King-Devick Test Online System

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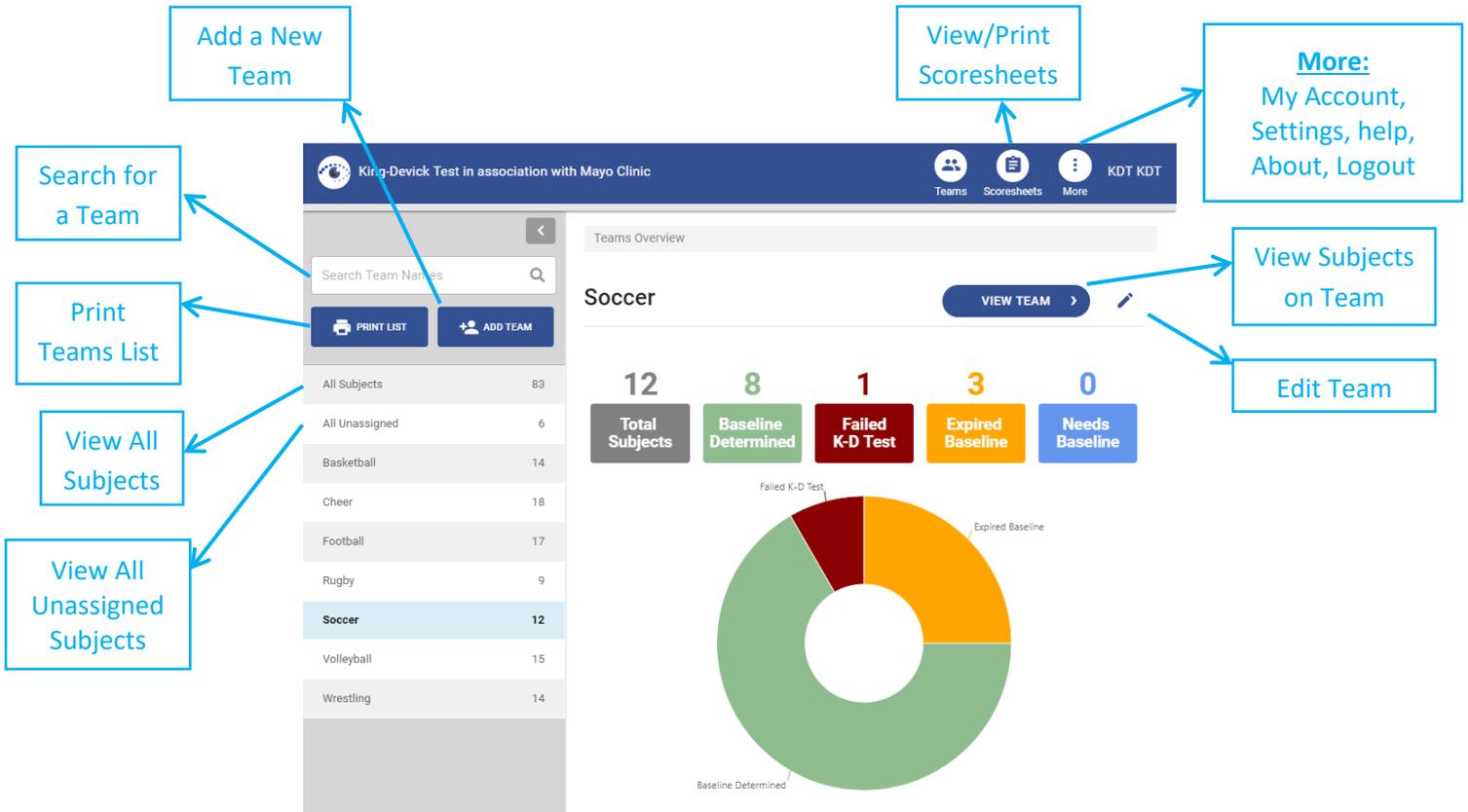Please contact us directly at: **+1-844-606-7513** or email us at support@kingdevicktest.com.

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:

　o Add Users to your account with a separate login and password

　o Control User access to teams

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

　o Print subject details including baseline, post-injury assessments and monitoring assessments

　o Export account data and test results

　o 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.

Subject Details

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

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

Print Subject List

View All Teams

View/Print Scoresheets

Add a New

Search for a Subject

Sort Subjects by Status

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

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Teams   Scoresheets   More   KDT KDT

ADD SUBJECT   PRINT LIST

Search Subject Names

☐ Display Subject ID

Show All ▾

Teams Overview > All Subjects

Subject Details

Alexander, Robert	✓	27.3s
Allen, Shelly	✓	41.9s
Alvarado, Cora	✓	**49.0s**
Anderson, Jack	✓	32.0s
Barker, Rochelle	🕐	80.6s
Blair, Claudia	🕐	
Boyd, Alvin	🕐	27.4s
Brown, Daniel	✓	65.0s
Carson, Molly	🕐	
Chavez, Christine	🕐	
Clark, Ben	✗	43.3s
Clark, Pamela	✓	35.0s
Clark, Carl	✗	31.3s
Coleman, Carlos	🕐	35.3s

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

King-Devick Test History   Teams   Concussion History

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	

📋 Record Test

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".

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.

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
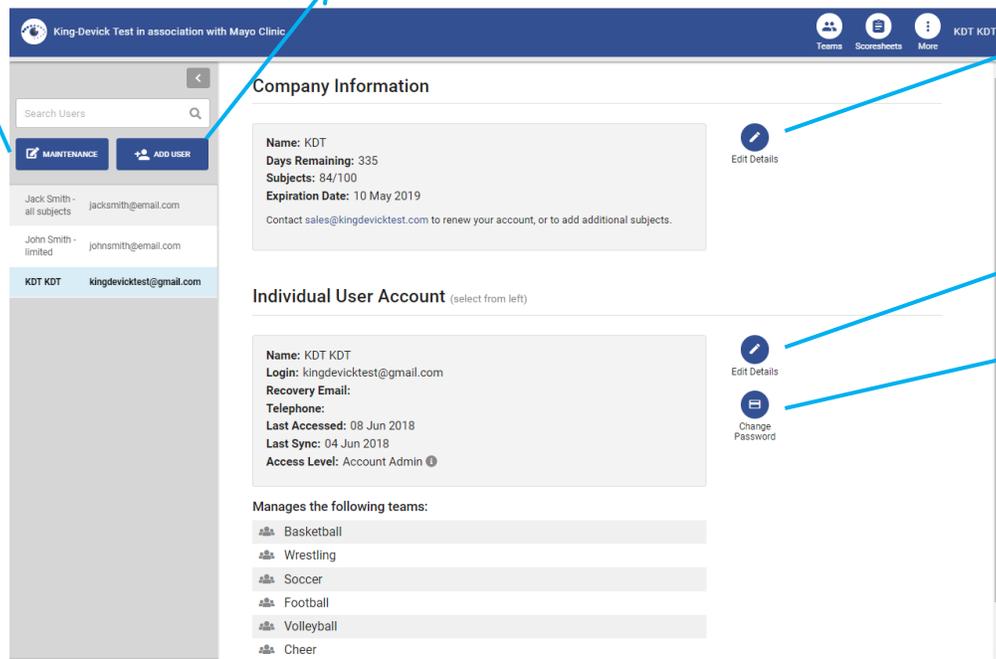
Edit KDTOS account details

Edit User Details

Change User Password

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Teams   Scoresheets   More   KDT KDT

Company Information

Search Users

MAINTENANCE   ADD USER

Jack Smith - all subjects   jacksmith@email.com

John Smith - limited   johnsmith@email.com

KDT KDT   kingdevicktest@gmail.com

Name: KDT
Days Remaining: 335
Subjects: 84/100
Expiration Date: 10 May 2019

Contact sales@kingdevicktest.com to renew your account, or to add additional subjects.

Edit Details

Individual User Account (select from left)

Name: KDT KDT
Login: kingdevicktest@gmail.com
Recovery Email:
Telephone:
Last Accessed: 08 Jun 2018
Last Sync: 04 Jun 2018
Access Level: Account Admin

Edit Details

Change Password

Manages the following teams:

- Basketball
- Wrestling
- Soccer
- Football
- Volleyball
- Cheer

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.

Maintenance

Maintenance of your KDTOS Account allows you to Import Subjects, 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 Subjects"
   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.

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 Subject" 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.

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.

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

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