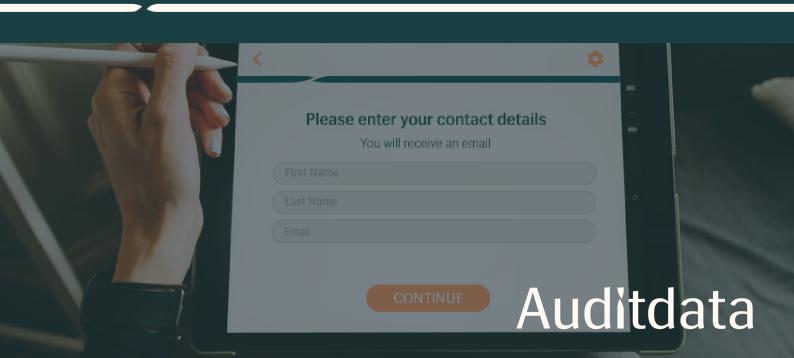
Listo

User Guide



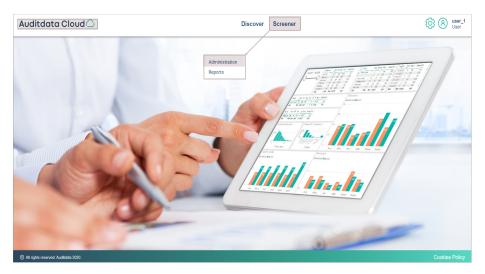
1 SET UP AND GET STARTED	3
2 MANAGE TEST FLOWS	
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1 Set Up and Get Started

Cloud Administration System allows for Listo application setup and management. With a number of configuration options, you can adapt Listo to your current needs.

To start administering your app:

Log into Auditdata Cloud > click Screener > select Administration



All **Administration tasks** in the Cloud are grouped under the following tabs:

- Offices
- Test Flows
- Resources
- Styles
- Settings
- Translation
- Email Templates
- Email Resources

OFFICES

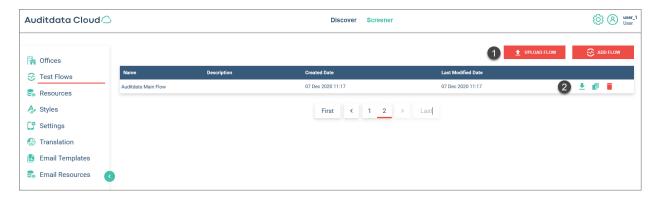
The *Offices tab* enables you to automatically import offices from Aurora. To get the list of available offices, employ the **SYCNHRONIZE** option:



TEST FLOWS

The Test Flows tab can be used for building and customizing Test Flows for hearing assessment.

- To add a new Test Flow, click the ADD FLOW button.
- To upload a new Test Flow, click UPLOAD FLOW and drop files into the box.
- To **export**, **add pages** or **delete** an existing Flow, make use of the respective controls on the right.



RESOURCES

The Resources tab represents a content folder for images and videos that can be used when building or modifying Test Flow pages.

You can add customized background images to all of your pages, whereas video files are restricted to *Video* and *Result* pages. For more information, refer to Section 2.3: Types of Test Flow Pages.

Thumbnail previews are available for all uploaded images. Clicking a thumbnail opens an enlarged image view.

- Use UPLOAD to place images and videos in the Resources repository.
- Optionally, delete irrelevant resources or download selected media files to your computer.



MEDIA FILE SPECIFICATIONS

To ensure good quality of background images and video playback, follow the guidelines below.

Parameters	Background Image	Video
Supported formats	.jpg, .jpeg, .png	.mp4, .mov
Recommended size	500 KB	10 MB
Recommended resolution	1536 x 2048 pixels 4:3 ratio (~264 ppi density)	640 x 480 pixels (30 fps frame rate)
Bitrate	not applicable	2.5 Mbps

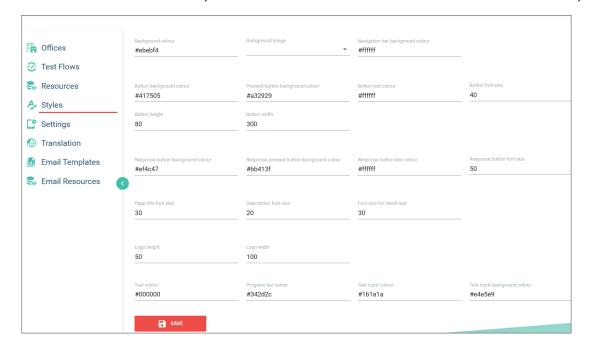
STYLES

The Styles tab makes it possible to set defaults for your Listo app Test Flows. For example, you can specify a background image, text font, size and color, response button color, page title font size, etc.

Defaults are automatically applied to the added **Test Flow** pages unless you decide to make your own customizations.

To configure a default:

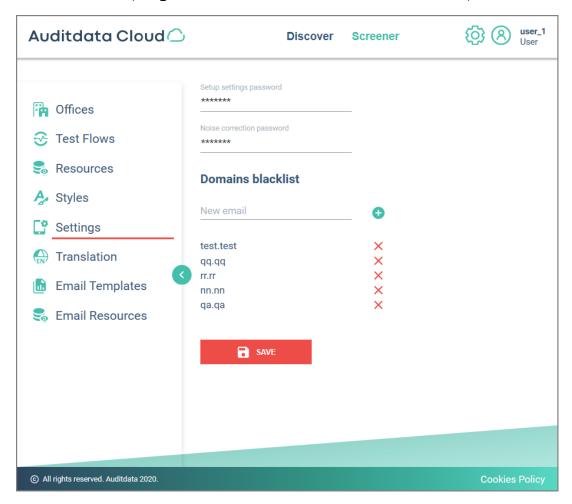
• Enter relevant values in the provided field and then click Save at the bottom of the page.



SETTINGS

The Settings tab includes security-related functionality:

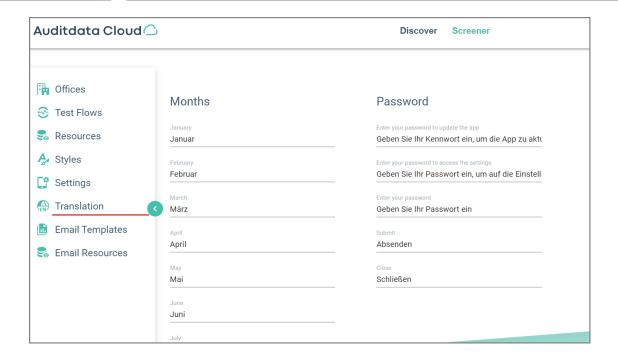
- Setup password
- · Noise correction password
- Domains blacklist (usage of blacklisted emails is not allowed in Listo)



TRANSLATION

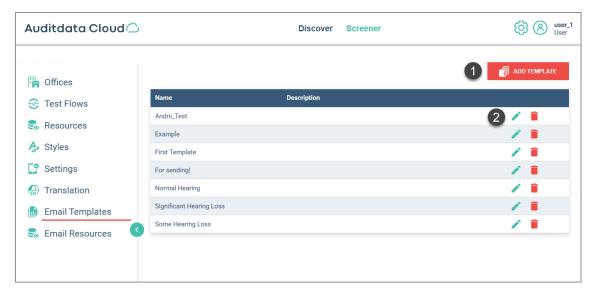
The Translation tab makes it possible to set customized names for the default tabs:

- Months
- Password
- Update
- Noise Level
- Setup Application
- Error

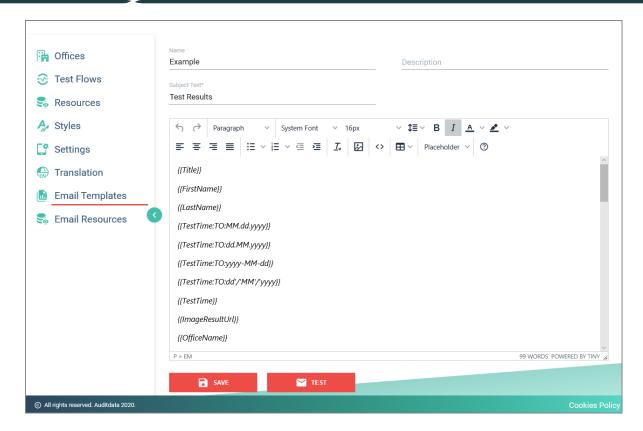


EMAIL TEMPLATES

The *Email Templates Tab* is a content folder for templates that can be used to create a generic format for your email letters. To **add** a template, use the corresponding button. To **modify** or **delete**, employ controls on the right.



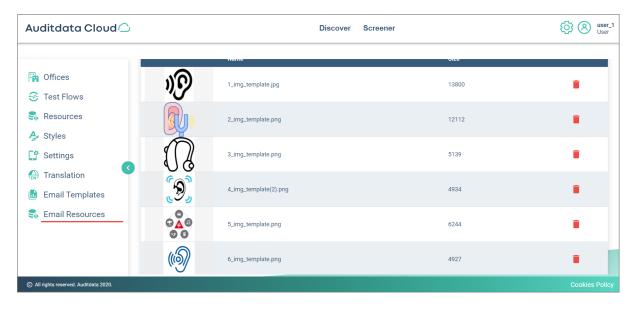
When adding a template, you can specify the template's *name*, provide a *description* and *subject text* to make it more distinguishable and easy to find. All available template settings can be adjusted in the built-in editor.



When you are finished creating or changing your template, click **Save** at the bottom of the page. If required, you can optionally **TEST** your template before use.

EMAIL RESOURCES

The *Email Resources tab* is a content folder for images and videos that can be used when building or modifying Email Templates. Thumbnail previews for all uploaded images will be shown in the list. Clicking a thumbnail opens a larger view.



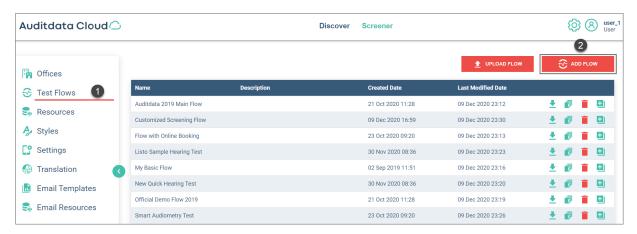
2 Manage Test Flows

2.1 Create a Test Flow

Despite having some default Test Flows, you may need to create a Test Flow that is tailored to a specific use case.

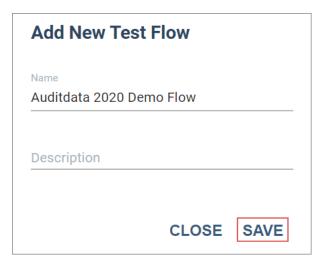
Since all Listo Test Flows are managed from the Cloud Administration System, you need to:

- 1. Log into Auditdata Cloud > click Screener > select Administration
- 2. From the Navigation Pane on the left, select Test Flows
 - To add a Flow manually, use the ADD FLOW button
 - To upload an already configured flow, click UPLOAD FLOW



If you want to proceed with the manual flow creation, follow the steps below.

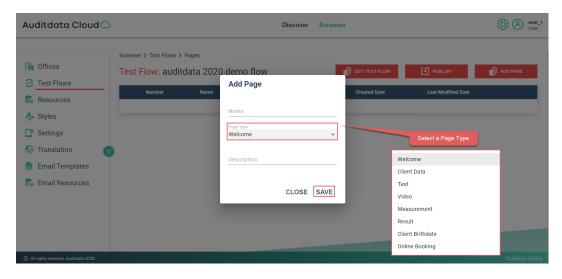
3. In the pop-up window, enter a **Name** and optionally a **Description** for your flow.



- 4. The added flow will be marked "New" and displayed in the list
 - Use the pages () icon to further configure your flow



- 5. On the Test Flow configuration page, click **Add Page** to start building your Flow
 - In the "Add Page" pop-up, enter the name and, if required, a description of the page, and select the Page Type from the drop-down list
 - · Save to proceed



Your Test Flow must have at least 3 pages:

- Welcome
- Measurement
- Result

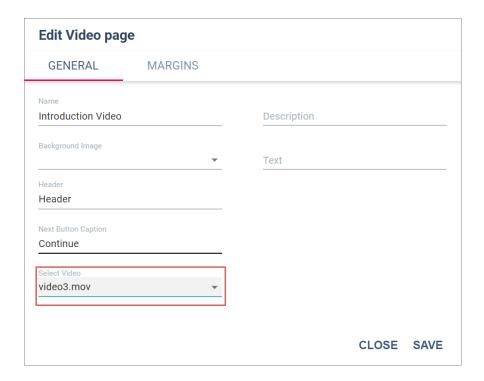
These pages are mandatory. The *Welcome page* must always come first and the *Result page* must be placed after the *Measurement page*. Otherwise, you will not be able to save your flow and a warning message will be displayed.

You can add a maximum of 8 pages: only one page of the same type is allowed per flow.

- 6. Having added all the necessary pages, you can make adjustments to them by adding custom background images and button captions (applicable to pages that have continue or response-type buttons). Elsewise, these pages will use the defaults.
 - To modify a page, find that page in the list and click edit () in the corresponding field.

If you have added a **Video page** to a Test Flow, you need to manually add a video file to that page because newly created video pages contain no default videos.

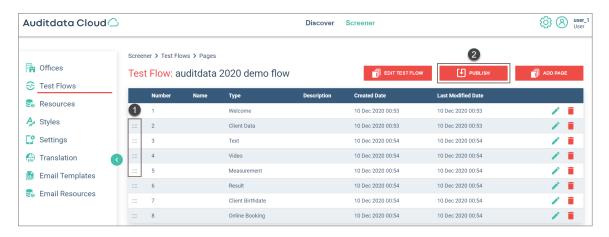
To add a video, go into page Edit mode by clicking edit ().



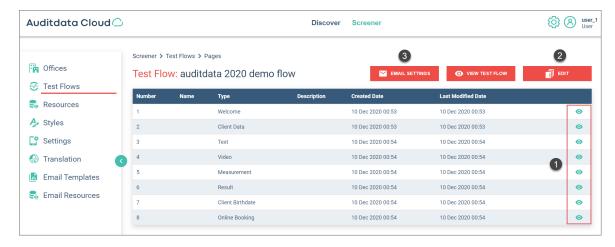
7. Having added all the required pages, you can adjust their order by using the controls located to the left side of the list of pages. Move your pages up and down the list as needed.

The flow must be then **published** to become available on your iPad.

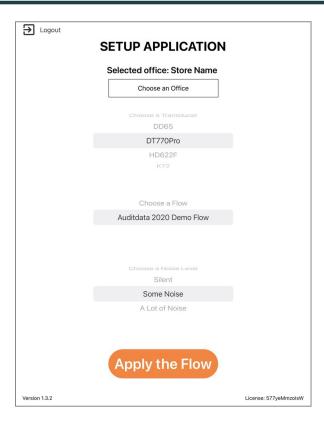
IMPORTANT: Unpublished flows will not be accessible in your Listo app.



- 8. After the flow is finalized and published:
 - All pages will be marked with (the view icon) signifying that the flow is in *View mode*.
 - To go back to the *Edit mode*, click the **EDIT** button in the top right corner.
 - You can also select email templates to be used with your flow. To choose templates, click EMAIL SETTINGS at the top. For more information on email templates and resources, refer to Section 1. Set up and Get Started.



- 9. When you go back to the Test flow list, your flow will have a new icon in the right (1). It means that this flow can now be **copied** and serve as a template to create new flows.
- 10. To be able to use the flow you have configured:
 - Log into Listo
 - Select your Test Flow
 - · Apply Flow



2.2 Customize a Test Flow

Whenever required, you can make quick adjustments to your Test Flow. However, note that all changes have to be published.

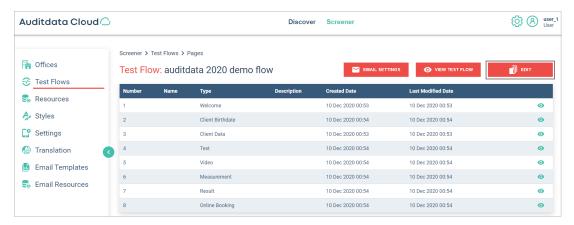
To modify a Test Flow, you need to access Auditdata Cloud > Screener > Administration

- 1. In the left-side Navigation Pane, select the **Test Flows tab** to display the list of available Test flows
- 2. Find the **Test Flow** you want to change
- 3. To start editing, click the icon 1. To discard changes, employ ...

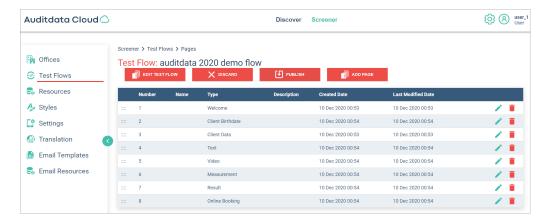


NOTE: if a flow is unpublished or contains any unpublished changes, an Alert (!) icon will be displayed.

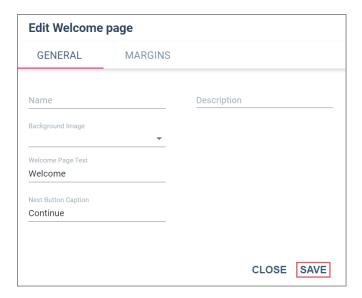
4. The edit icon () will take you to the *Test Flow configuration page* where you can make all required changes. To start editing, click **Edit**.



- 5. The Flow will come into Edit mode with a number of new setup options appearing:
 - Edit test flow: use it to change the flow's name, screensaver and margins
 - Discard any changes that should not be in the published flow
 - If the flow is finalized, you can use the Publish option
 - The Add page setting can only be used if a flow contains less than 8 pages



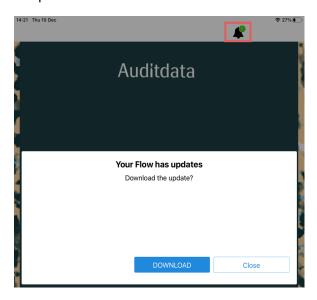
- 6. Click **Edit** () to be able to change the page settings. In the *Edit window* that opens you can modify:
 - . The Name of the page
 - · Page Description
 - The background image
 - Page text or header text
 - Button captions for pages that have buttons
 - Add or replace a video file for Video pages
 - · Page content margins



All pages have different settings that can be changed. To learn more, refer to Section 2.3: Types of Test Flow Pages.

- 7. To be able to see your updates, open the Listo app on your iPad
 - An Alert notification will show that the changes have been made
 - Tap the Alert icon to download the update

The update will contain all published changes to existing Test Flows as well as any new Test Flows that have been published in the Auditdata Cloud.



2.3 Types of Test Flow Pages

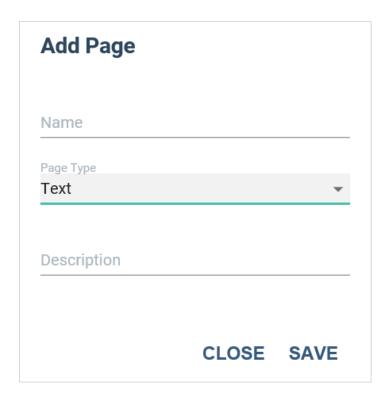
Auditdata Cloud Administration system offers a number of options for Test Flow configuration. Every Test Flow consists of 3 to 8 pages, with each page having different settings.

There are 8 page types that can be added to a Test Flow:

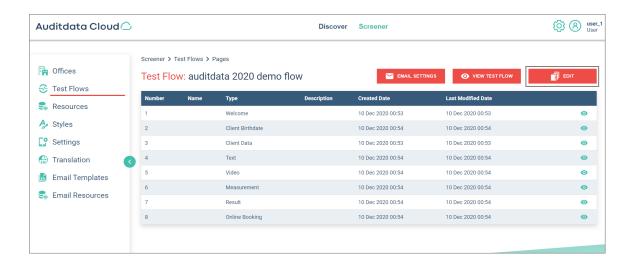
- 1. Welcome
- 2. Client Data
- 3. Text
- 4. Video
- 5. Measurement
- 6. Result
- 7. Client Birthdate
- 8. Online Booking

The Add page pop-up window contains some basic settings that apply to all pages:

- Name
- Description
- Page Type

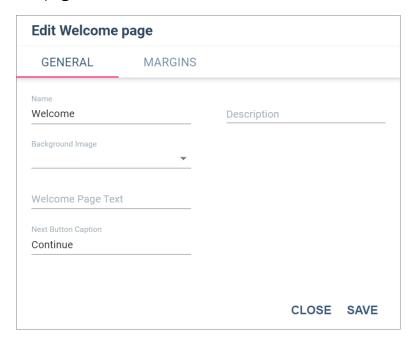


Other configuration options become accessible in **Edit mode**.



WELCOME PAGE

The **Welcome page** is a mandatory page that must always come first. A Test Flow cannot be published without this page.



After the Welcome page has been added, you can further adjust the following:

- Background image: when you click the corresponding drop-down, you will see a number of options to choose from
- · Welcome Page text
- Next Button caption
- Margins for Title Position

CLIENT DATA PAGE

The **Client Data page** contains more detailed information about the client: for instance, their name, email and phone number. Information fields can be assigned a mandatory status.

Client Data page includes the following tabs:

- General
- Texts
- Fields
- Agreement
- Margins

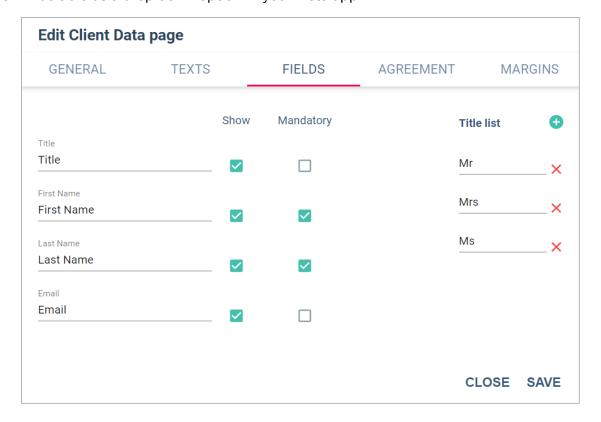
On the **General tab**, you can set the page's:

- Name
- Description
- · Background Image

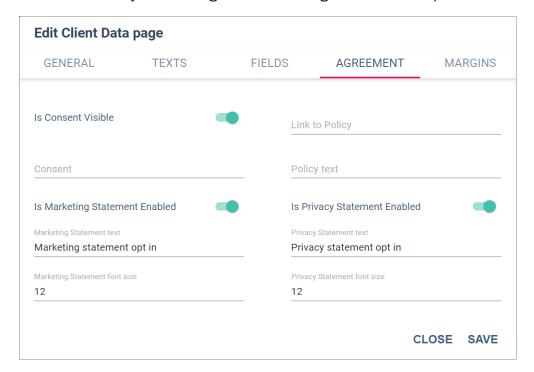
The **Texts tab** allows configuring:

- · The Header text
- The Next Button caption

The **Fields tab** includes fields that can be shown on the page, as well as a personal title list that will be able as a drop-down option in your Listo app.



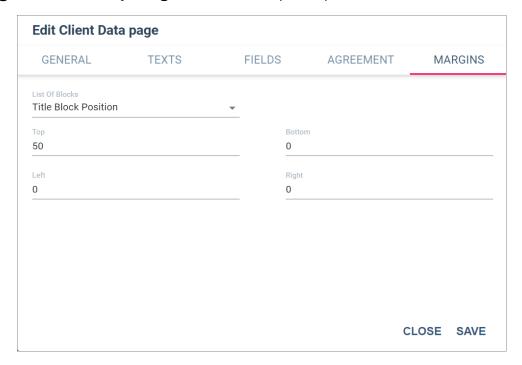
The Agreement tab allows you to configure Customer Agreement in compliance with GDPR.



On this tab, you can:

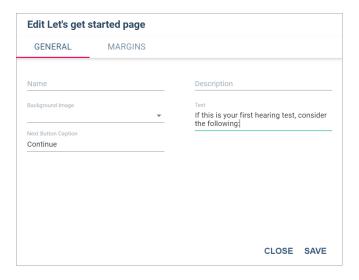
- Make Customer Consent visible
- Specify the link to the Privacy Policy
- Add a Privacy Policy text to the Client Data page
- Enable Marketing and Privacy Statements

The **Margins tab** allows adjusting the Title or Datepicker positions.



TEXT PAGE

The **Text page** can be used to add any information that can be helpful during an audiometric test. You can also configure the position of the text on the **Margins tab**.

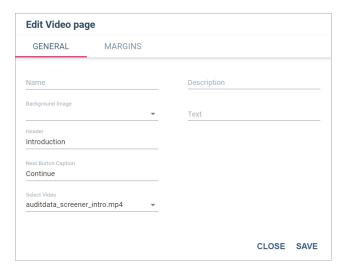


VIDEO PAGE

The **Video page** can be used to add an introductory video preparing a client for the test, a posttest video explanation of the hearing assessment results or recommendations. Its settings allow:

- Customizing the Next Button caption and Page Header
- Adding selected background image, video and text
- Setting the margins for the title, text and video blocks on the Margins tab

For recommended video and image specifications, see Section 1: Setup and Get Started > Resources > Media File Specifications



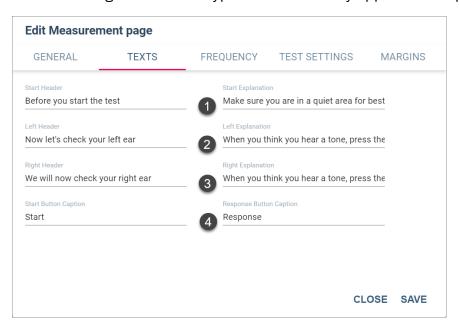
MEASUREMENT PAGE

The **Measurement page** has a number of settings that can be accessed from its tabs:

- General
- Texts
- Frequency
- Test Settings

On the **General tab**, you can set the background image for the whole page, as well as additional specific images for the left and right ear measurements.

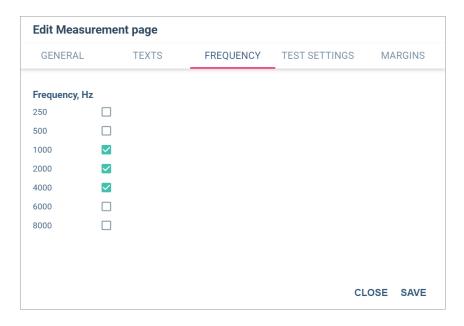
The **Texts tab** contains settings for different types of text that may appear on the page.



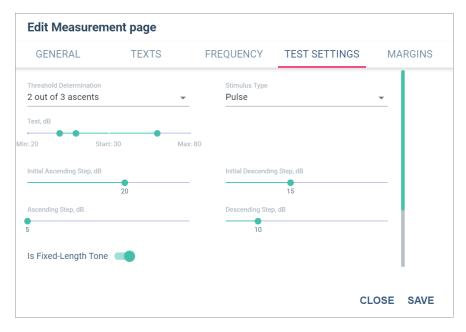
Here you can define:

- The Start Measurement Header and Explanation
- The Left Measurement and Header
- The Right Measurement and Header
- Captions for the Start and the Response buttons

The **Frequency tab** makes it possible to determine a set of frequencies for a hearing exam.



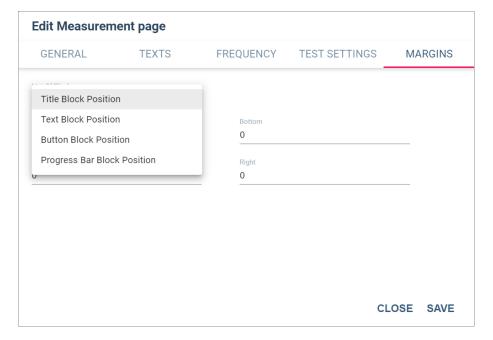
The **Test Settings tab** allows users to specify the key parameters for the measurement procedure



Here you can configure:

- Threshold determination setting that specifies how a hearing threshold is found
- Stimulus Type: choose from the available Tone, Pulse, Warble or PulseWarble options
- Volume of the sounds presented during a hearing test
- Initial ascending step: first increase in the intensity of the sound
- Ascending step: all subsequent increases in sound intensity
- Initial descending step: first decrease in the intensity of the sound
- Descending step: all subsequent decreases in sound intensity
- Fixed-length tone option, allowing users to keep tone duration the same or make it varied

The Margins tab contains margin settings for the title, text, button and progress bar blocks.



RESULT PAGE

The Result page has a number of settings that can be accessed from its tabs:

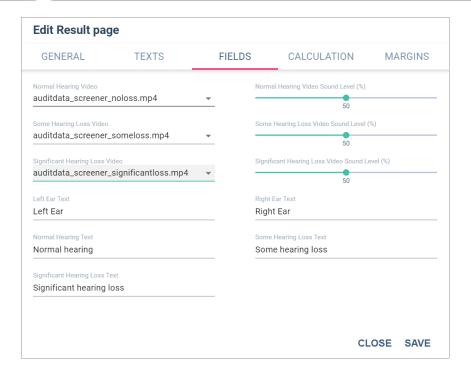
- General
- Texts
- Fields
- Calculation
- Margins

On the **General tab**, you can set the background image for the whole page, as well as overlay colors for normal hearing, some hearing loss and significant hearing loss audiograms.

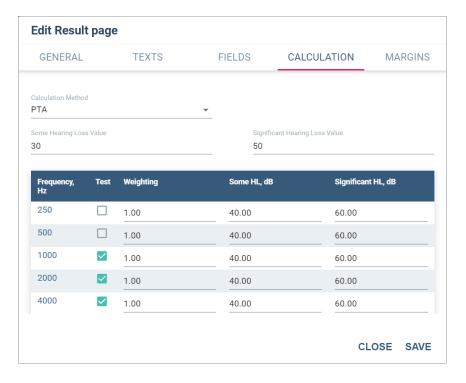
The **Texts tab** contains settings for different types of text that may appear on the page, specifically the Header text and the Next Button caption.

The Fields tab allows users to:

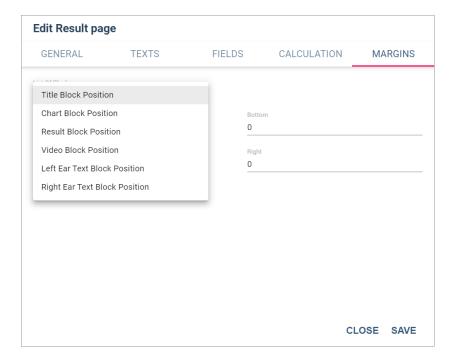
- Add videos for various assessment outcomes: normal hearing, some hearing loss and a significant hearing impairment
- Configure the text to explain the results of the hearing assessment
- Add custom text to the audiogram's measurements for the left and right ears respectively



The **Calculation tab** makes it possible to designate the corresponding values to *Some* or *Significant hearing loss* ranges, as well as determine the weighting of particular frequencies used to calculate the PTA.

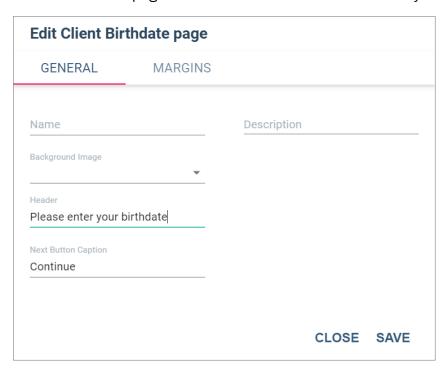


The Margins tab includes margin settings for the title, chart, result, video and text blocks.



CLIENT BIRTHDATE PAGE

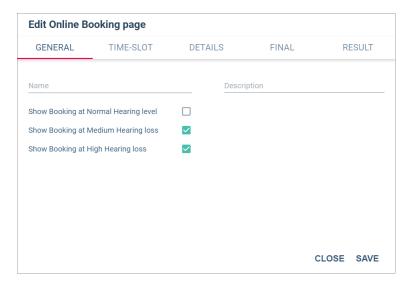
The **Client Birthdate page** is the page where clients input their date of birth. Its settings are identical to those of the Welcome page and can be modified in the same way.



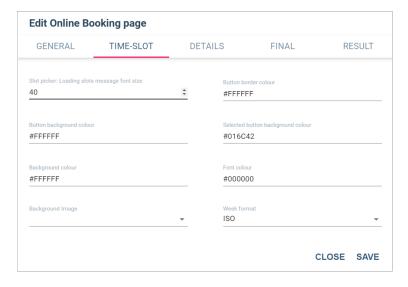
This page also has the **Margins** tab with margin settings for the title and datepicker blocks.

ONLINE BOOKING PAGE

On the **General tab**, users can set the name and description of the page as well as specify the conditions when to show the Booking page.



The **Time-Slot tab** allows configuring the appearance of the slot picker and the background, the look of the button, the size and color of the text, the week format (ISO or local).



The **Details tab** allows adding a background image to the *Online Booking Details* page that will appear after an available appointment slot has been selected.

The **Final tab** contains settings for the *Final Online Booking* page.

The **Result tab** makes it possible to add background images for different booking statuses: *error*, success and *unknown*.

3 Run Hearing Tests

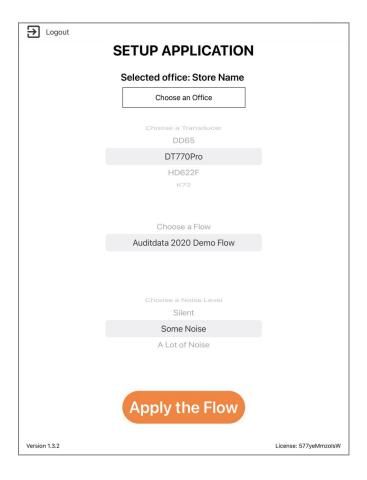
Having created a Test Flow in the Auditdata Cloud, you can start using the Listo app to conduct hearing assessment for your clients.

To do so:

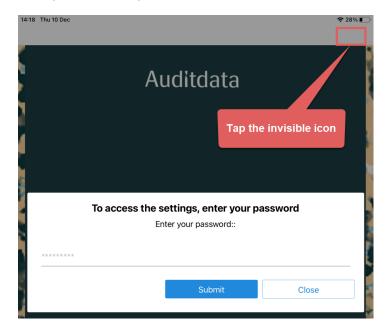
1. Tap the **Listo icon** to open the app



- 2. On the Setup Application page, select the following:
 - Office
 - Transducer
 - Test Flow
 - Noise Level



3. To change the settings in the Listo app, tap the **invisible button** in the upper right corner. You will need a password to proceed.



There are two types of passwords:

- · Setup settings password
- Noise correction password

Use any of the above to either change the whole application setup, or apply a different noise level to the selected Test Flow.

Both passwords are configured in the Auditdata Cloud. For more information, go to Section 1: Set Up and Get Started > Settings

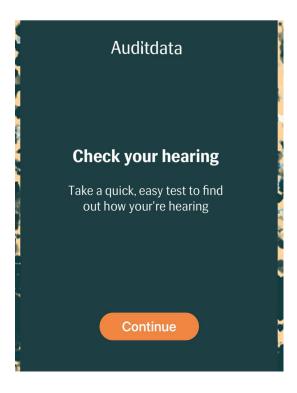
4. Once you are done with configuration, you can use the selected Test Flow for hearing assessment.

Depending on the Test Flow settings, you will go through 3 to 8 pages.

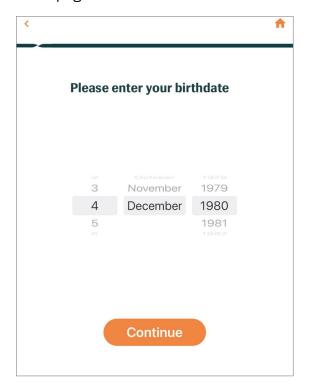
Below is a sample Test Flow. The Test Flow you will be using might have a slightly different structure.

5. Follow the steps of the Test Flow you have chosen.

The **Welcome page:** regardless of the settings, you will always see this page. Just tap the button to continue.



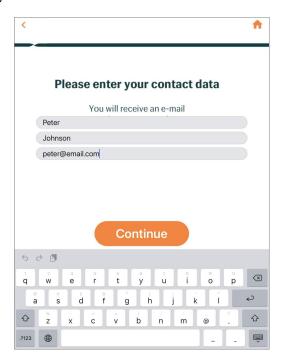
The **Client Birthdate page** is optional and its placement is not fixed. This page may come right after the Welcome page or somewhere in the middle of the flow.



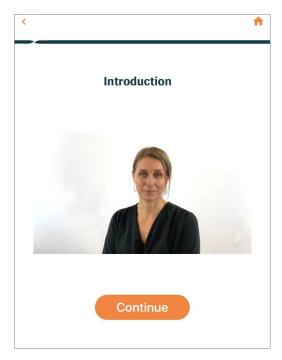
The Client Data page is also optional.

• If it appears in the flow, complete the required personal information fields and, if needed, select *Privacy* and/or *Marketing statement opt-in(s)* to continue.

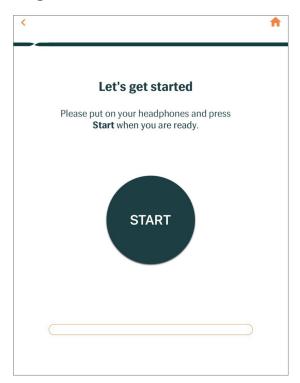
• When all the required information is provided, the Continue button becomes active and one may carry on with the test.



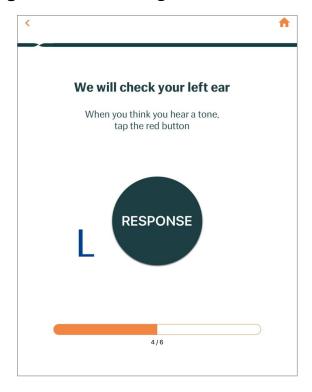
In this example, the **Video page** serves the purpose of familiarizing the clients with the hearing test instructions. It may be used for a different reason.



The **Text page** is optional and may be configured to contain any other information relevant to the person taking the test.



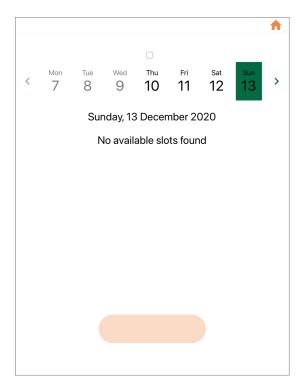
The **Measurement page** is where the hearing level is tested.



The **Result page** will contain a graph with the plotted hearing threshold values for the right and the left ears. Optionally, it may have a video explaining the results or contain any further instructions. Clients need to tap the button to either finish the test or continue if the appointment booking option is included in the flow.



The **Online Booking** page can also be added to help the client arrange a meeting after the test.



4 Get Listo Reports

You can look up and download Listo usage and customer data reports from your Auditdata Cloud.

Prerequisites: permissions are required to view Listo reports. As a user you may have either of the following: permission to view all report types or permission to access the usage report only.

Note: if reports are hidden from your user view, contact your system administrator.

1. To access Listo reports, log into Auditdata Cloud > click Screener > select Reports



2. You can search **Usage** or **Customer Data** reports by *date* and/or *office* and download them to a specified location.

