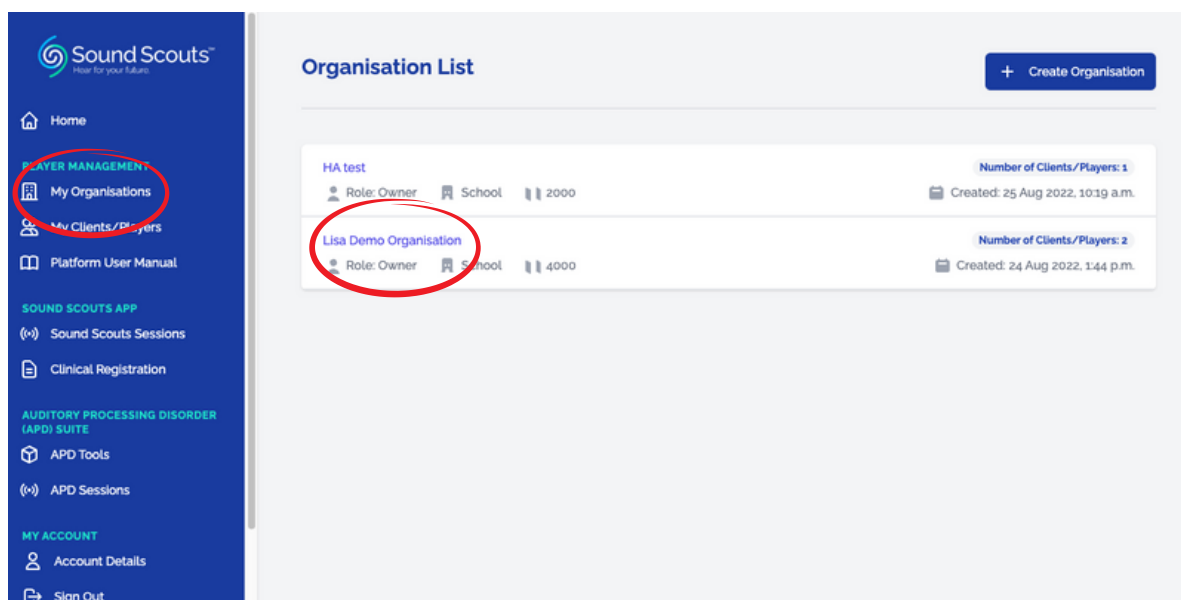
There are 3 ways to add Players to the Organisation. Read the 3 options before deciding the best approach for your Organisation, noting the **Intake/Consent Form** allows you to add Players via an electronic consent form. This is a very efficient way to add Players.
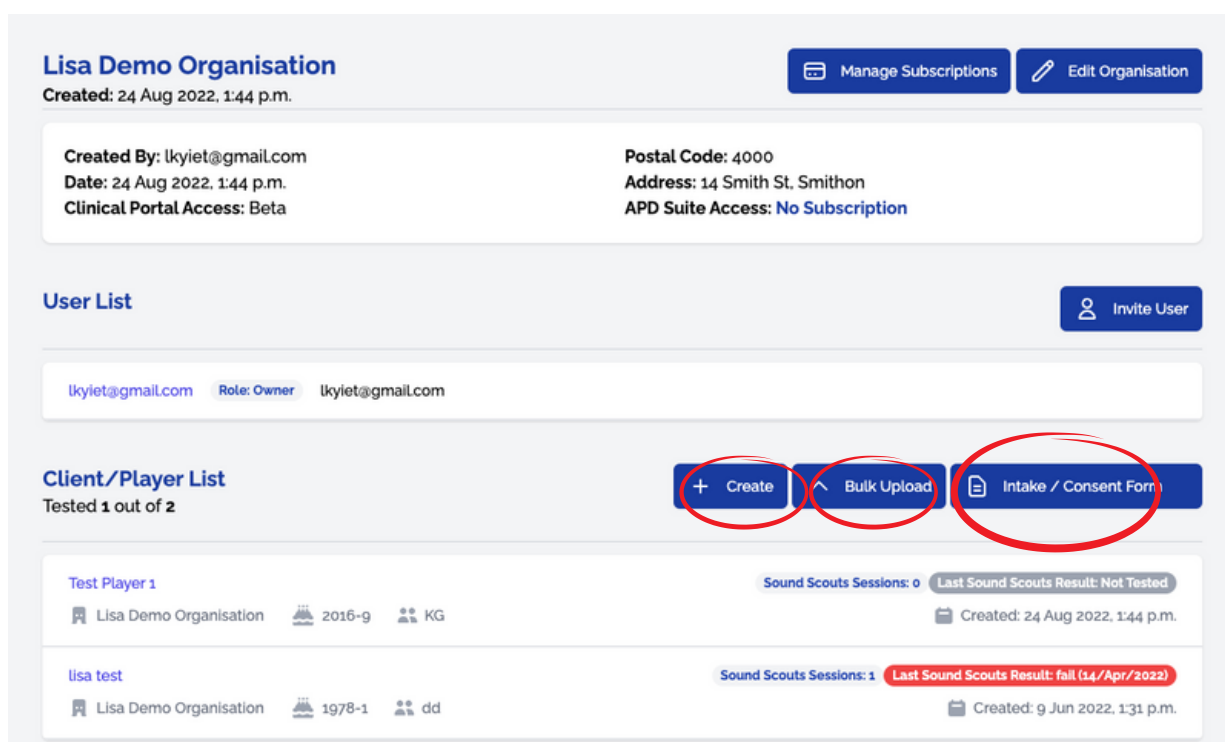
4.1 Adding Players Individually

Click on the **Create** button and this will open the form for you to complete. You **must** include an identifier (eg.name) for the Player and their correct month and year of birth. The results are calculated against the norms for their age.

When testing in a school, we recommend using the child's first and last name or initials, the parent's email address and their class in the Cohort field for ease of identification.

Client/Player details

Organisation:	Example School ⌄

Main Information

Anonymous:	☐
Name or ID' (a nickname or code can be used):	
Birth Year and Month' (only used for result calculation)	2019 ⌄ January ⌄
Cohort / School Group:	
Email Address (for results and related communications):	
Primary Language:	English (Australia) ⌄
Does the Client/Player speak more than one language?	Unknown ⌄
Notes / Comments:	

Additional Information

Postal Code:	
Gender:	Prefer not to Say ⌄
Is the Client/Player of Aboriginal or Torres Strait Islander origin?	Prefer not to Say ⌄

Hearing, Speech and Behavioural Information

Does the Client/Player show signs of a hearing problem?	Unknown ⌄
Does the Client/Player show signs of behavioural issues?	Unknown ⌄
Does the Client/Player show signs of a speech/language issue?	Unknown ⌄
Does the Client/Player have difficulty listening in noise?	Unknown ⌄
Hearing Loss Type (if known):	Unknown ⌄

4.2 Adding Multiple Players

Click on the **Bulk Upload** button

Click on **Download Excel. XSLS File** to download an Excel spreadsheet that you can populate with the Players' information.

Client/Player .XLSX Bulk Upload

Instructions

Please download the following Excel file, read the column descriptions, and replace/add your own data. To complete, save and upload via the button below.

[Download Excel .XLSX File]

Select organisation to add Clients/Players to: Test ⌄

Select the completed Excel .xlsx file for uploading: Choose file | No file chosen

Upload

Complete the Spreadsheet as instructed, carefully following the example formats in the sheet.

Name / Nickname	Birth Year	Birth Month (Required)	Postal Code	Email	School or Organisation Name	Cohort	Gender	Testing Language
Required Name or ID of the person being tested.	Required For result calculation. Enter as Number. Note that Children younger than 4 years old will not be able to do the test	Required For result calculation. Enter as Number (1-12).	Enter as Numbers Only	Email for player's results and correspondence.	Name of the Organisation or School conducting the Test	Would you like to associate this player with a class or cohort?	Select an option from the Dropdown	Required Select an option from the Dropdown, EN_AU means English Australia
Example Player A	2013	8	2141	player_guardian@example.com	Organisation A	Group A	F	EN_AU
Example Player B	2008	11	0800	playerb_guardian@example.com	Organisation A	Class D	Prefer not to say	EN_AU

Ethnicity	Multilingual	Signs of Hearing Issues	Length of Hearing Issu	Signs of Behaviour Issues	Signs of Speech Issues	Notes
Select an option from the Dropdown	Is there more than one language spoken at home? Select from the Dropdown	Does the player show signs of hearing issues? Select from the Dropdown	Have these signs been noticeable for 3 months or longer? Select from the Dropdown	Does the player show signs of behavioural/attention issues or learning difficulties? Select from the Dropdown	Does the player show signs of a speech/language issue? Select from the Dropdown	Any other comments or observations
Prefer not to say	Prefer not to say	YES	NO	YES	NO	Notes Example
Prefer not to say	Prefer not to say	Prefer not to say	Prefer not to say	Prefer not to say	Prefer not to say	

Once the spreadsheet is complete, click on the **Bulk Upload** button, select the Organisation to add the Players to by clicking on the arrow to see a drop down list, click on **Choose File** to find the file and click on **Upload**.

Note: if you have any issues with uploading, contact Sound Scouts for assistance
Ph: 1300 424 122 or contact@soundscouts.com.au

4.3 Adding Players via Electronic Consent form

You can email a link to parents/carers who complete an online form that automatically creates the player record (highly recommended).

Highlight the link, copy and paste into an email to send to parents. Sound Scouts can provide an email template if needed.
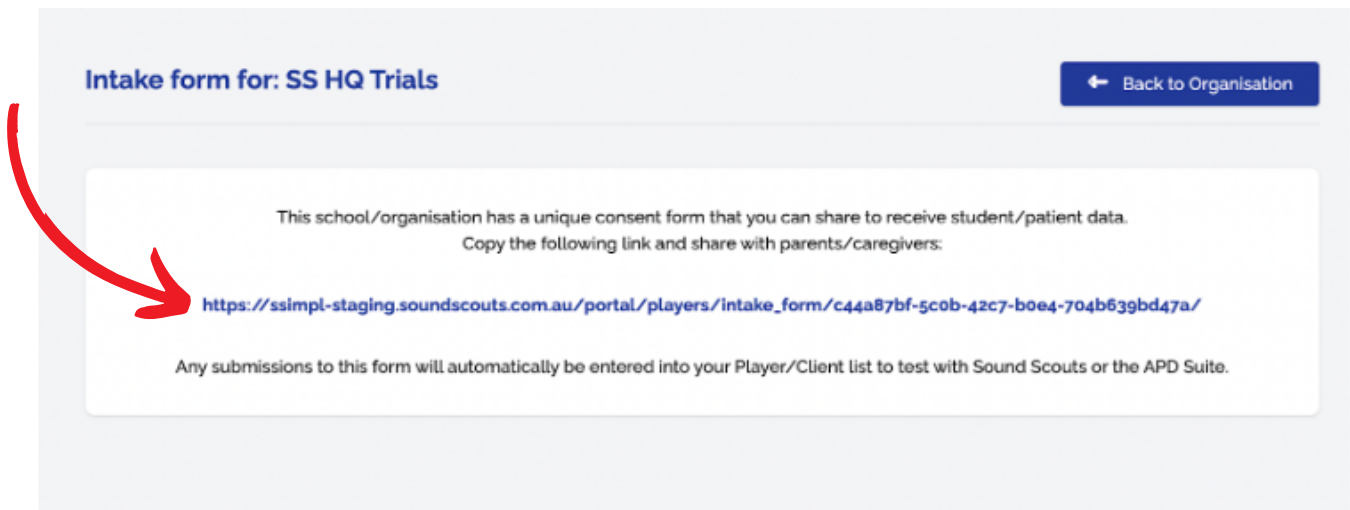
5. Viewing Player Results

Click on **My Clients/Players** in the left hand menu to see all Players who have been uploaded into SSIMPL.
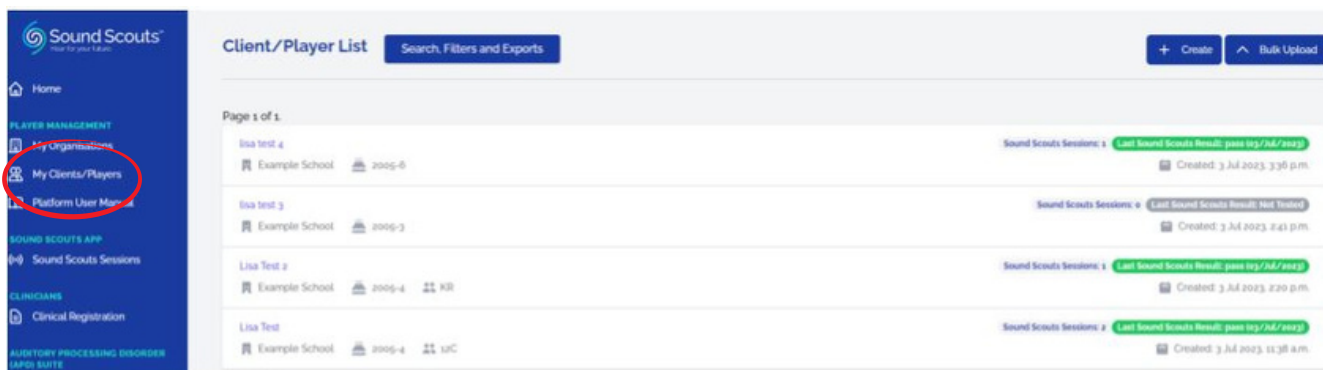
You can also add Players in this screen by using the **Create** (completing an individual form per player) or **Bulk Upload** options.
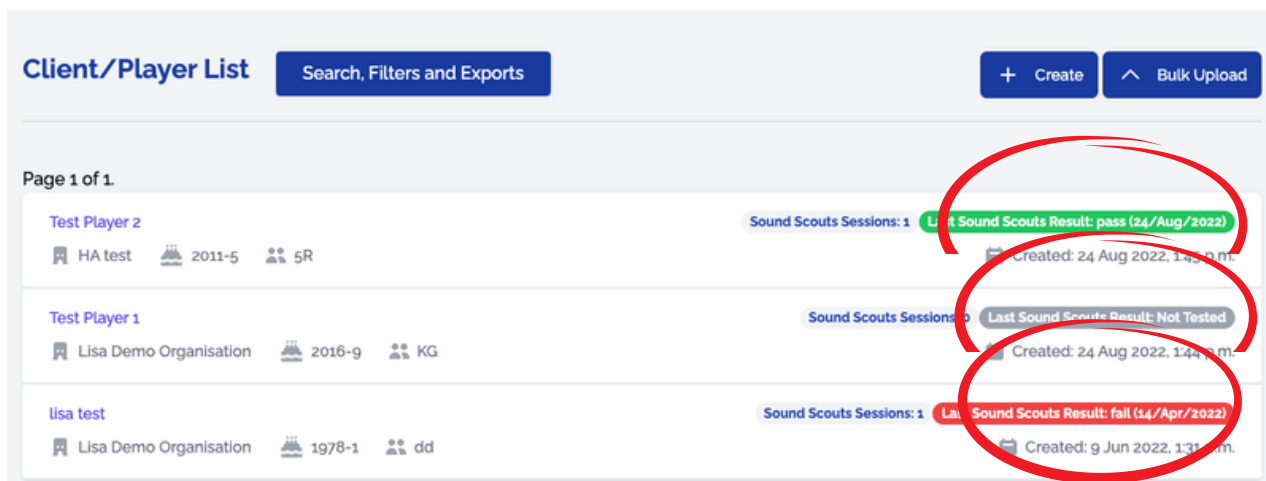
At a glance, you can see - how many Sound Scouts Sessions (e.g. tests) the Player has completed, if they have been tested and their last session result.

Grey = Not assessed
Green = Last result was a Pass
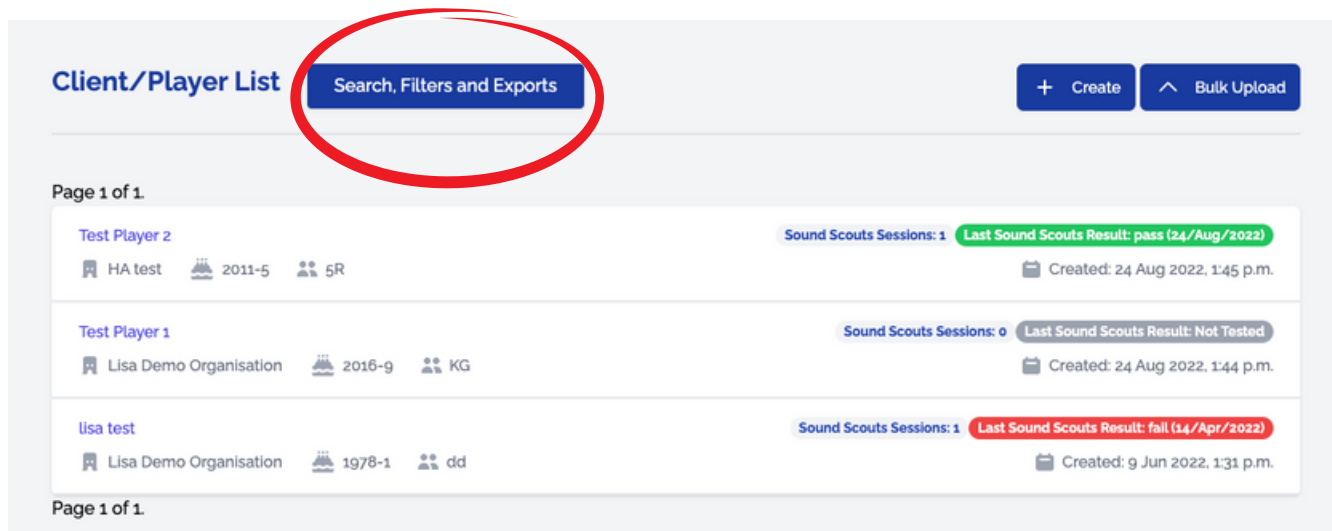Yellow = Last result was Borderline
Red = Last result was a Fail

Click on **Search/Filters and Exports** to **Filter** your view, **Search** for specific Players and **Export Players** records to a CSV file.

You can Filter based on:
- Organisation
- Number of Tests Completed (easy identification who needs to be tested)
- By Last Result (easy identification who needs to be retested)

You can Search by:
- Name
- Cohort/Class

Exporting to a CSV file will generate a spreadsheet that you can edit and filter.

Click on a Player's name to see their record and results (known as Sessions). The record can be edited if any inaccurancies are noted and information can be added in the Notes/Comments section.

NB: Editing the Players record will not change the completed Test Session report. If a Session has been attached to the wrong Player record, contact contact@soundscouts.com.au for assistance.

Test Player 2
Created: 24 Aug 2022, 1:45 p.m.

× Delete   ✎ Edit

Organisation: HA test
School:
Cohort: 5R
Email: lisa@soundscouts.com.au
Notes/Comments:

Speaks Arabic

Save

Date of Birth: 2011-5
Postal Code
Gender: Not Specified
Language: en_au
Ethnicity: not Aboriginal
Multilingual: Yes
Signs of Hearing Issues: Unknown
Issues longer than 3 Months: Unknown
Signs of Behaviour Issues: Yes
Signs of Speech/Language Issues: Unknown
Signs of Difficulty Hearing in Noise: Unknown
Created through: portal

Sound Scouts Sessions

NAME/NICKNAME	DATE	AGE	EMAIL	SESSION CODE	APP VERSION	PLATFORM	LOCALE
Test Player 2	Wed 24 Aug 2022 13:57	11.3	lisa@soundscouts.com.au	34a564f8	12.1.1	iOS 15.4.1	AU

Click on the Session to open, review, download the PDF report and/or email the results. **Note:** click on Resend to email the results, even if the results have not been previously emailed. This field will be auto populated with the email address entered on the Player's record.

Main Result

Evaluation	pass
Final Score	**105.3** A score of 100 is average for age. Scores below 68 are outside the normal range. Please note that this score is calculated using the results from the three separate test activities.

Test Details

Results obtained on:	Wed 24 Aug 2022 13:57
App Version	12.1.1
Client/Player's Language	EN_AU
Does the player speak more than one language?	yes
Does the player show signs of a hearing problem?	undefined

Test Player 2's age as entered: 11 years 3 months

Test Player 2 has passed Sound Scouts. Test Player 2's hearing is within the normal range on this test. However if there are concerns about their hearing, you should contact your doctor who can provide advice on hearing services in your area. Remember also that middle ear infections can come and go quickly, so temporary or intermittent hearing loss could occur in the future.

Sound Scouts is not a replacement for a complete diagnostic hearing assessment carried out by a qualified clinician. It should not be taken as medical advice. Results from Sound Scouts may vary, depending on whether you are in a quiet or noisy environment and whether Test Player 2 has understood the instructions and depending on Test Player 2's attention during the game. Sound Scouts must be carried out in a quiet environment.

Please note that 'fail' results are reviewed by a Sound Scouts expert and you may be contacted via email if any inconsistencies are identified.

Test conducted on: Wednesday, 24 August 2022 1:27 PM
The ID for this session is: 34a564f8

Download Full PDF Report

Resend report to: Email Address   Resend

Note:
Results may differ from the original reports, as values are always recalculated based on the most up-to-date formulas.

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6. Sound Scouts Sessions

Click on **Sound Scouts Sessions** to view a list of all Sessions conducted for all players within the Organisations you belong to.

7. Clinical Registration

Clinicians can register to access the response tracks to review and confirm the Players have responded in a reliable manner. Most information however is captured in the Reports that are provided at the end of each test session.
Click on **Clinical Registration** to complete the Request Form.

8. Auditory Processing Disorder (APD) Suite

Clinicians who conduct APD diagnostic assessments can purchase a subscription to use the APD tools. Access to each of the tools and previous APD sessions can be accessed in this section.
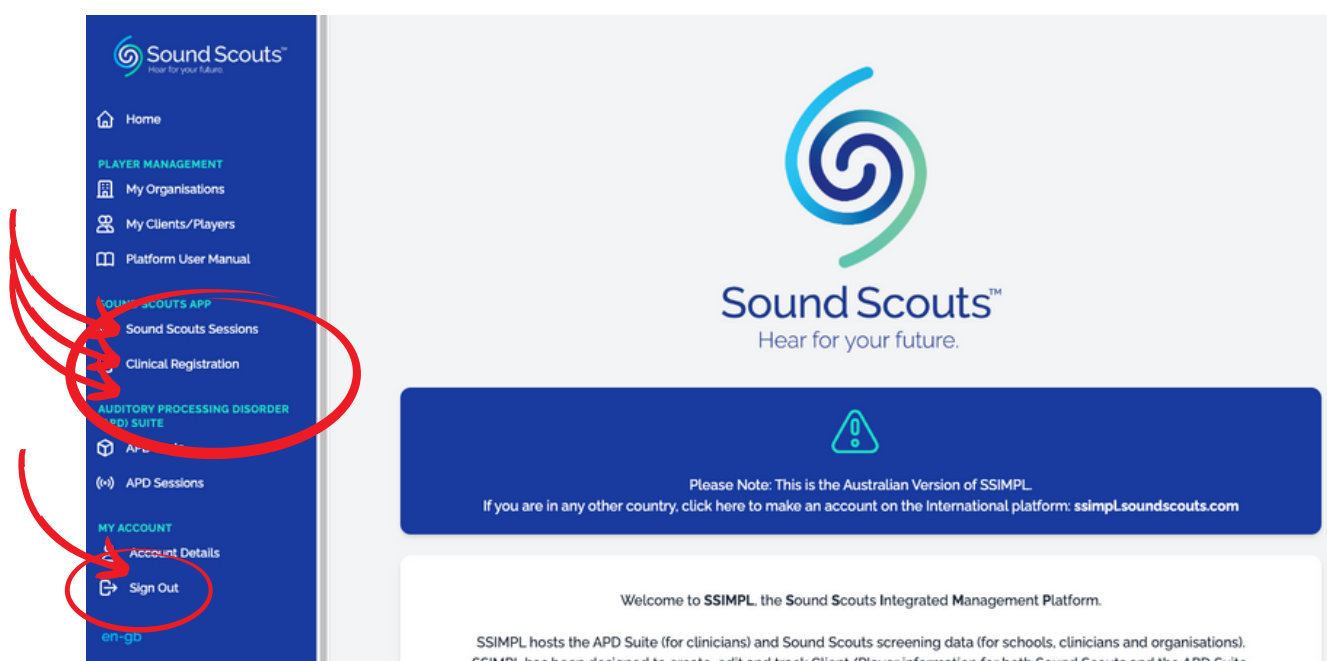
Remember to 'Sign Out' when you are finished.

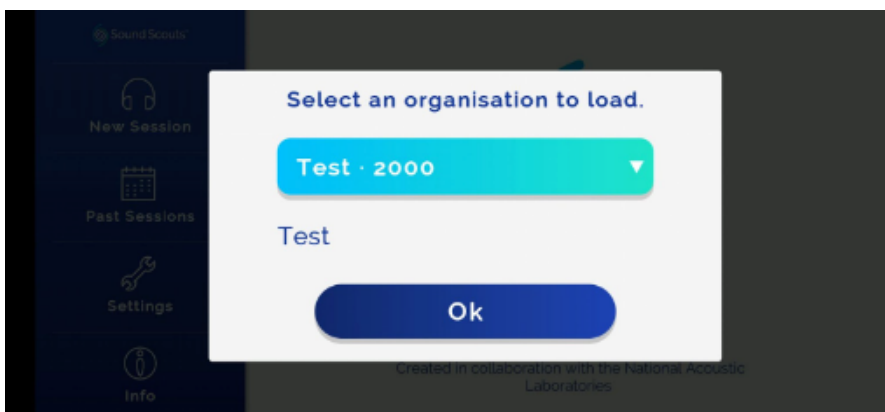# 9. On the APP - Accessing your Players uploaded via SSIMPL

You must be running app version 13.0.14 or above and be connected to the internet

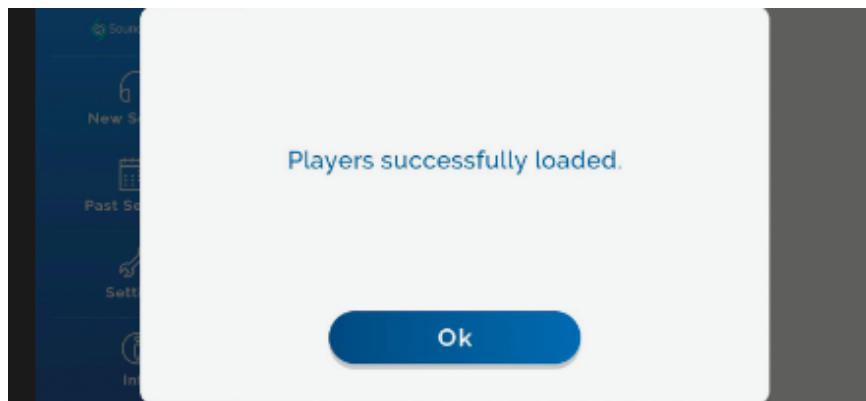Open the Sound Scouts App on your touchscreen device
Tap on **Settings** and then **Login** to Sign In to your SSIMPL account
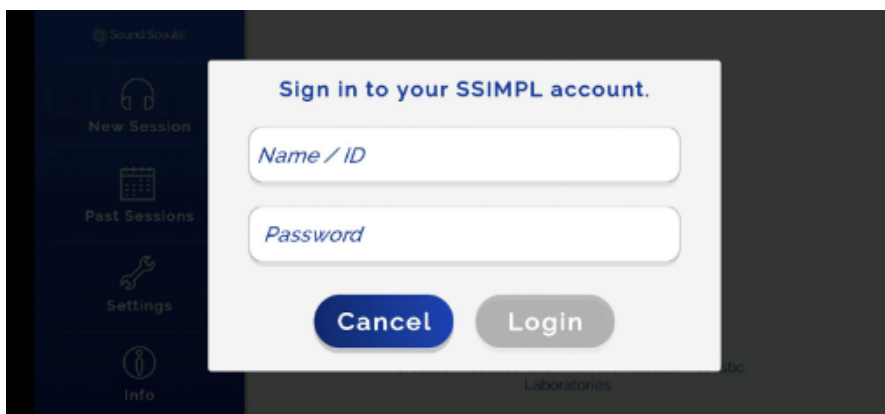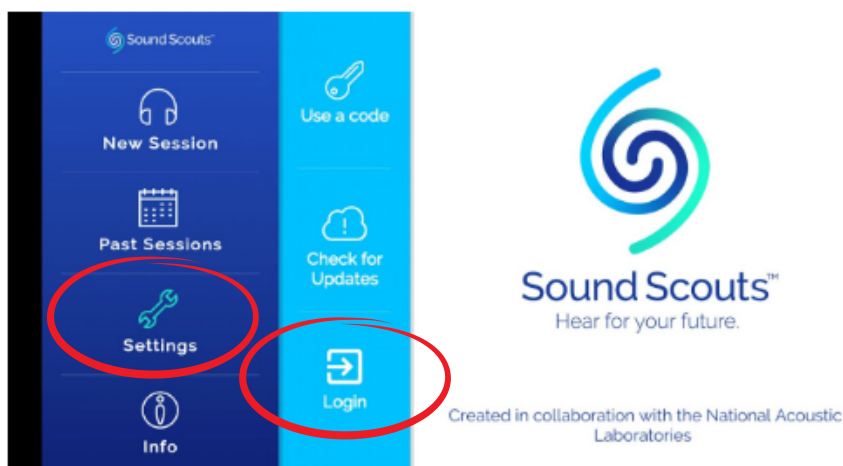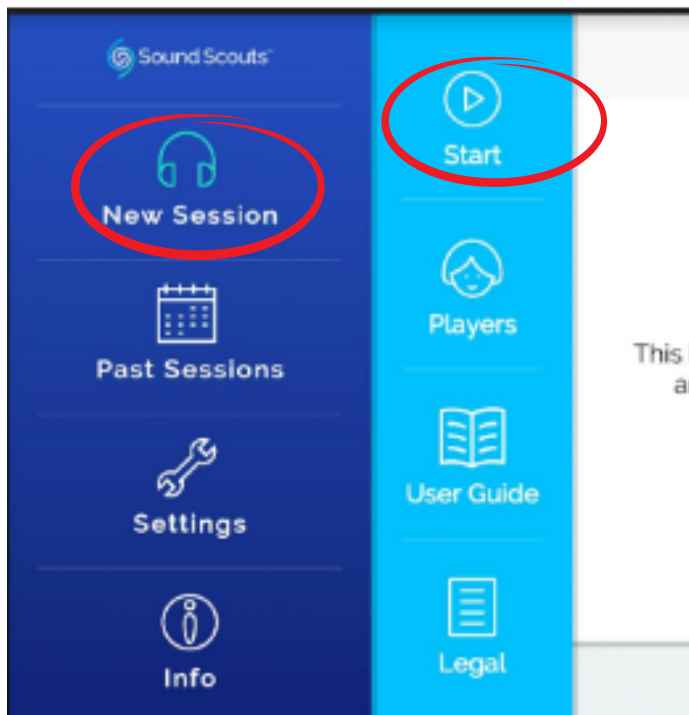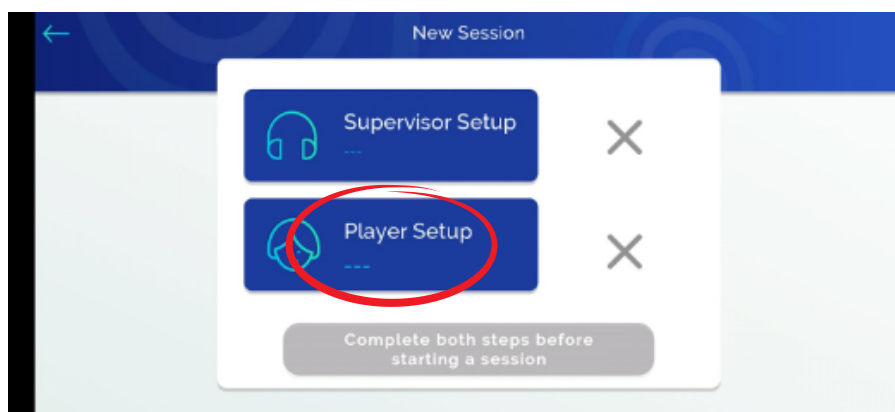

Select the Organisation

You will receive a confirmation message

Tap on **New Session** and then **Start**

Tap **Player Set Up**

You will see two lists - **On-Device** and **SSIMPL**. Tap **SSIMPL** to see the Players. Use the **search** bar at the bottom left to find a specific Client/Player.

If you are associated with more than one organisation you can select the appropriate one by clicking on the dropdown box on the lower right hand side where all the organisations you are attached to will appear.

Note: If you can't see a Player, tap the cloud button to sync your app to SSIMPL and download all players.

Tap the Player you want to test and then tap **Test this Player.** All **retests** of this Player should be associated with this original Player record.
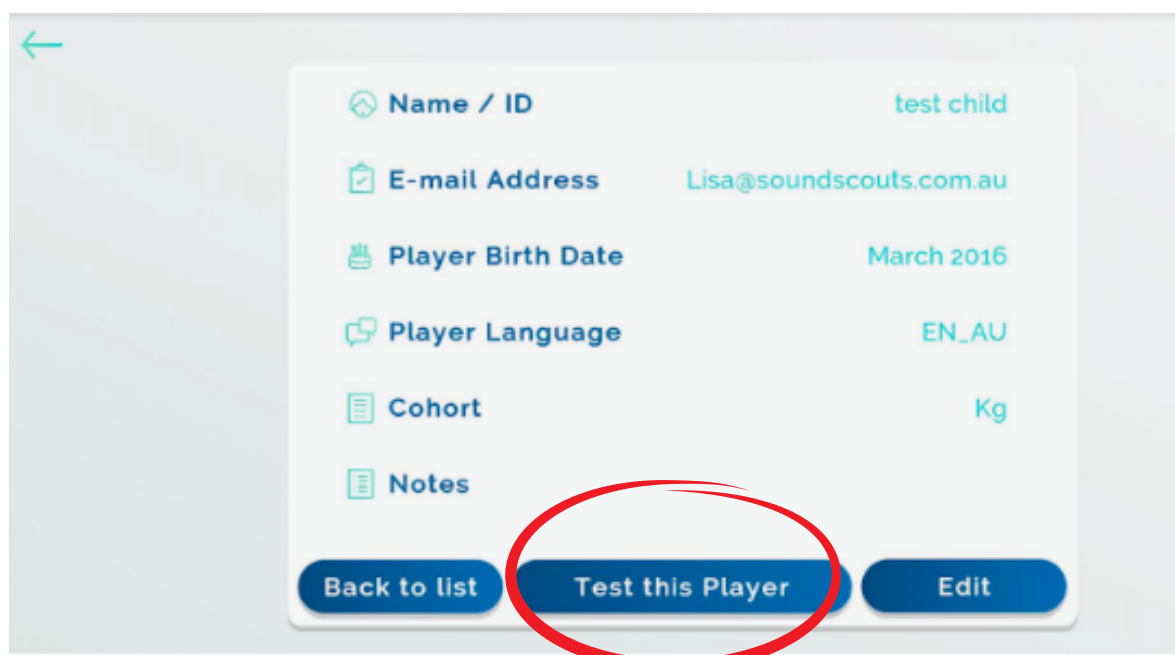
If you are not logged into SSIMPL or your Organisation doesn't have a subscription (ie credits), you will receive the below message. When this occurs, tap Cancel and then login to SSIMPL or email contact@soundscouts.com.au to purchase a subscription.
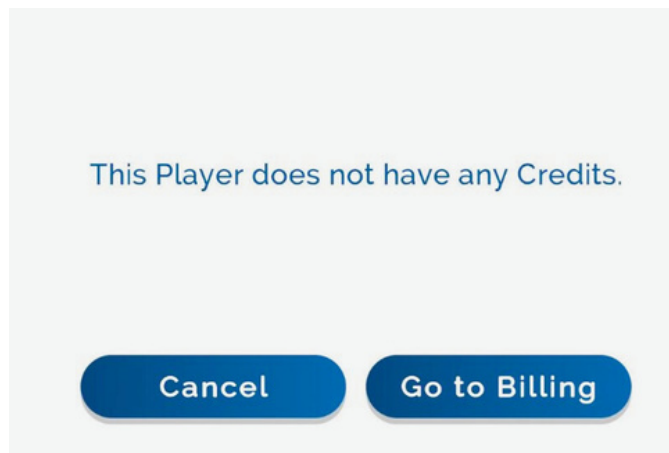
If you belong to multiple organisations, you can switch between them by opening the **SSIMPL** list and tapping on the tab on the bottom right corner. Select the appropriate organisation. You will be asked for your details again for security purposes.

If successful, the previous organisation's Players will be cleared, and the Player's associated with the new organisation will be downloaded.
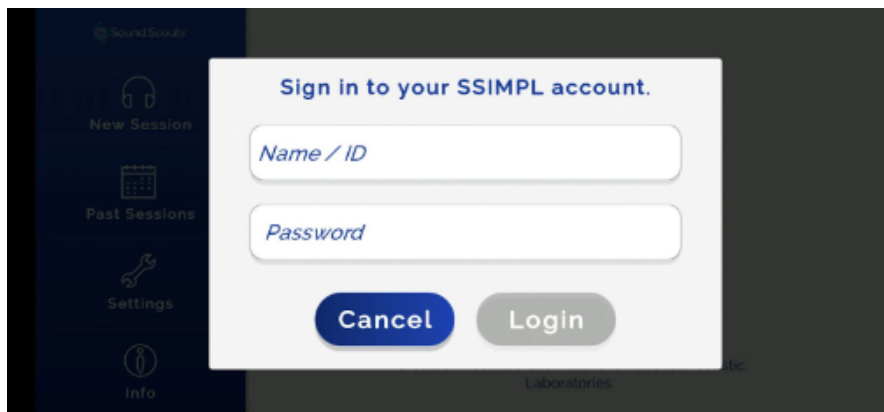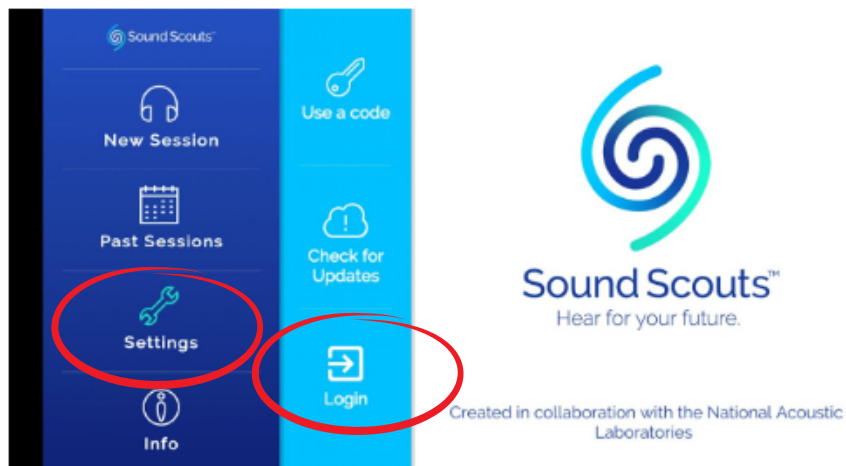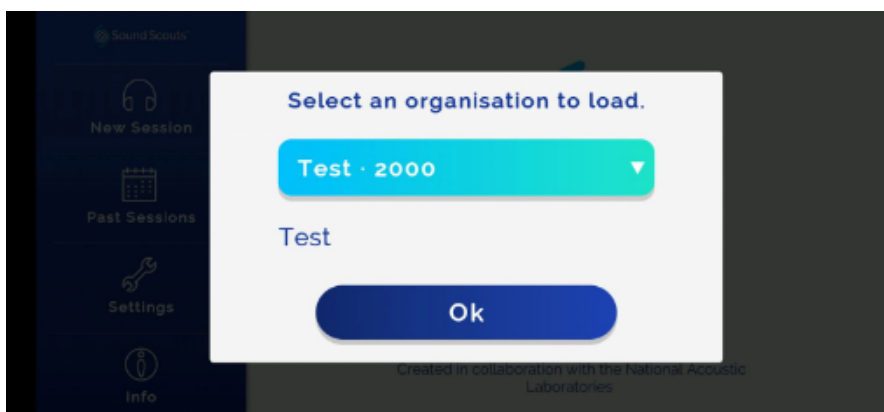
Must be running app version 13.0.14 or above

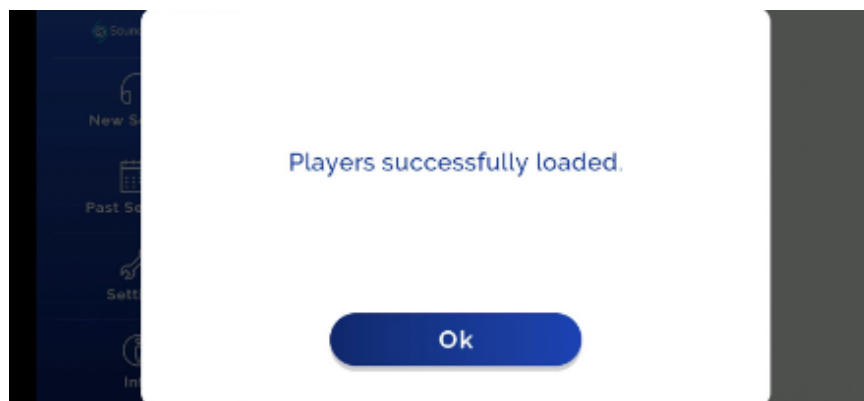Open the Sound Scouts App on your touchscreen device
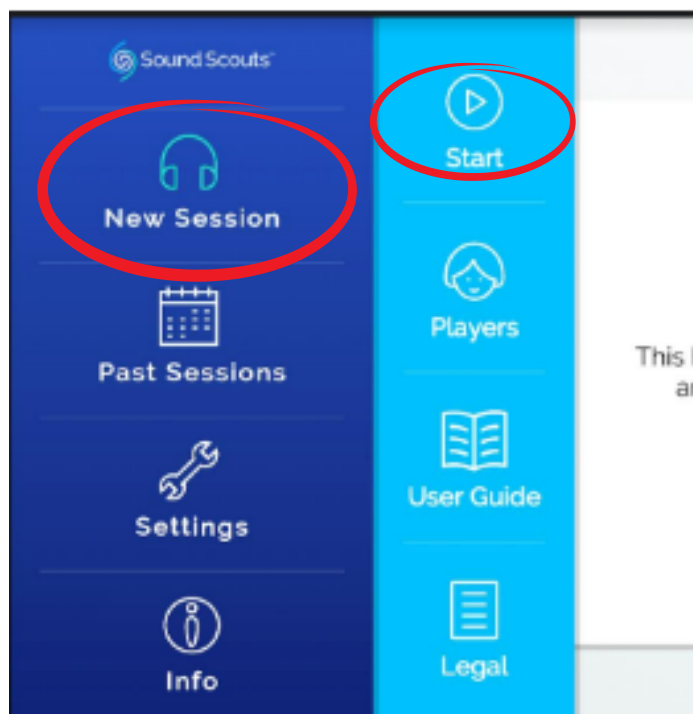Tap on **Settings** and then **Login** to sign in to your SSIMPL account
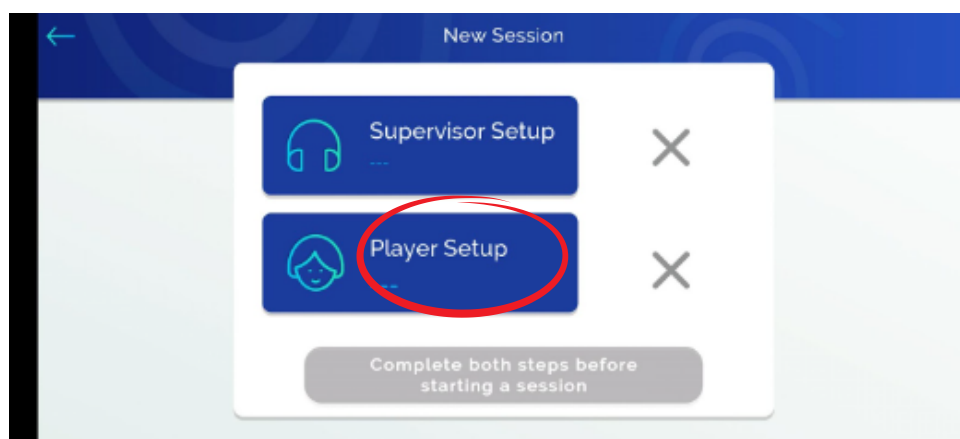

Select the Organisation
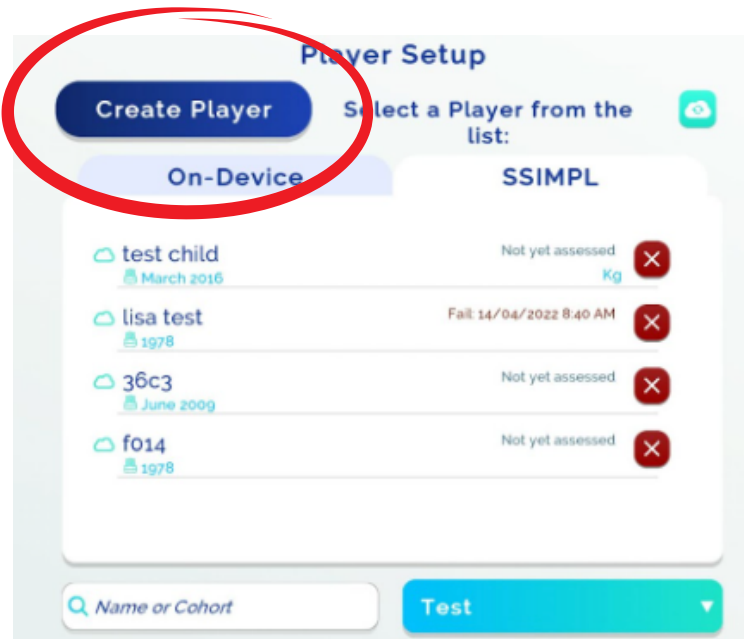

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You will receive a confirmation message
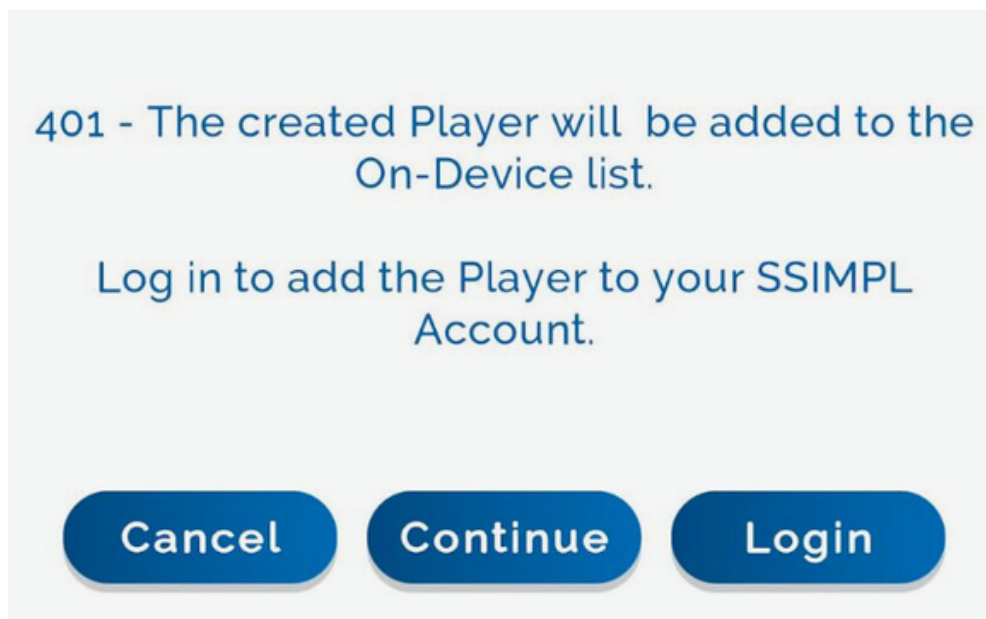

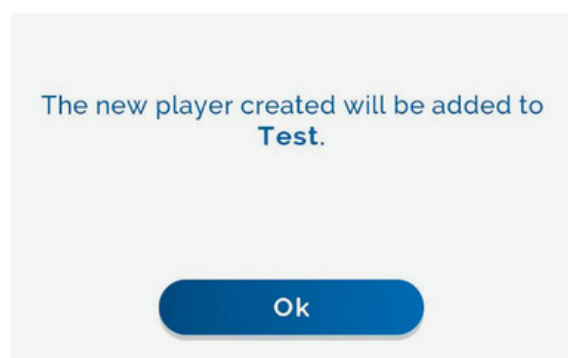Tap on **New Session** and then **Start**

Tap **Player Set Up**

Tap **Create Player** and fill in the details.

If you're not logged in to SSIMPL, you'll receive the below warning message:

401 - The created Player will be added to the On-Device list.

Log in to add the Player to your SSIMPL Account.

Cancel   Continue   Login

If you are logged in, after entering the Player's details, you'll receive a message advising that the New Player will be added to your chosen Organisation.

The new player created will be added to **Test**.

Ok

Once testing is complete, we recommend syncing the app to SSIMPL to ensure that all results are uploaded.

Tap on **New Session** and then **Players**. Tap on **SSIMPL** and then the **Cloud** button.
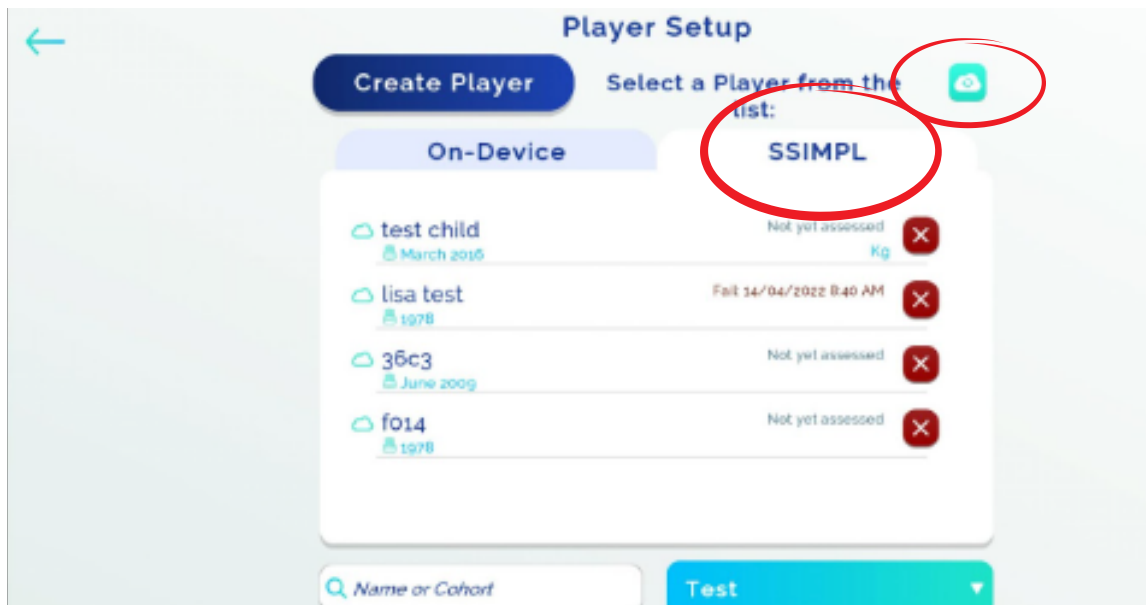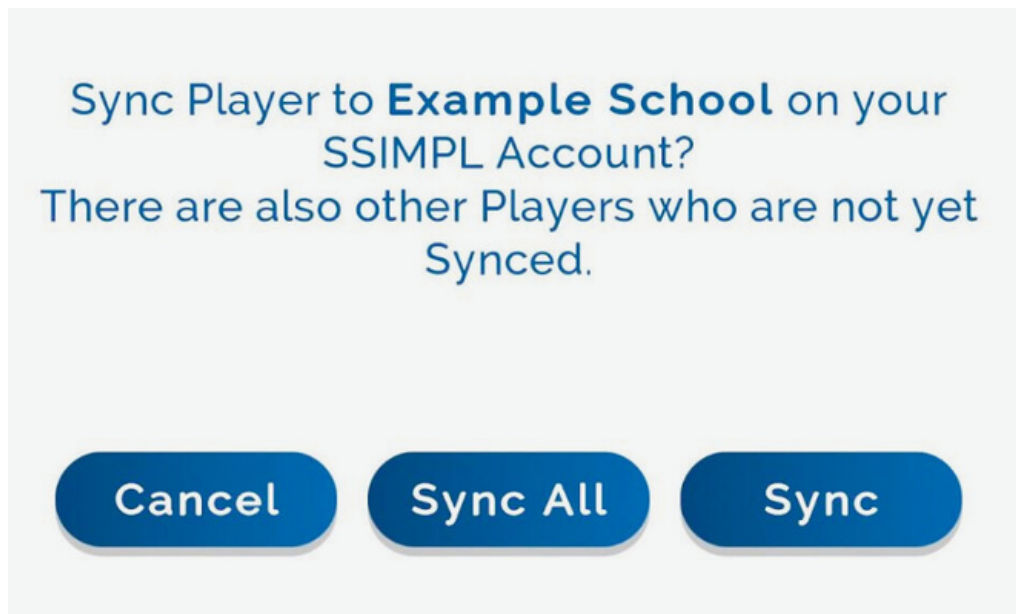

If you're offline, or have on-device Players who are not tied to an organisation, you can use the Cloud button to sync them when you are next connected to the internet and are logged into SSIMPL.

Tap on New Session, Start, and then the On-Device tab. Tap the Cloud Button next to the Player's name
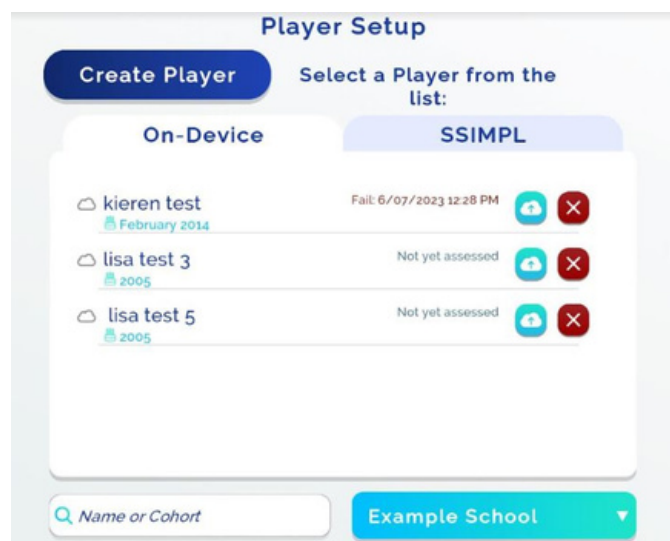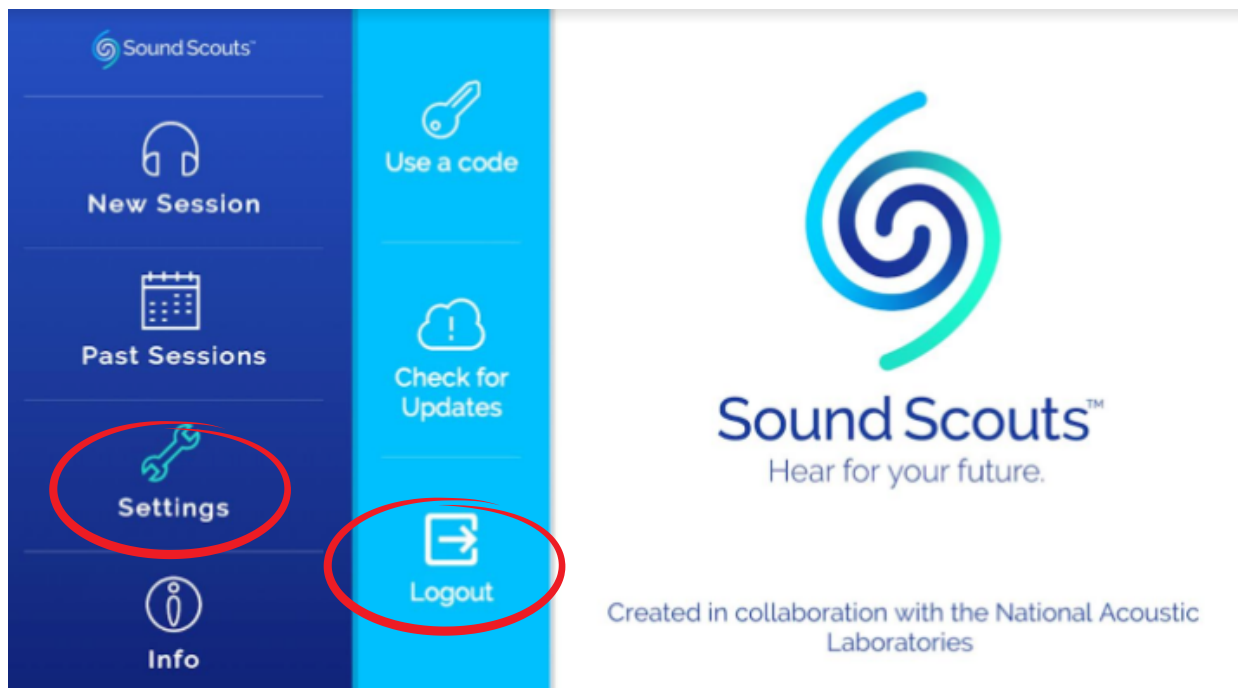
You will be given the option to sync that individual Player or sync All players

Once you have selected your preference, you will receive a confirmation message.

When testing is complete remember to **Log Out** to remove from display the Players attached to your SSIMPL account.

Note: Past Sessions that have not been processed will remain on the device until processed. Once processed only a maximum of 100 tests will remain on the device. Once 100 tests are exceeded, tests will start to be deleted, from oldest to more recent.

We encourage Users to delete tests once they have been processed.

When you are using SSIMPL, all results can be accessed from your online account (accessed via web browser).

For any assistance contact:
Sound Scouts on 1300 424 122 or contact@soundscouts.com.au