Dashboard User Manual

Admin Login Page:

Admin can login with their User Name & Password.

After logged in you will be redirected to the home page as in the image below. Click on the **Dashboard** tab and you can see the page as the image below-

Admin Home Page:

1: Alerts

Select the type of alerts from the given dropdown list as shown in the image below. By default it will show the active alerts.

To see the resolved alerts, select resolve alerts from the alert status dropdown list.

| Director/Admin | Alerts | Dispatcher | Customer | Technician | | Alert Status : Resolved Alerts ▼ |

Overdue Work Orders

No Alert !

Overdue PM Work Orders

SNo.	Technician	Subject	Body	WO #	Status
1	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	112 ⓘ	Resolve

Overdue PM

No Alert !

Equipment Contract Near expiry

No Alert !

Equipment Warranty Near Expiry

No Alert !

Equipment Life Nearing Expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	Test .. ⓘ	Equip.. ⓘ	The E.. ⓘ	102030 ⓘ	Resolve

To see all alerts, select all alerts from the alert status dropdown list.

| Director/Admin | Alerts | Dispatcher | Customer | Technician | | Alert Status : --All-- ▼ |

Overdue Work Orders

SNo.	Technician	Subject	Body	WO #	Status
1	TIMOT ⓘ	WorkO.. ⓘ	The W.. ⓘ	100 ⓘ	Active
2	CRAIG ⓘ	WorkO.. ⓘ	The W.. ⓘ	105 ⓘ	Active
3	GALLI ⓘ	WorkO.. ⓘ	The W.. ⓘ	106 ⓘ	Active
4	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	108 ⓘ	Active
5	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	109 ⓘ	Active
6	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	110 ⓘ	Active
7	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	111 ⓘ	Active

Overdue PM Work Orders

SNo.	Technician	Subject	Body	WO #	Status
1	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	112 ⓘ	Resolve
2	1059 ⓘ	WorkO.. ⓘ	The W.. ⓘ	104 ⓘ	Active

Overdue PM

SNo.	Technician	Subject	Body	Tag Number	Status
1	CHDOY ⓘ	Model.. ⓘ	The E.. ⓘ	102030 ⓘ	Active

Equipment Contract Near expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	Lakew.. ⓘ	Contr.. ⓘ	The C.. ⓘ	107771 ⓘ	Active

Equipment Warranty Near Expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	TLC E.. ⓘ	Equip.. ⓘ	The E.. ⓘ	78945 ⓘ	Active

Equipment Life Nearing Expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	Test .. ⓘ	Equip.. ⓘ	The E.. ⓘ	102030 ⓘ	Resolve

Sorting

Click on any of the column name for sorting in ascending and descending order.

SNo.	Technician ▲	Subject	Body	WO #	Status
Overdue Work Orders					
1	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	108 ⓘ	Active
2	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	109 ⓘ	Active
3	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	110 ⓘ	Active
4	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	111 ⓘ	Active
5	CRAIG ⓘ	WorkO.. ⓘ	The W.. ⓘ	105 ⓘ	Active
6	GALLI ⓘ	WorkO.. ⓘ	The W.. ⓘ	106 ⓘ	Active
7	TIMOT ⓘ	WorkO.. ⓘ	The W.. ⓘ	100 ⓘ	Active

SNo.	Technician ▼	Subject	Body	WO #	Status
Overdue Work Orders					
1	TIMOT ⓘ	WorkO.. ⓘ	The W.. ⓘ	100 ⓘ	Active
2	GALLI ⓘ	WorkO.. ⓘ	The W.. ⓘ	106 ⓘ	Active
3	CRAIG ⓘ	WorkO.. ⓘ	The W.. ⓘ	105 ⓘ	Active
4	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	108 ⓘ	Active
5	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	109 ⓘ	Active
6	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	110 ⓘ	Active
7	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	111 ⓘ	Active

A: Overdue Work Orders

In this section you can see the overdue work order alerts.If you place the mouse cursor in the as shown in the image below, you can see the technician details

Overdue Work Orders

SNo.	Technician	Subject	Body	WO #	Status
1	TIMOT ⓘ	WorkO.. ⓘ	The W.. ⓘ	100 ⓘ	Active
2	CRAIG ⓘ	WorkO.. ⓘ	The W.. ⓘ	105 ⓘ	Active
3	GALLI ⓘ	WorkO.. ⓘ	The W.. ⓘ	106 ⓘ	Active
4	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	108 ⓘ	Active
5	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	109 ⓘ	Active
6	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	110 ⓘ	Active
7	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	111 ⓘ	Active

Click on one of the work order to see the work order details.

Overdue Work Orders

SNo.	Technician	Subject	Body	WO #	Status
1	TIMOT ⓘ	WorkO.. ⓘ	The W.. ⓘ	100 ⓘ	Active
2	CRAIG ⓘ	WorkO.. ⓘ	The W.. ⓘ	105 ⓘ	Active
3	GALLI ⓘ	WorkO.. ⓘ	The W.. ⓘ	106 ⓘ	Active
4	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	108 ⓘ	Active
5	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	109 ⓘ	Active
6	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	110 ⓘ	Active
7	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	111 ⓘ	Active

Click on the work order number to
see the work order details

B: Overdue PM Work Orders

In this section, you can see the Overdue PM work orders.

Workorder over Due Alert

Wo Status : Closed
Wo Type : Prentive Maintainance
Wo Problem : Over Due PM Work Order Alert
Tag Number : 13272

Technician Name : Crystal Smith
Technician Email :
cssmith1@technicallifecare.com
Contact # : 651-407-9300

The Work_Number 112 over due on 16-11-2015

Overdue PM Work Orders

SNo.	Technician	Subject	Body	WO #	Status
1	858585 ⓘ	WorkO. ⓘ	The W. ⓘ	112 ⓘ	Resolve
2	1059 ⓘ	WorkO.. ⓘ	The W.. ⓘ	104 ⓘ	Active

Click on the work order number to see the work order details.

SNo.	Technician	Subject	Body	WO #	Status
1	858585 ⓘ	WorkO.. ⓘ	The W.. ⓘ	112 ⓘ	Resolve
2	1059 ⓘ	WorkO.. ⓘ	The W.. ⓘ	104 ⓘ	Active

Click On the work order number to see the work order details

C: Overdue PM

In this section, you can see the overdue PM schedules.

Technician Name: Chad Doyle
Technician Email : cdoyle@technicallifecare.com
Contact # :

Model Over Due PM Alert

The Equipment 102030 (Model) PM Date over due on 1-12-2015

Manufacturer : Zoll Medical Corp
Description : Defibrillator
Model # : M SERIES
SN # : 102030

SNo.	Technician	Subject	Body	Tag Number	Status
1	CHDOY ⓘ	Model. ⓘ	The E.. ⓘ	102030 ⓘ	Active

Click on the tag number to see the equipment details.

SNo.	Technician	Subject	Body	Tag Number	Status
1	CHDOY ⓘ	Model.. ⓘ	The E.. ⓘ	102030 ⓘ	Active

Click on the tag number to see the equipment details

D: Equipment Contract near Expiry

Customer Name : Lakewood Health System
City : Staples
State : MN
Address : 4972 County 83
Contact : Meliane Smith/218-894-1515
X 000
Fax :
Email : mssmith@gmail.com

Contract Management Review Alert

The contract 9999 review date due on 15-07-2015

Manufacturer : GE Datex- Ohmeda
Description : Vaporizer
Model # : 1175-9101-000
Model Name : TEC 7 ICOFLURENE
SN # : BEGJ103601

Equipment Contract Near expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	Lakew.. ⓘ	Contr.. ⓘ	The C.. ⓘ	107771 ⓘ	Active

Click on the tag number to see the equipment details.

Equipment Contract Near expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	Lakew.. ⓘ	Contr.. ⓘ	The C.. ⓘ	107771 ⓘ	Active

Click on the tag number to see the equipment details

E: Equipment Warranty Near Expiry

Customer Name : TLC Equipment
City : Mounds View
State : MN
Address : 2720 hwy 10 NE
Contact :
Fax : 651-407-9301

Equipment Warranty Warning Alert

The Equipment 78945 Warranty
will expire on 14-12-2015

Manufacturer : Philips Medical Systems
Description : Physioliogic Monitor
Model # : 865024
Model Name : MP5
SN # : 125332558G5412

Equipment Warranty Near Expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	TLC E. ⓘ	Equip. ⓘ	The E. ⓘ	78945 ⓘ	Active

Click on the tag number to see the equipment details.

Equipment Warranty Near Expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	TLC E.. ⓘ	Equip.. ⓘ	The E.. ⓘ	78945 ⓘ	Active

Click on the tag number to see
the equipment details

F: Equipment Life Nearing Expiry

Here you can see the equipments which life is about to expire.

Customer Name : :Test Equipment
City : Mounds View
State : MN
Address : 2720 hwy 10 ne
Contact : Julia Dee 651-357-1903 X
111
Fax : 651-407-9301
Email : jdee@technicallifecare.com

Equipment Life Warning Alert

The Equipment 102030 Life will expire
on 14-12-2015

Manufacturer : Zoll Medical Corp
Description : Defibrillator
Model # : M SERIES
Model Name : M SERIES
SN # : 102030

Equipment Life Nearing Expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	Test . ⓘ	Equip. ⓘ	The E. ⓘ	102030 ⓘ	Resolve

Click on the tag number to see the equipment details.

Equipment Life Nearing Expiry

SNo.	Customer	Subject	Body	Tag Number	Status
1	Test .. ⓘ	Equip.. ⓘ	The E.. ⓘ	102030 ⓘ	Resolve

Click on the tab number to see the
equipment details

2: Director/Admin

| Director/Admin | Alerts | Dispatcher | Customer | Technician |

Selected Year : : 2015 ▼

PM Completion % [Life Support]

PM Completed ■ ENF ■ ENA ■ Open PM   PM chart (Quarter)   ≡

Total PM Completion [Life Support]

0% –

Jan–Mar   Apr–Jun   Jul–Sep   Oct–Dec

PM Completion % [Non-Life Support]

PM chart (Quarter)   ≡

100 –
75 –
50 –
25 –
0 –

Jan–Mar   Apr–Jun   Jul–Sep   Oct–Dec

Jul–Sep: 50% / 50%   Oct–Dec: 50% / 50%

■ PM Completed ■ ENF ■ ENA ■ Open PM

Asset Additions/Deletions

Asset services   ≡

Total Assets Consumption

400 –
300 –
200 –
100 –
0 –

Federal Occupational Health   Lakewood Health System   Test Equipment   TLC Equipment

303

■ Assets Added ■ Assets Removed

A) PM Completion % [Life Support]

PM Completion % [Life Support]

PM Completed | ENF | ENA | Open PM   PM chart (Quarter)

Total PM Completion [Life Support]

0% –

Jan–Mar | Apr–Jun | Jul–Sep | Oct–Dec

B) PM Completion % [Non-Life-Support]

PM Completion % [Non-Life Support]

PM chart (Quarter)

Total PM Completion [Non–Life Support]

100 –

75 –

50 –

25 –

0 –

Jan–Mar | Apr–Jun | Jul–Sep | Oct–Dec

50% (Jul–Sep) | 50% (Oct–Dec)
50% (Jul–Sep) | 50% (Oct–Dec)

PM Completed | ENF | ENA | Open PM

Completed PM:
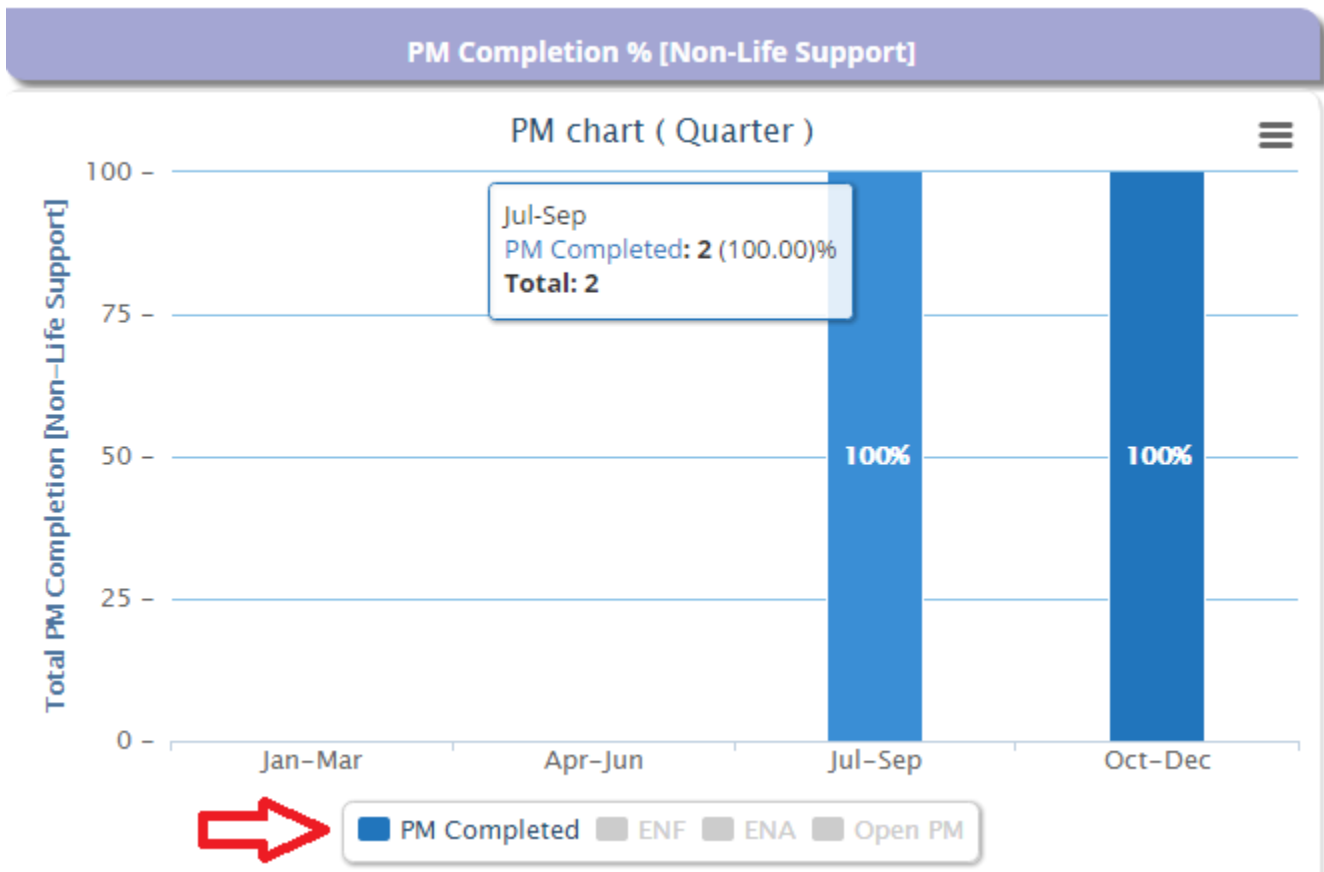
Open PM:
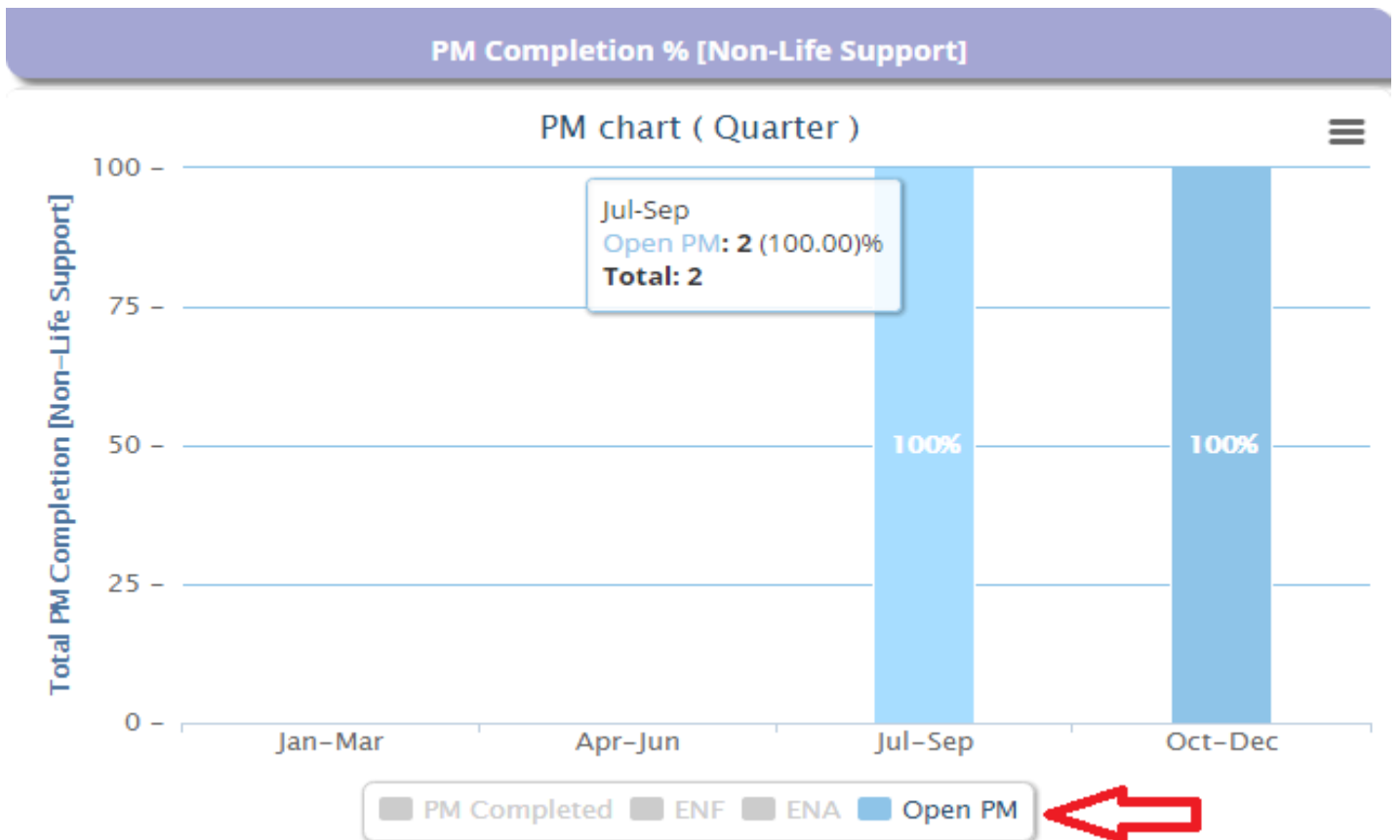
Click on the button as shown in the image below to download the PM Completion % [Non – Life Support] report.
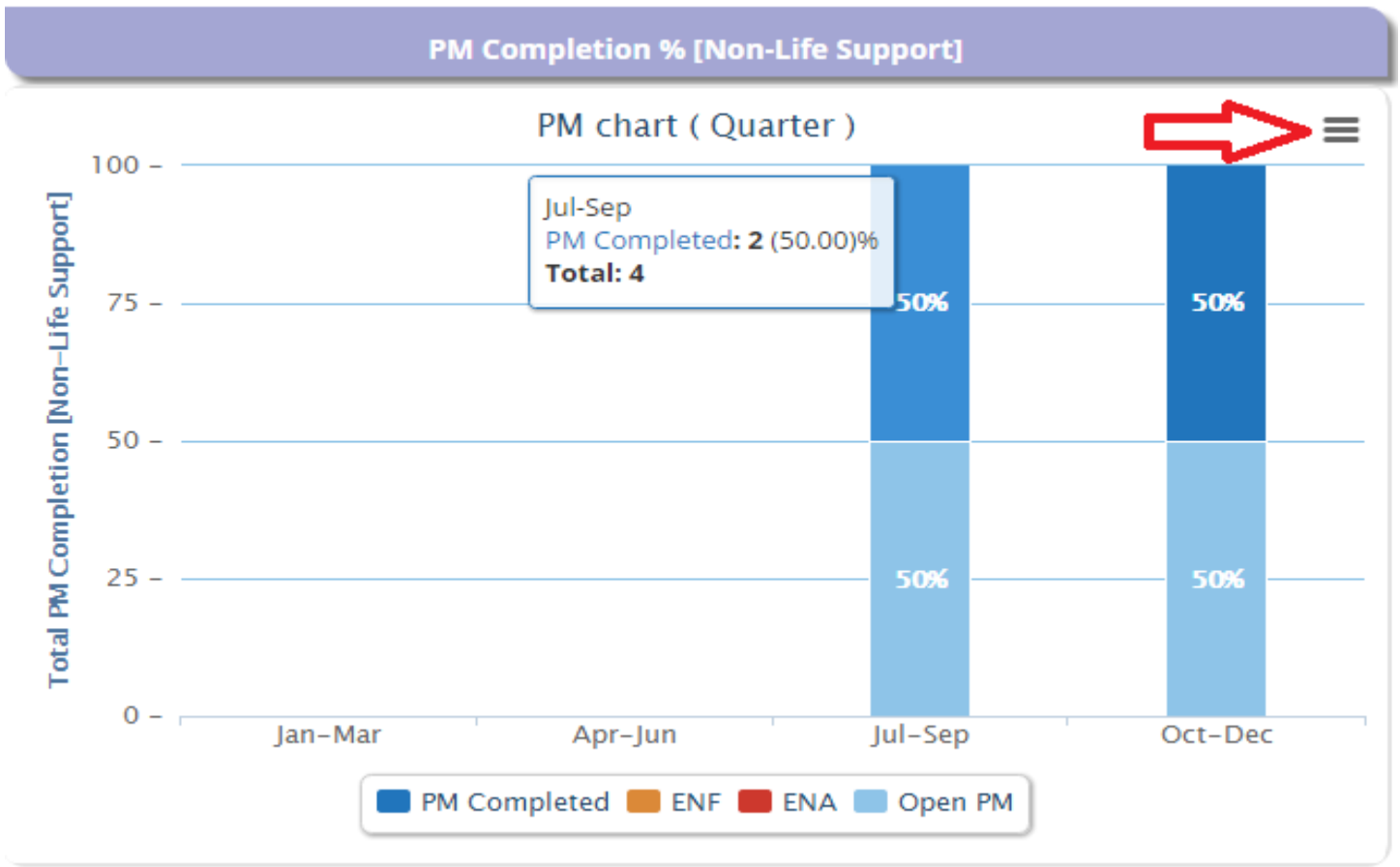
C) Assets Additions/Deletions
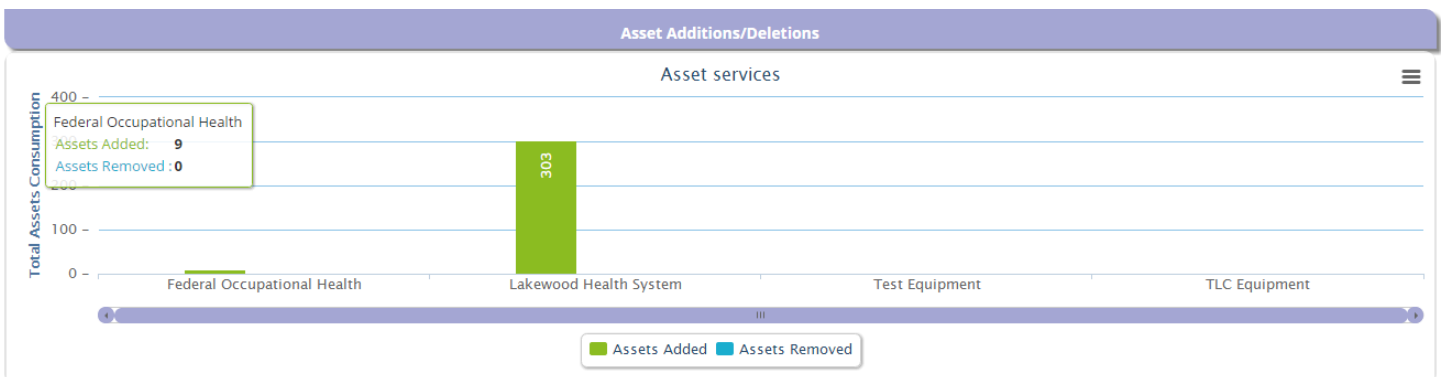
Assets Added:
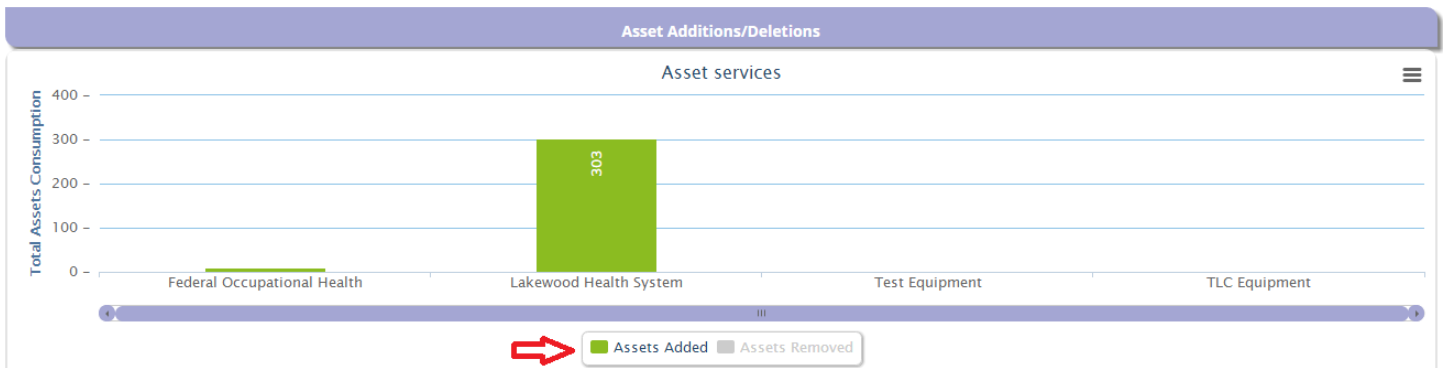
Assets Removed:
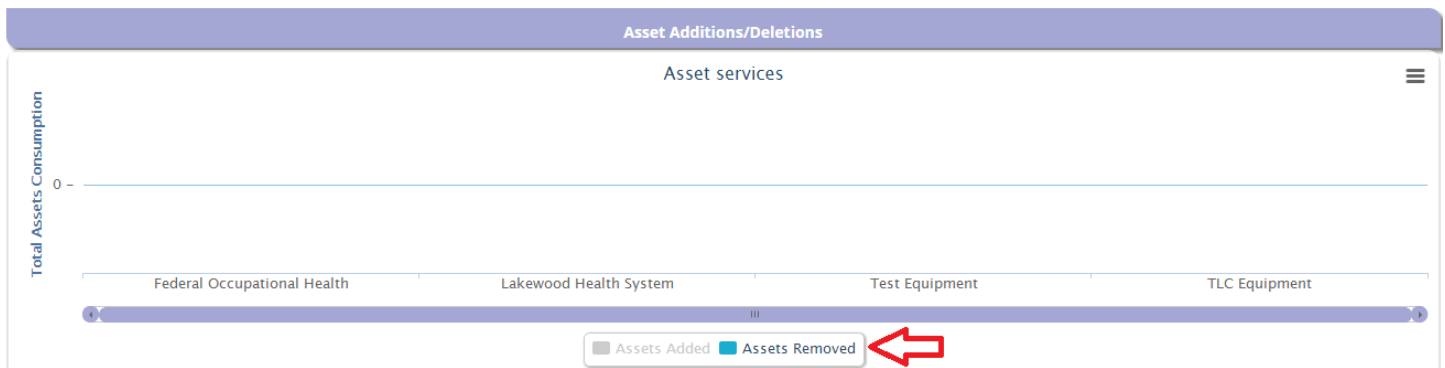
Click on the button as shown in the image below to download the PM Completion % [Non – Life Support] report.
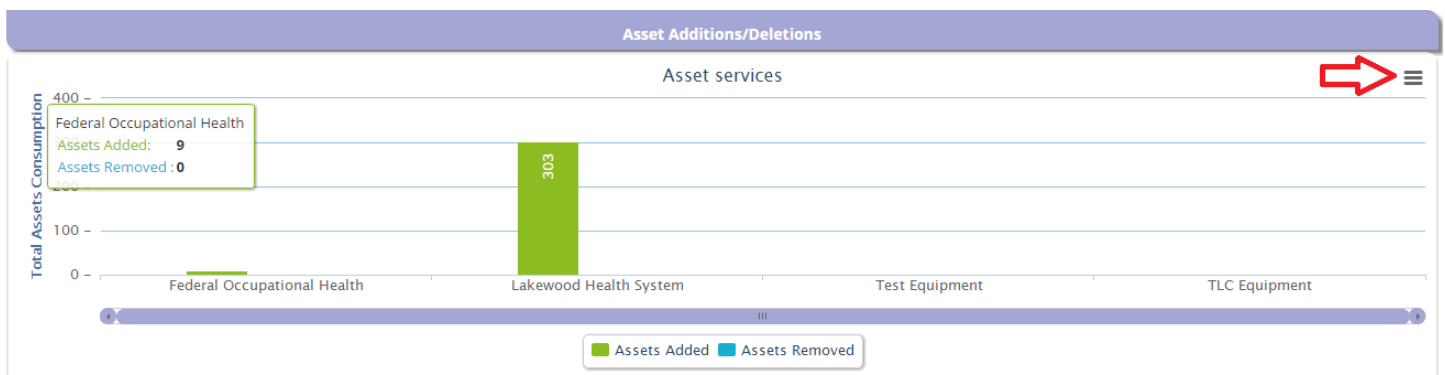
D) Tech Performance
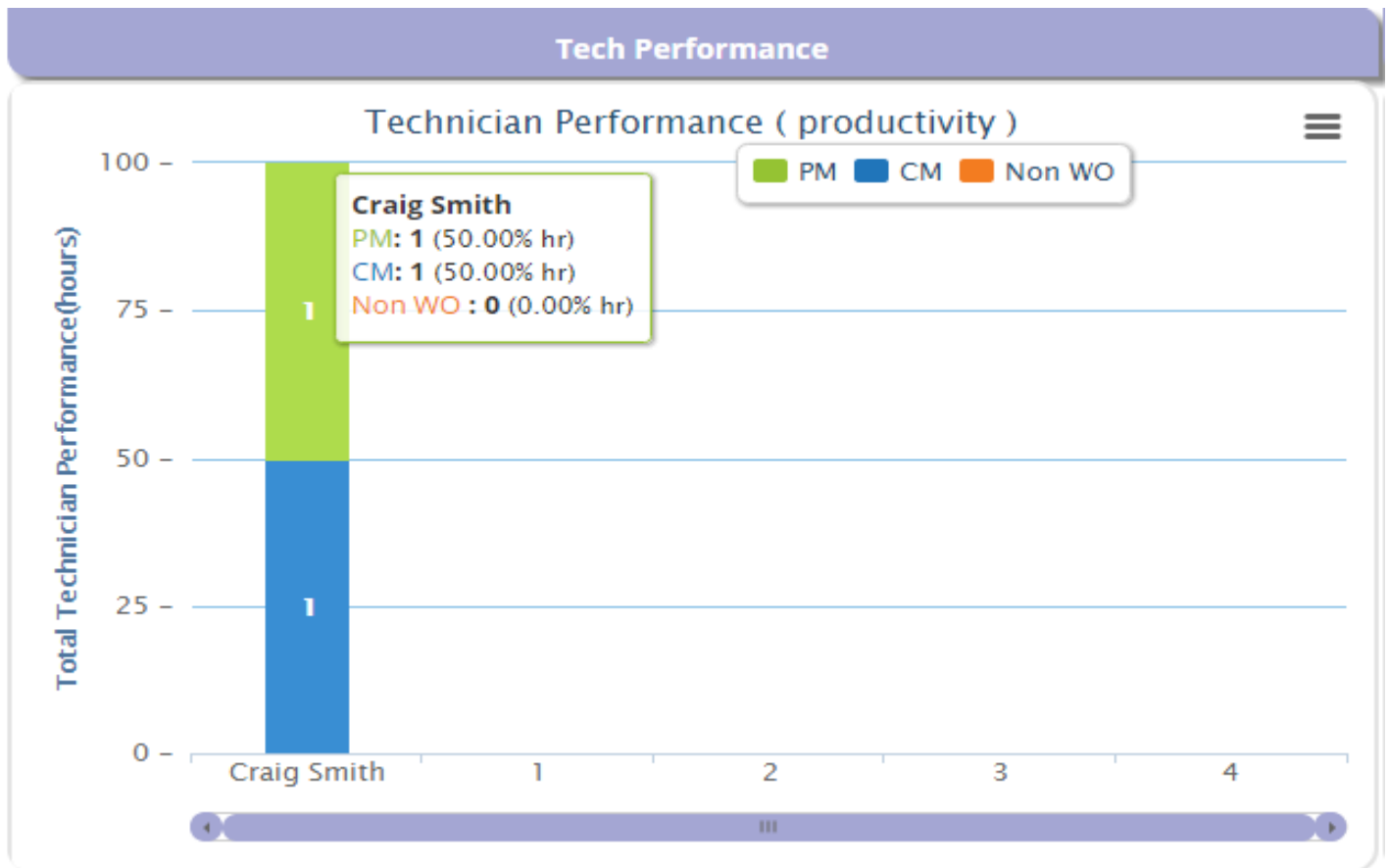
Click on the button as shown below to download the report.

E) Customers Hours

Customers Hours

Total Customers Hours

Lakewood Health System
Travel & Maintanance: **1.0 hr**
In-house : **20.9 hr**
Material: **15.0 hr**

20.85

15

Lakewood Health System

Hours (hr)

■ Travel & Maintanance ■ In-house ■ Material
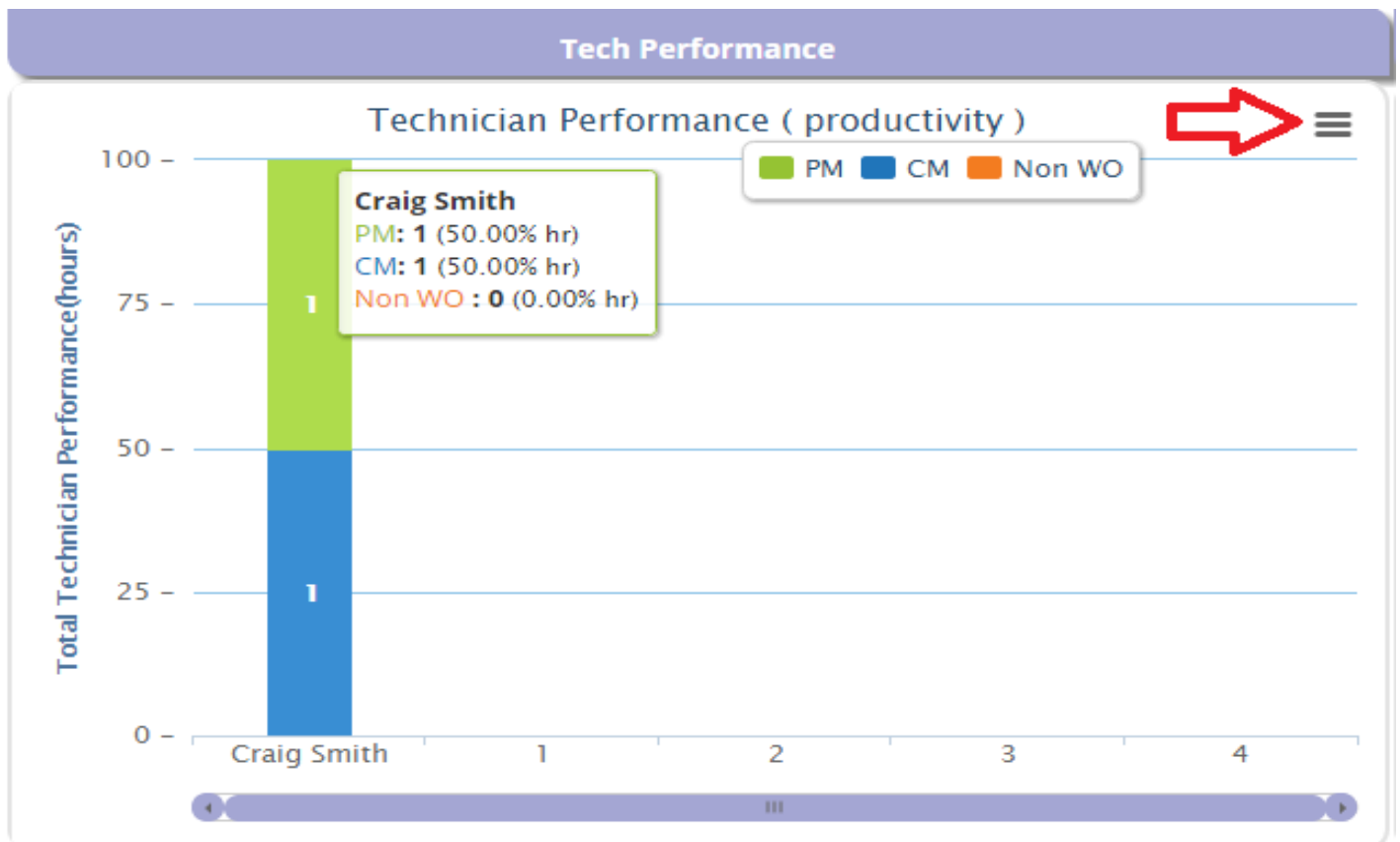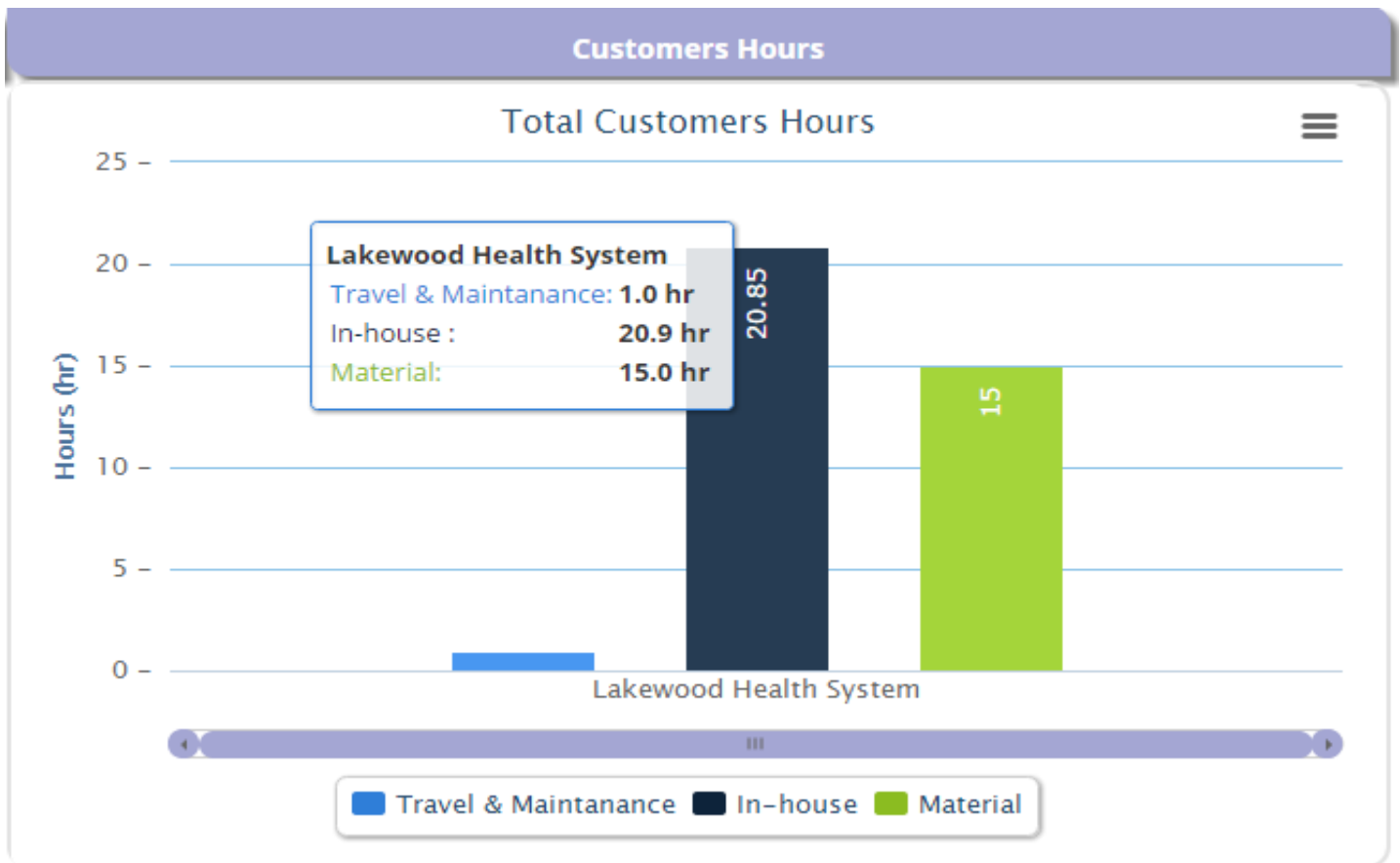
F) Work Oder Count

Here you can see the total number of pm and on demand work orders. To download the work order count report, click on the button as shown in the image below.
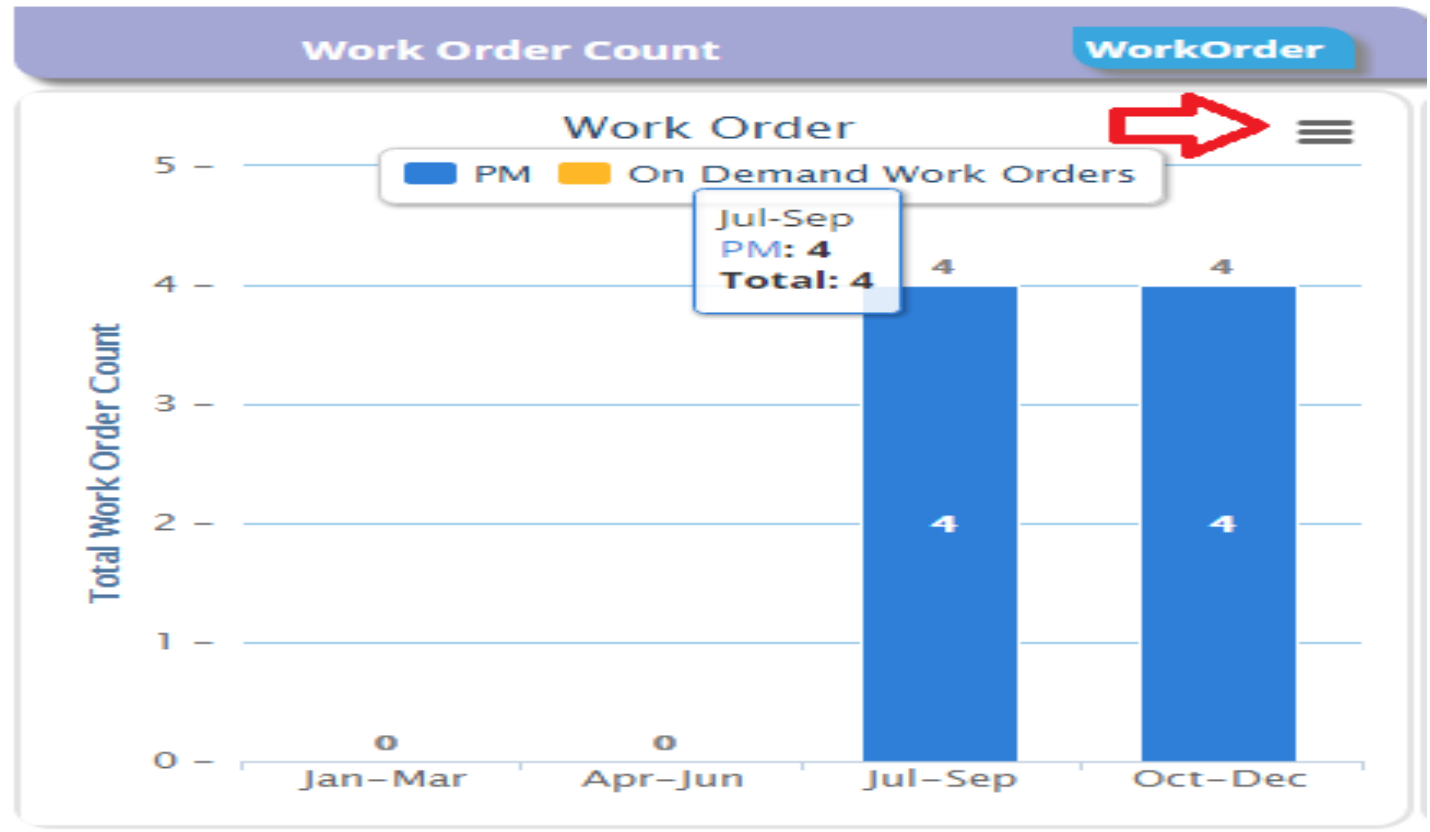
Click on the work Orders button as shown in the image below to see the more details about work orders.

A) Top 2 overall Customer Open WO

Here you can see the work order percentage of the customers. To see all customer's work order click on the All Customers button
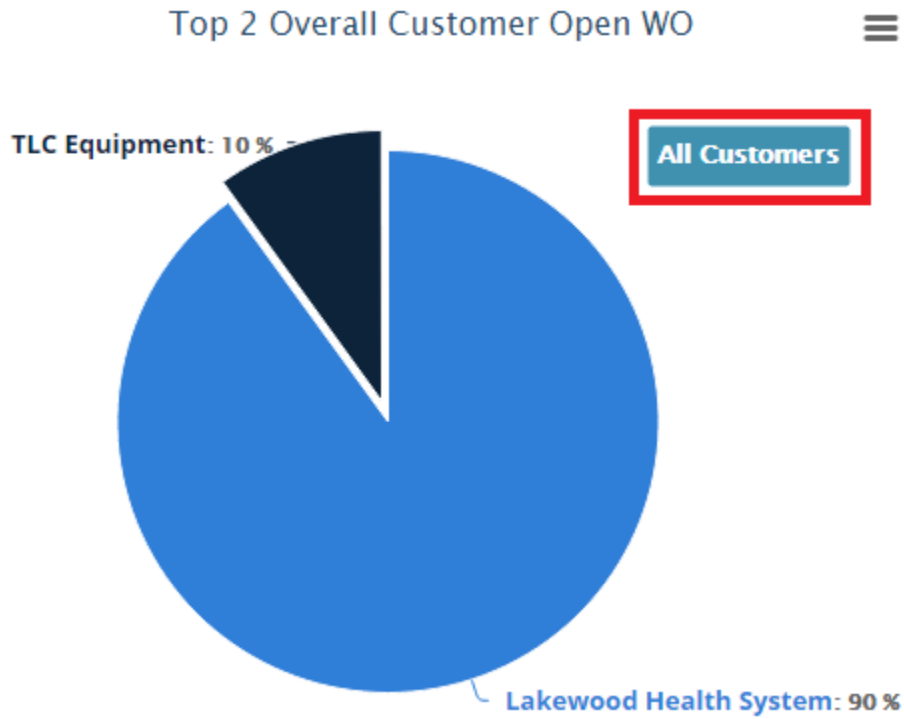
After clicking the **All Customers**, you can see the percentage of the work order of all the customers.

All Customers Information

TLC Equipment: 9.09 %

Test Equipment: 9.09 %

Lakewood Health System: 81.82 %
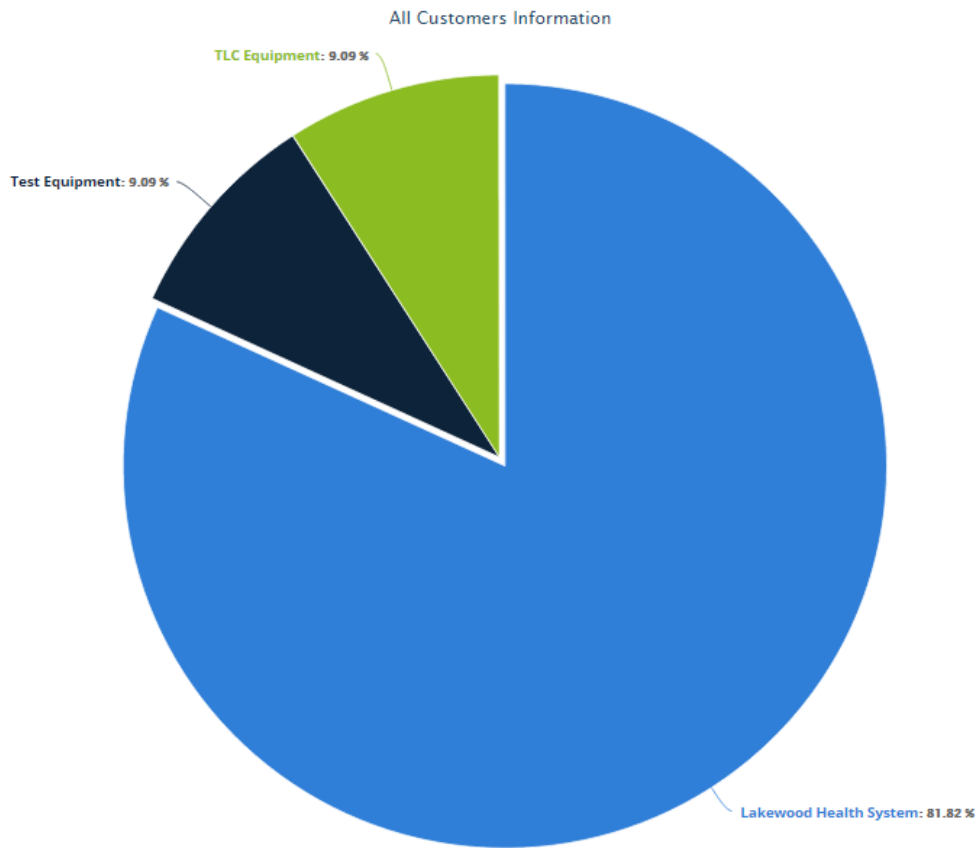
B) Work Orders Monthly

Here you can see the number of open work orders, closed work orders, parts on order and in progress work orders.

WorkOrders (Monthly)

Aug
Open: 7
Close: 3
Parts_On_Order: 0
In_Progress: 0
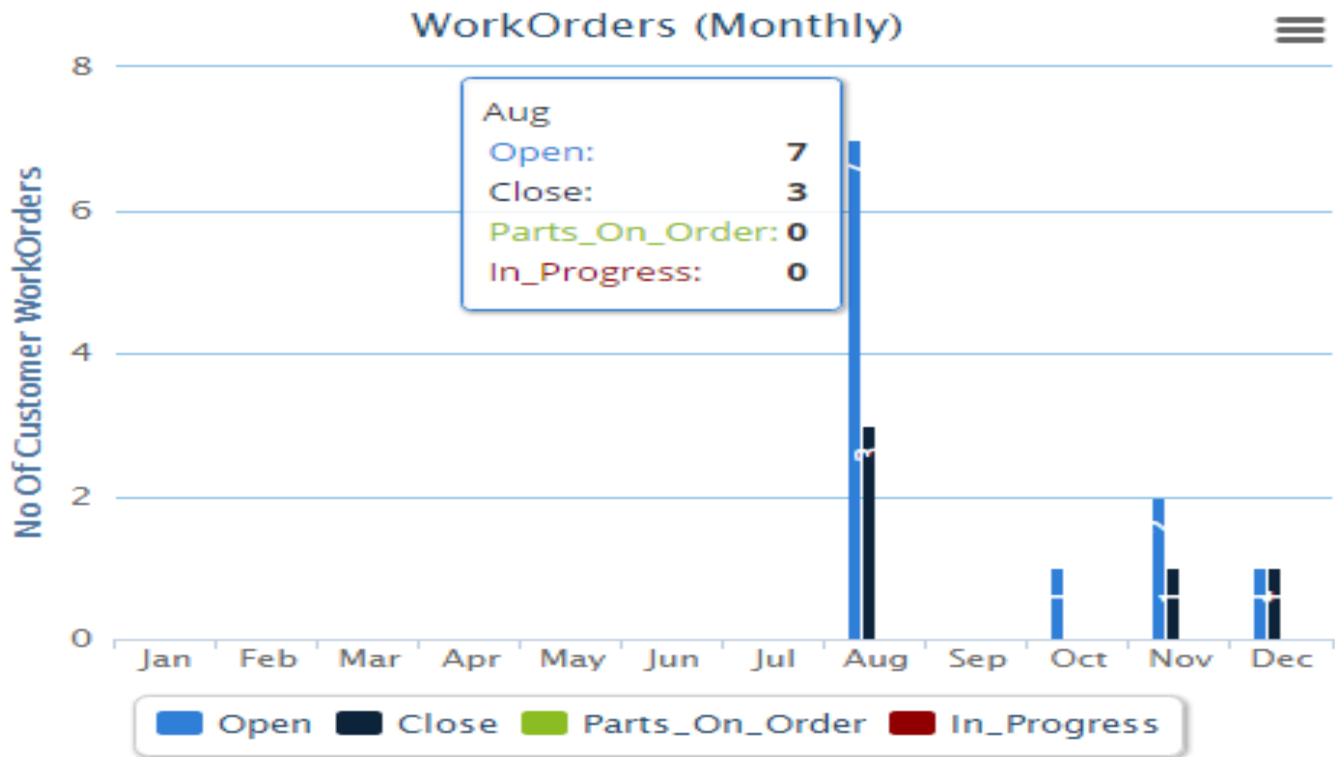
C) Open Work Orders:

To see open work orders click on the open button

WorkOrders (Monthly)

Aug
Open: 7
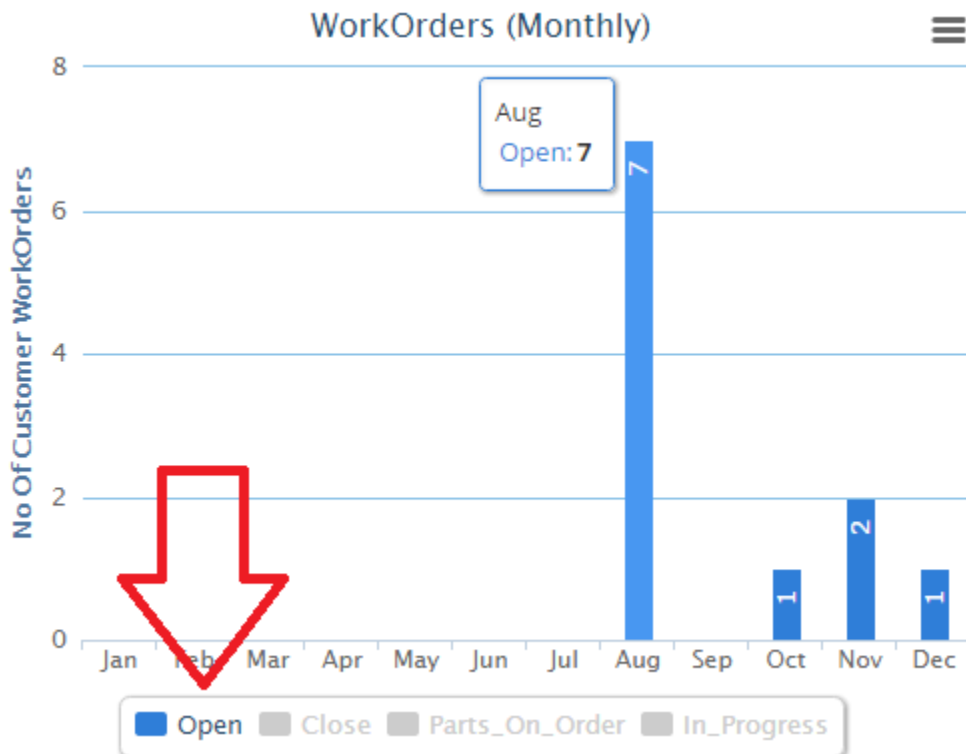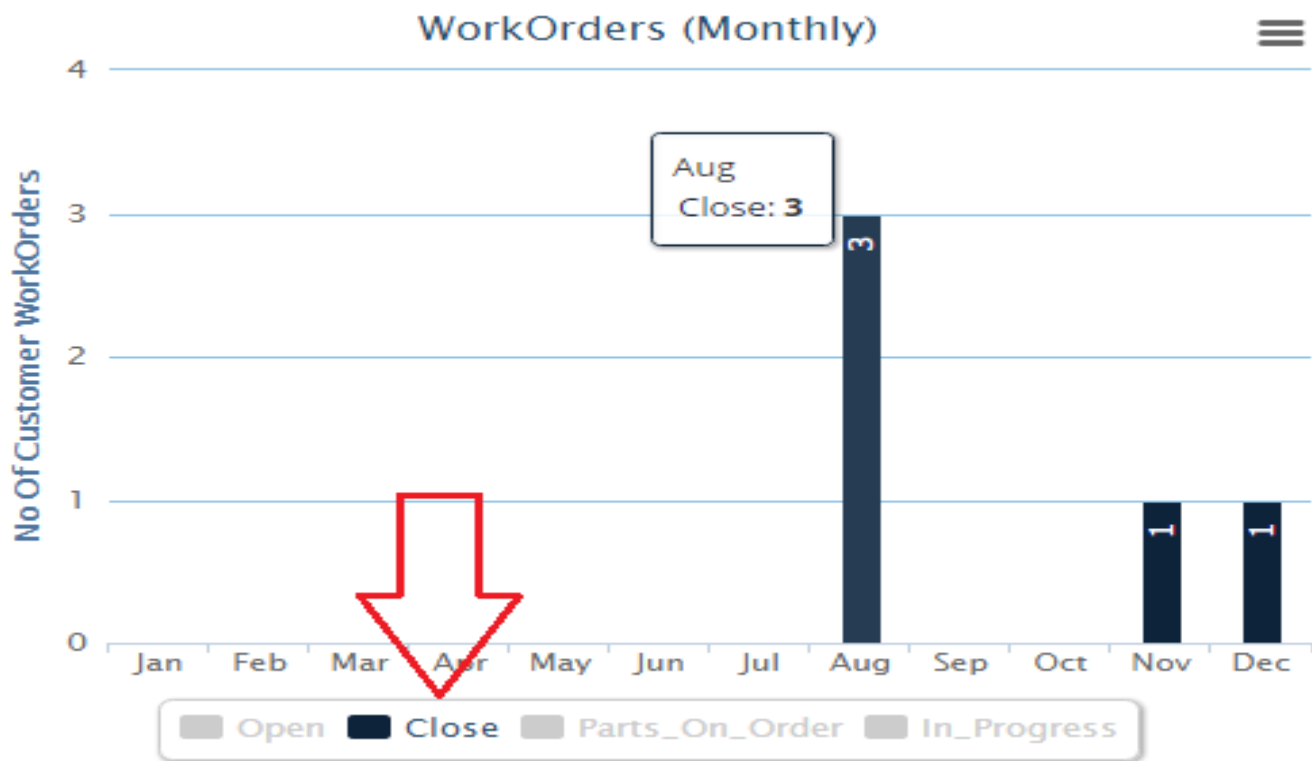
Close Work Orders:

Parts on Order:
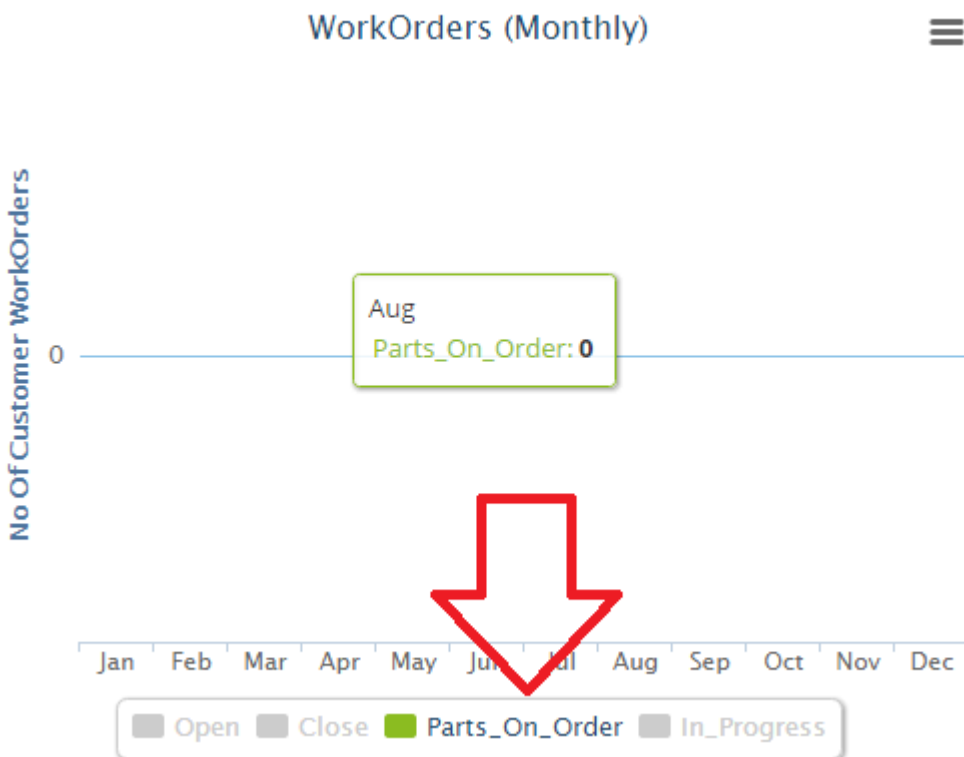
D) Open and Close Work Order stockpiles
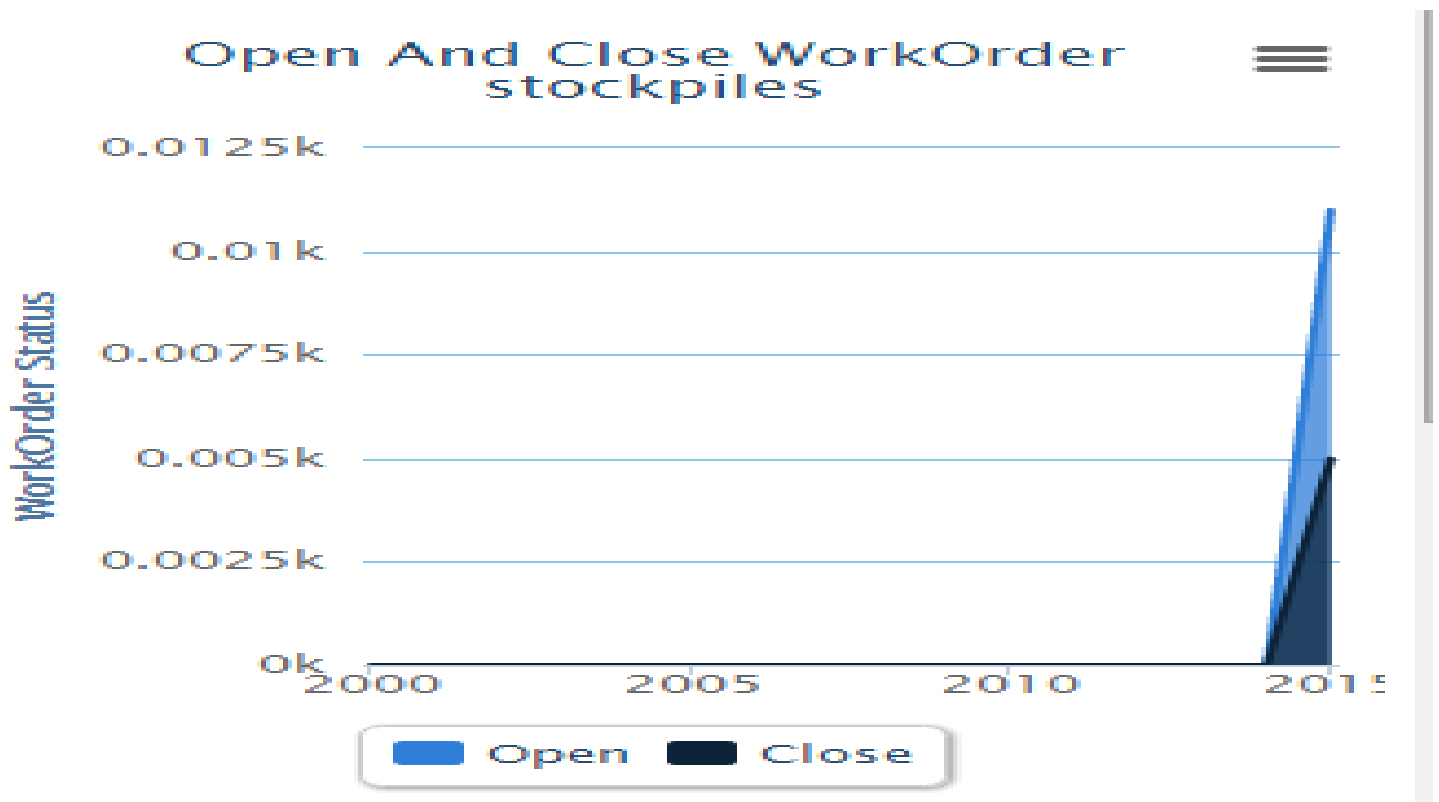
Open Work Order stockpiles:

Close Work Order stockpiles:

Open And Close WorkOrder stockpiles

2015
Close produced 5
WorkOrders in 2015

Legend: Open ▢ Close ■
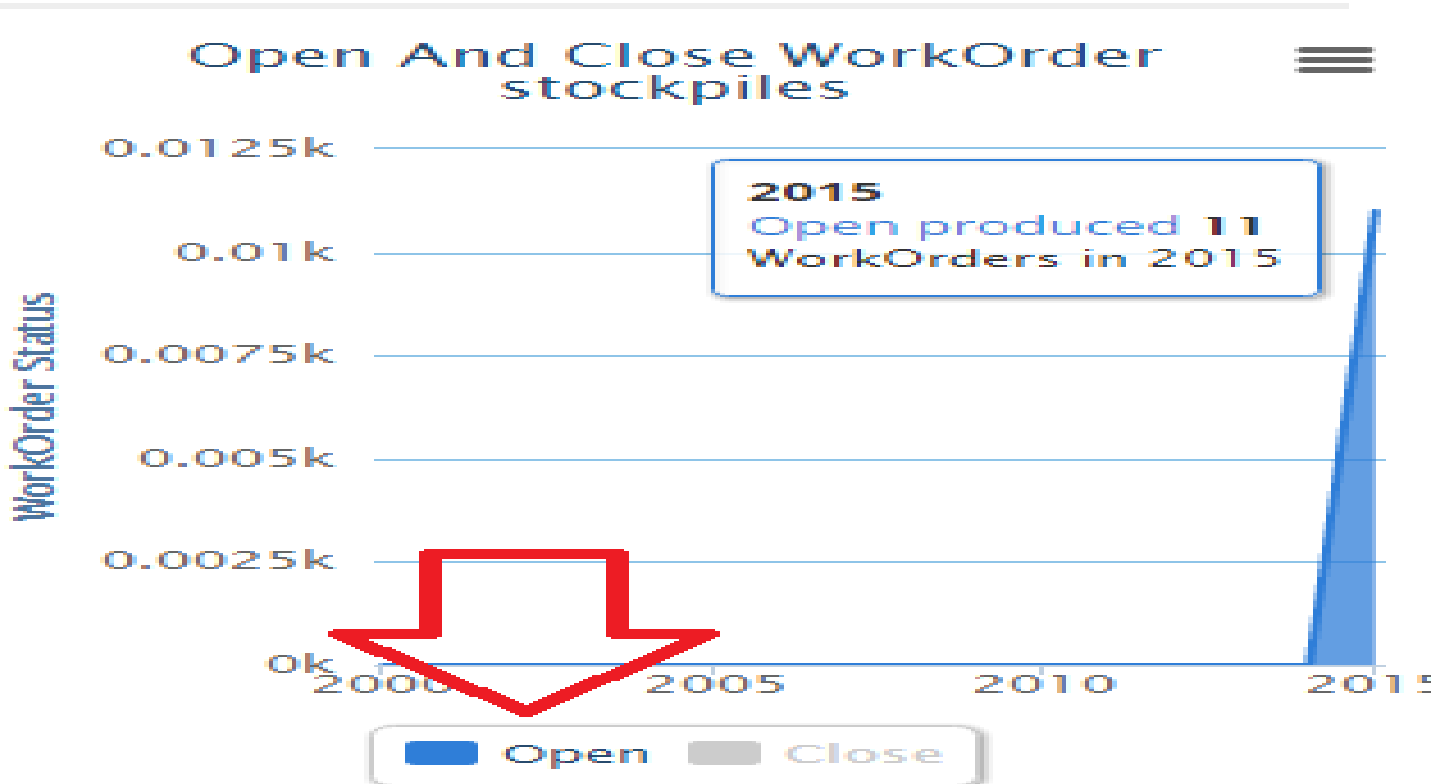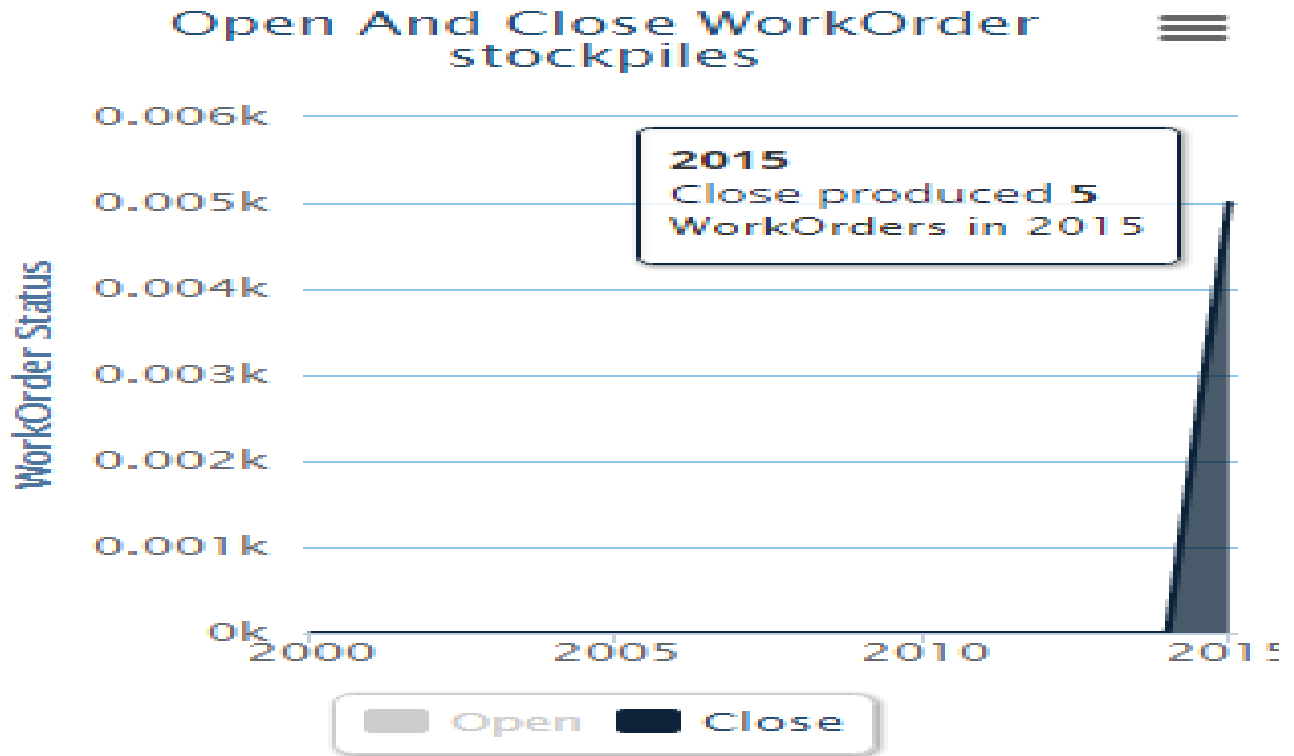
E) Technician Wo Performance

Here you can see the technician work performance .To see above 500 Wo performance, click on the **Above 500** button as shown in the image below.

Technician Wo Performance(< 500)

Above 500

Craig Smith
WorkOrders in 2013: 2
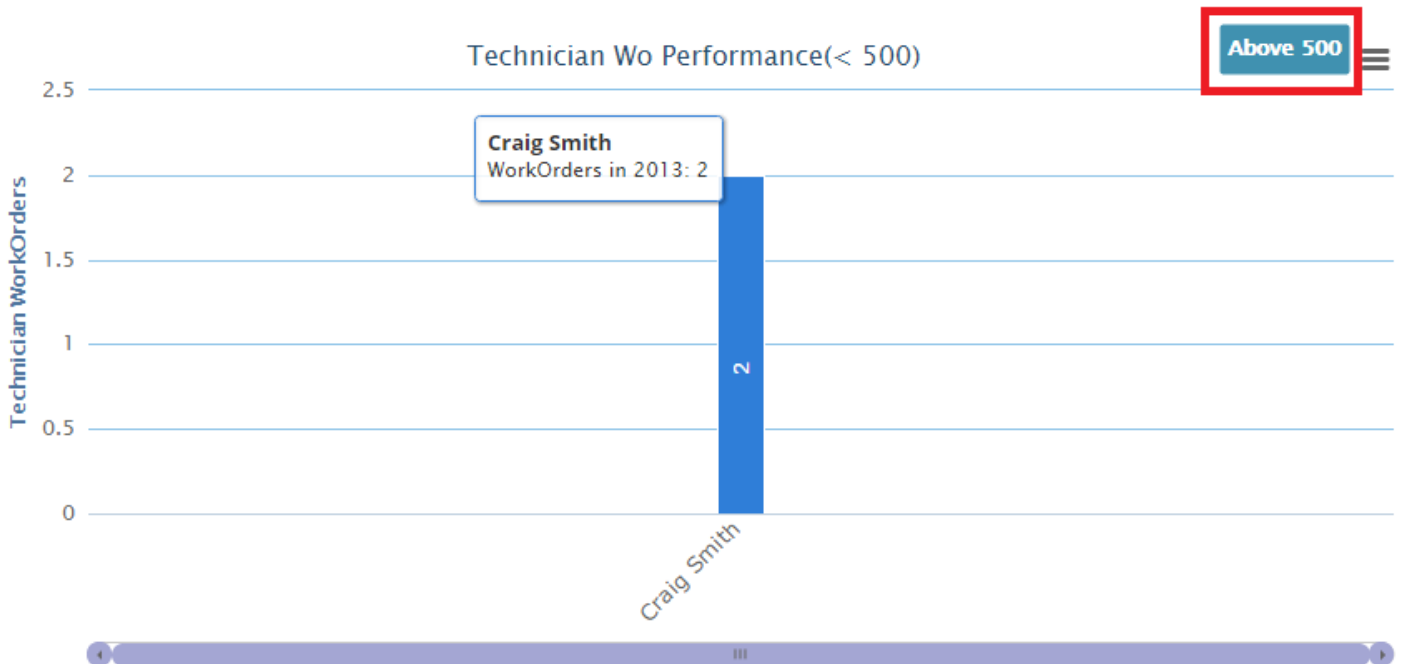
F) Monthly Average Work Orders:

Monthly Average WorkOrders ☰

0	0	0	0	0

0

Jul   Aug   Oct   Nov   Dec

Open   Close

G) Equipments

Equipments

Good (2)

In Program (1)

H) Part Orders

Part Orders

Parts

■ Contract ■ Non Contract

≡

Total Part Orders

	Jan–Mar	Apr–Jun	Jul–Sep	Oct–Dec
0	0	0	0	0
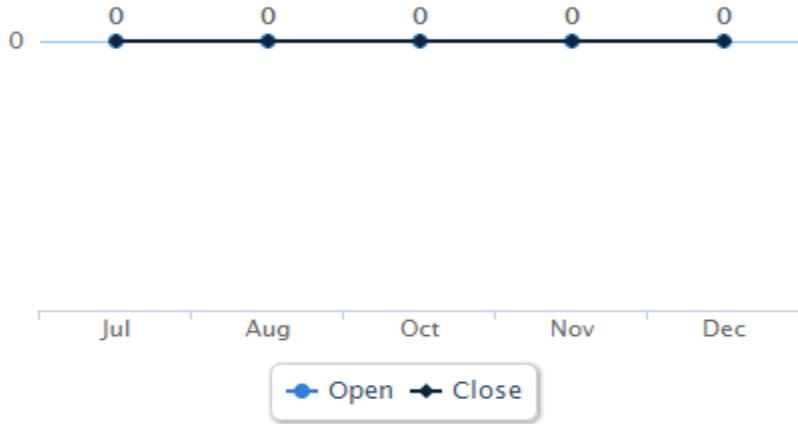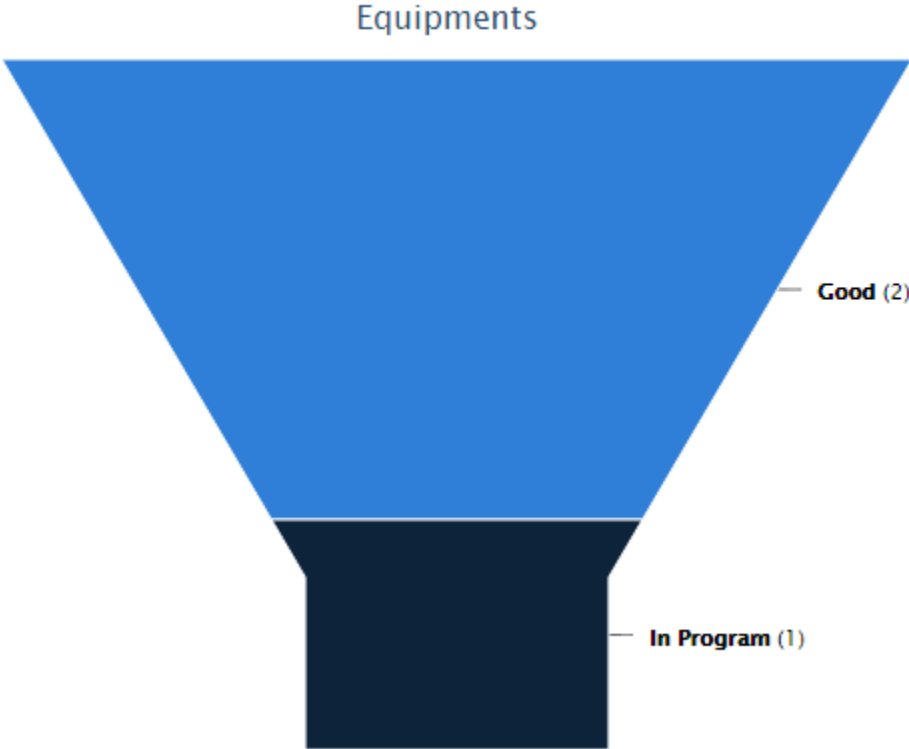
I) **Vendor Expenses :**
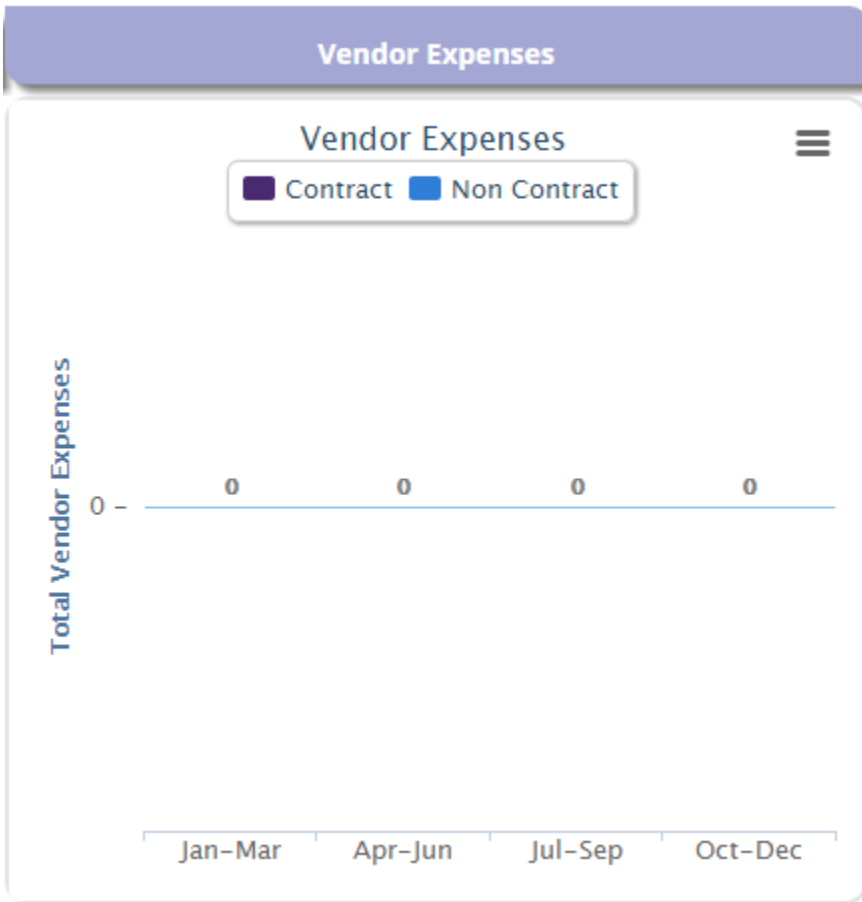
3: Dispatcher:

Here you can see open vendor work orders.

4: Customer

A) Top 4 Equipments for Customer
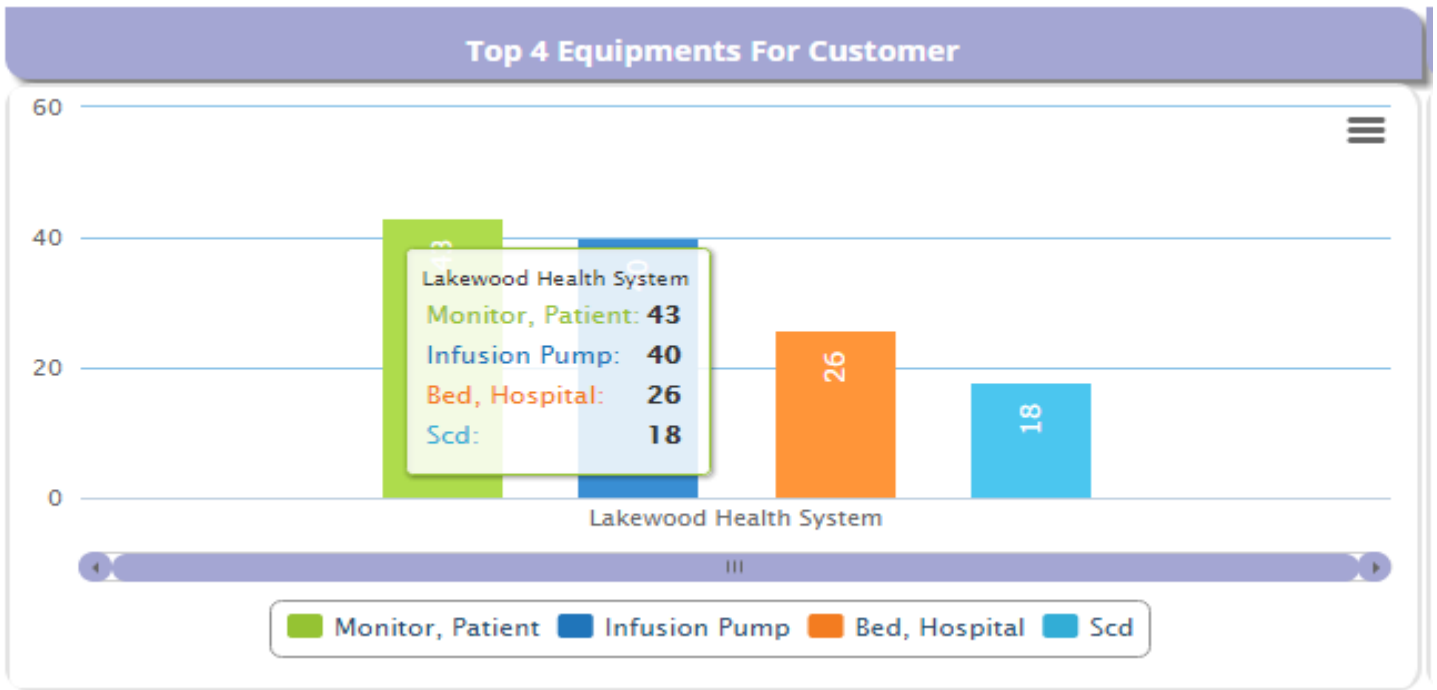
B) Customer PM Completion [Life Support] and [Non-Life Support]

Customers PM Completion [Life Support] And [Non-Life Support]
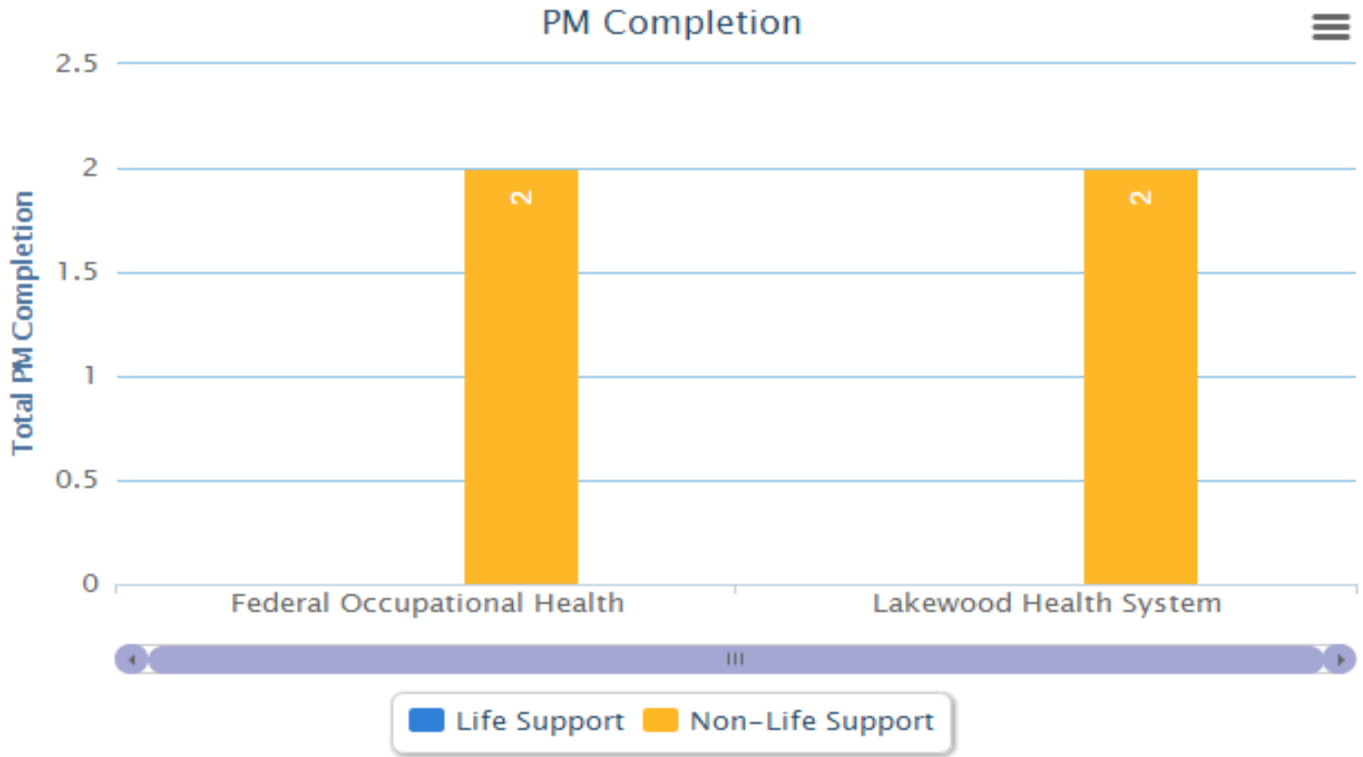
PM Completion

Customer PM Completion (Life Support):

Customers PM Completion [Life Support] And [Non-Life Support]

PM Completion

Federal Occupational Health
Life Support: 0 (0.00)%
Total: undefined
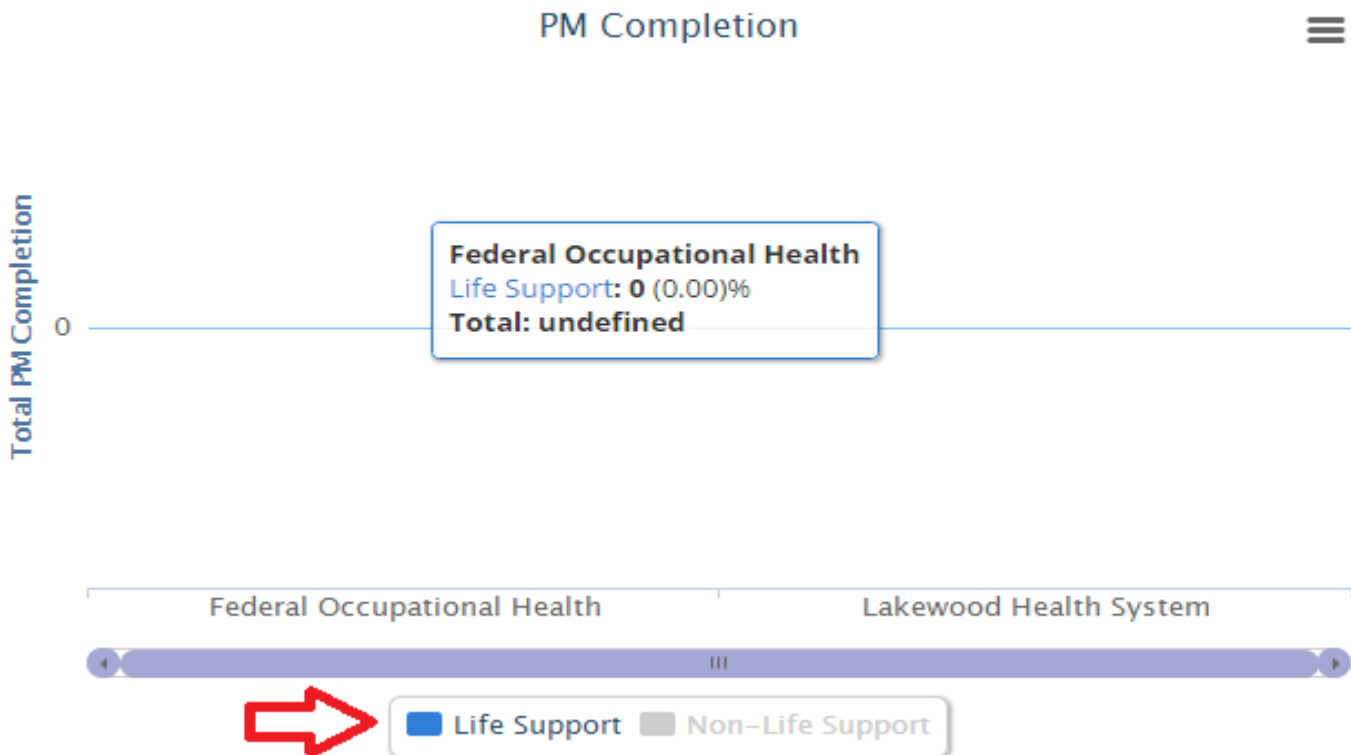
Customer PM Completion (Non Life Support):
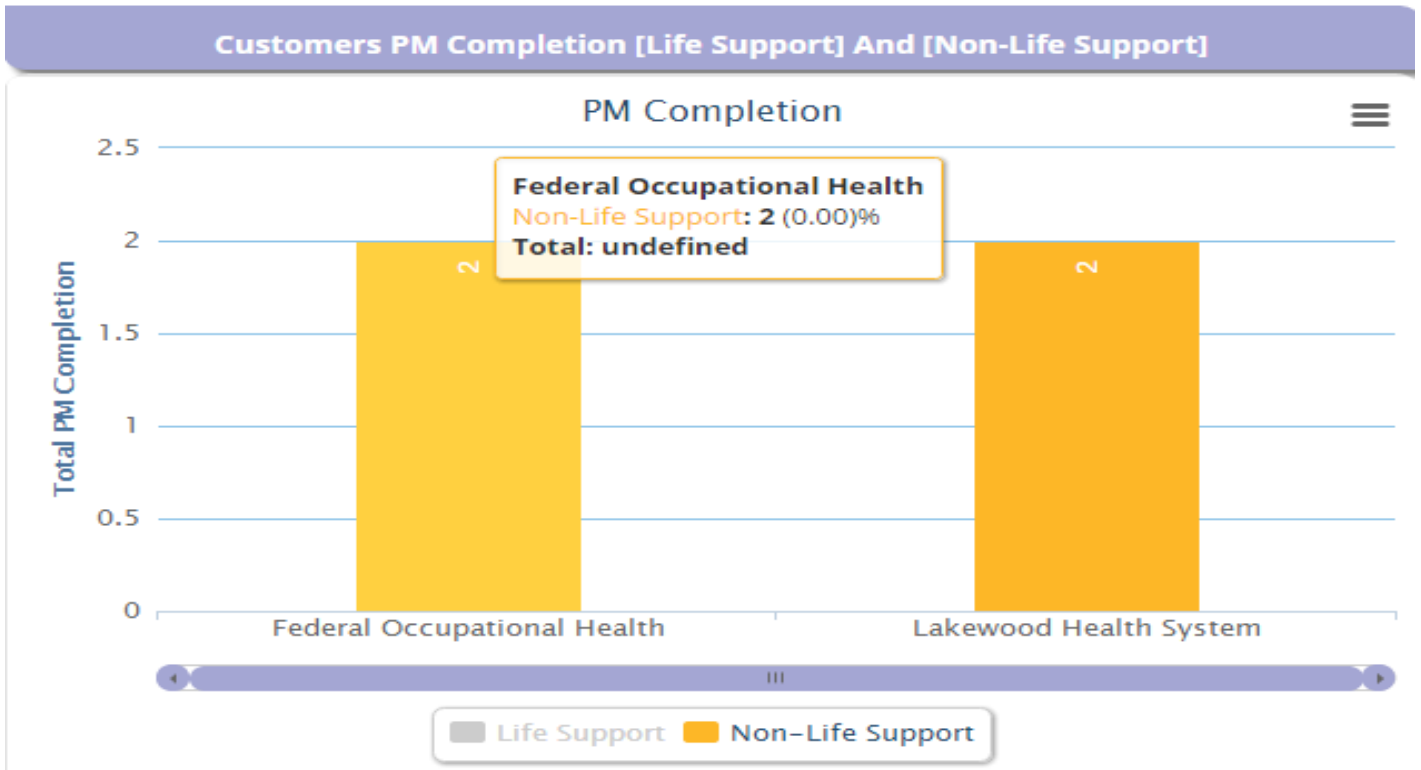
C) Equipments
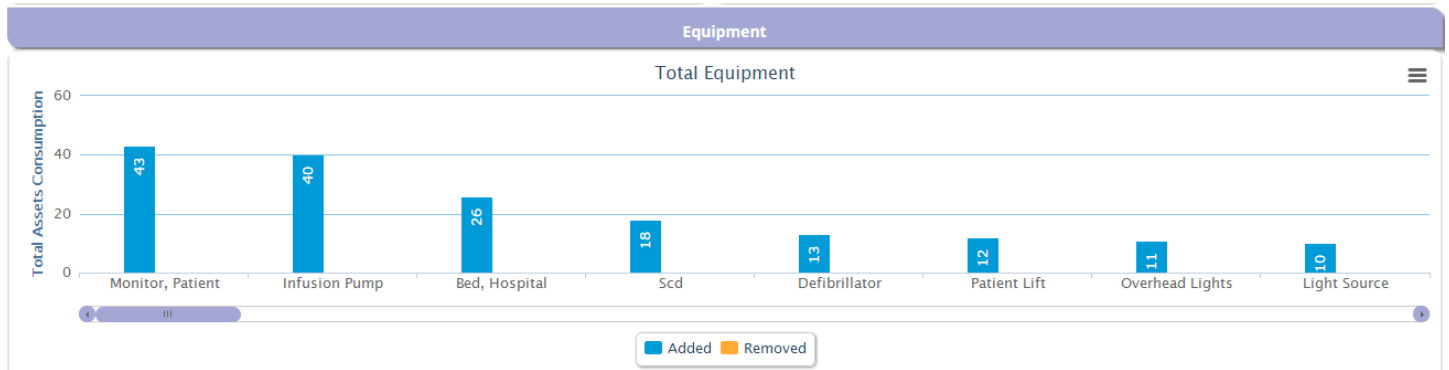
Added Equipment:
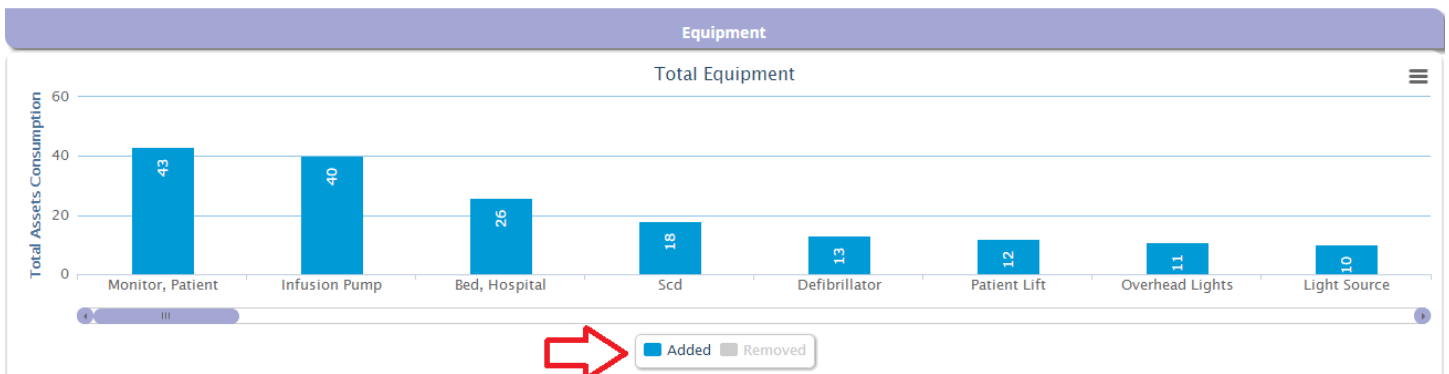
Removed Equipment:
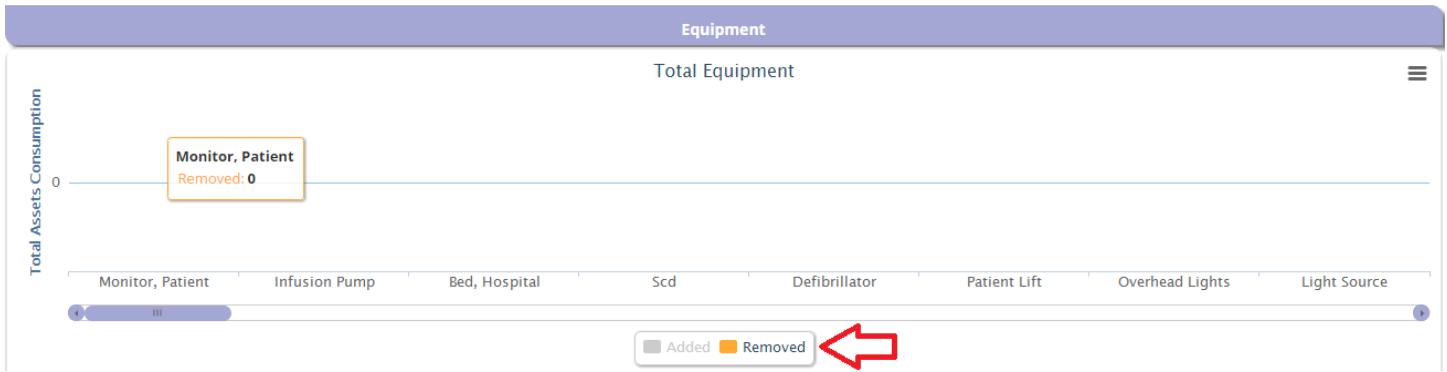
D) Work Orders Opened Vs Closed

Here you can see and compare the opened and closed work orders.
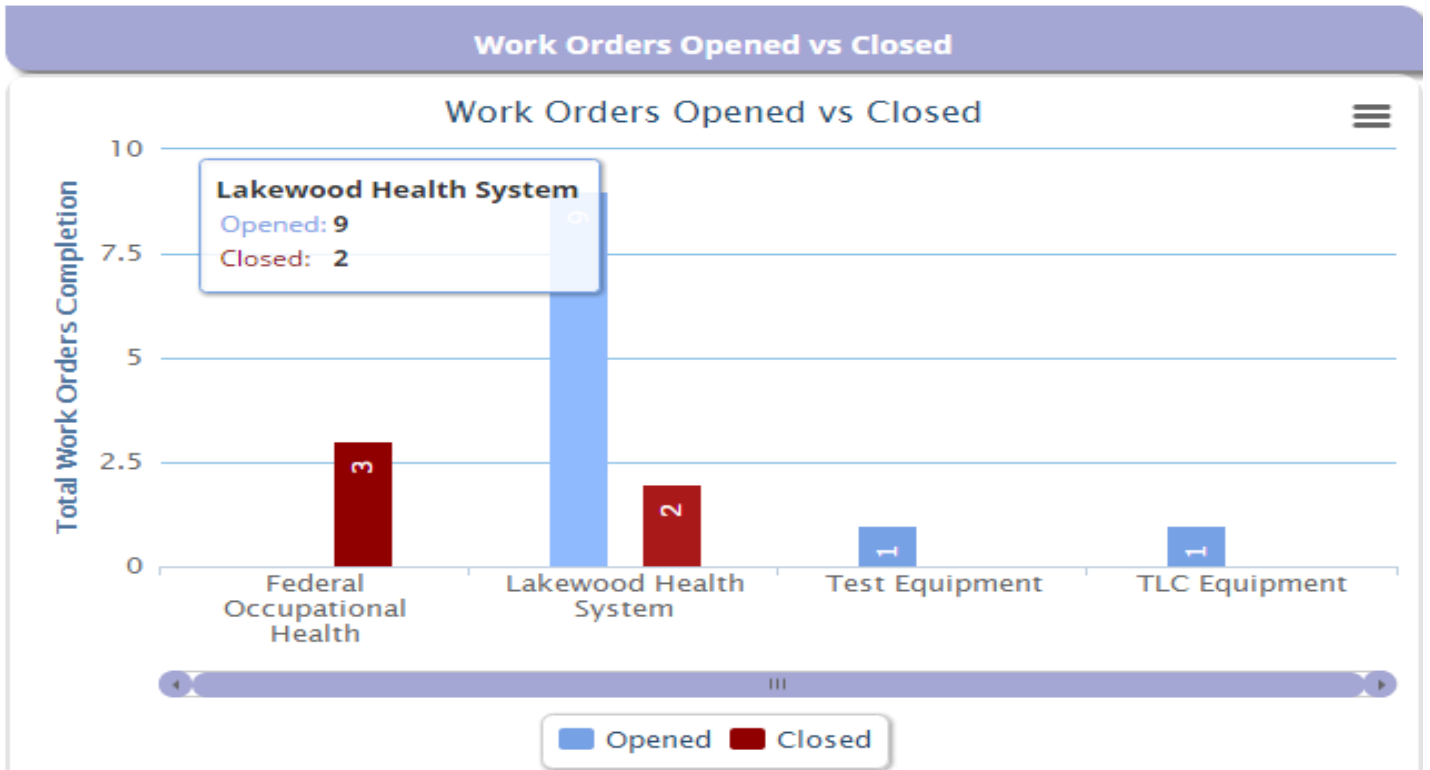
Opened Work Orders:
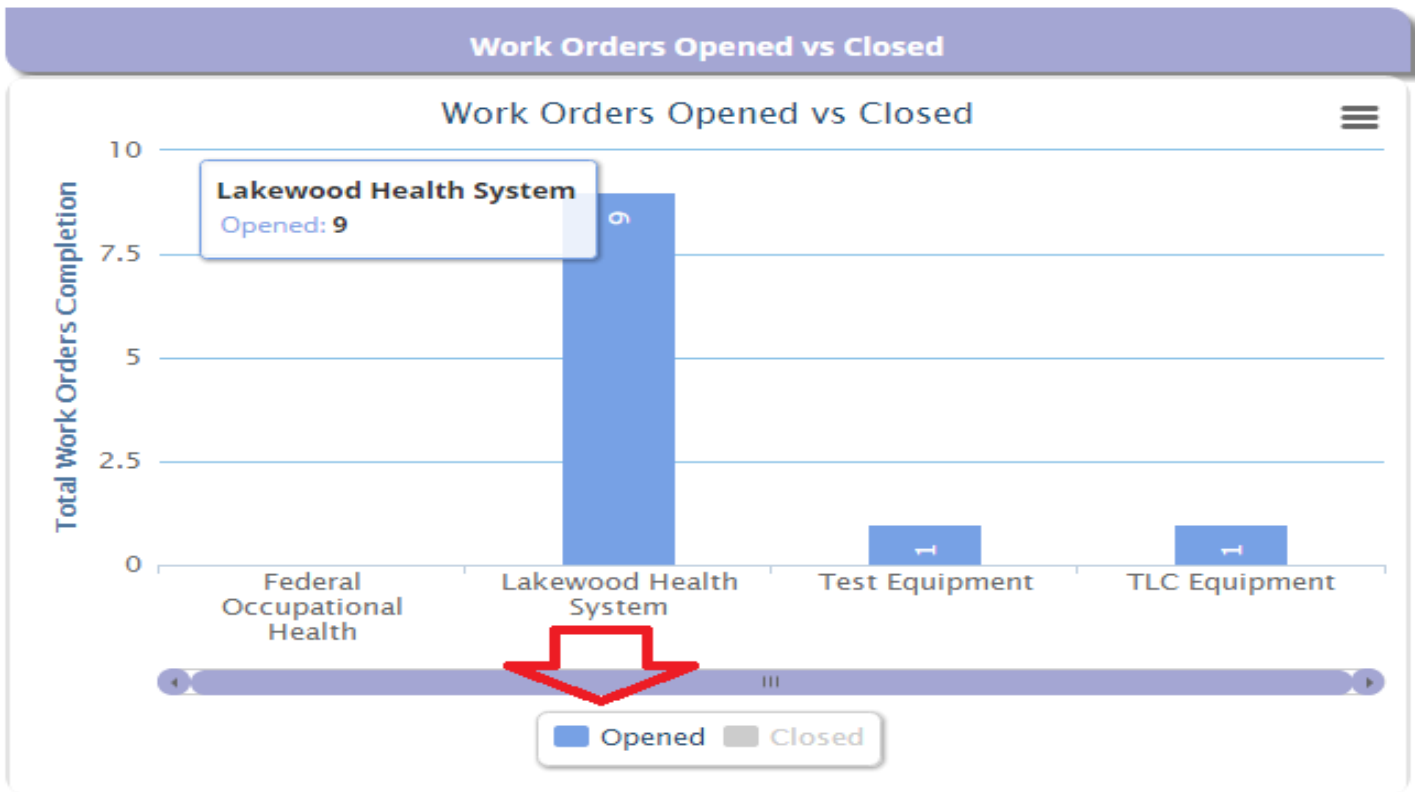
Closed Work Orders:
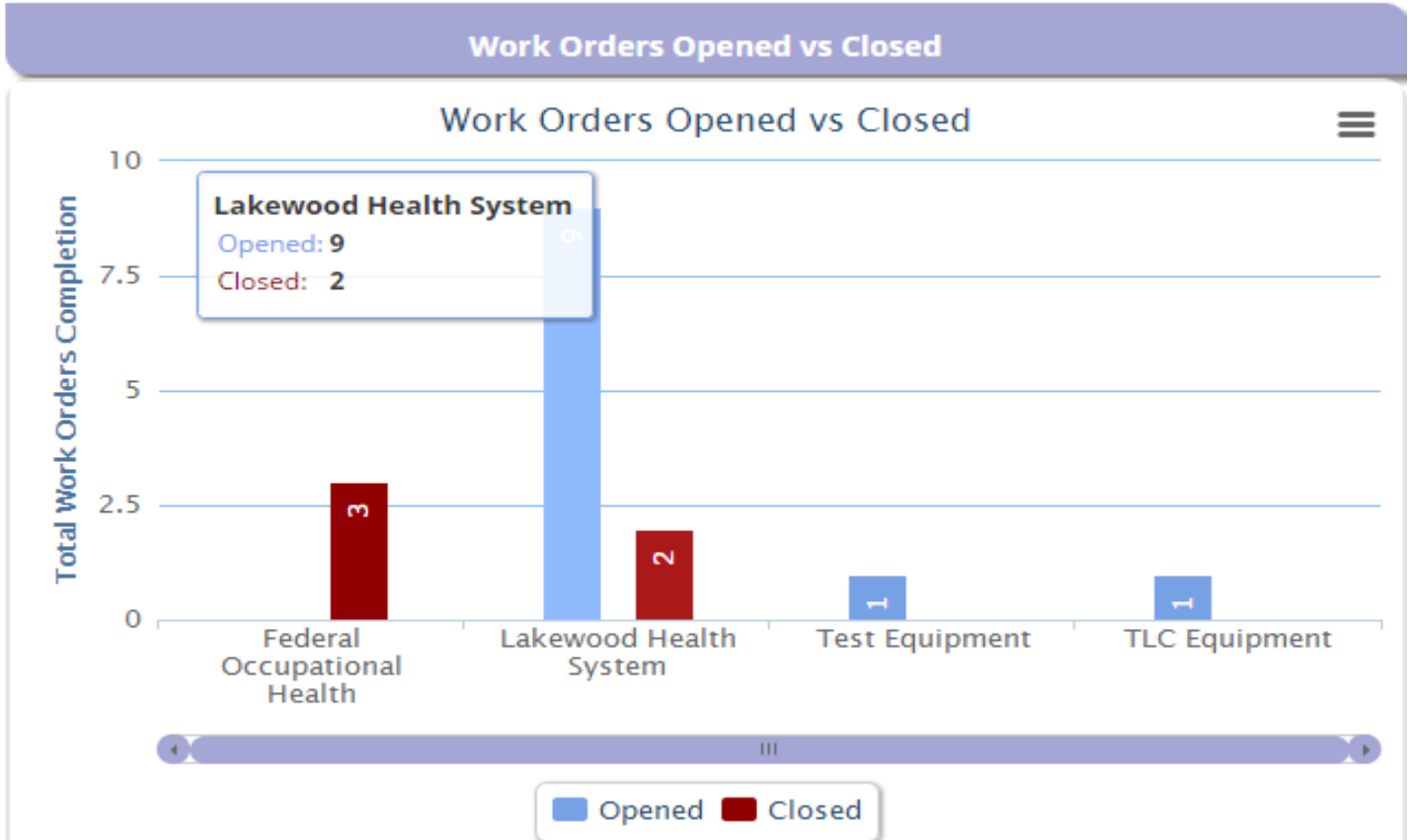
E) Work Orders Covered Vs T&M

Here you can see and compare Covered work orders and T&M Work Orders.
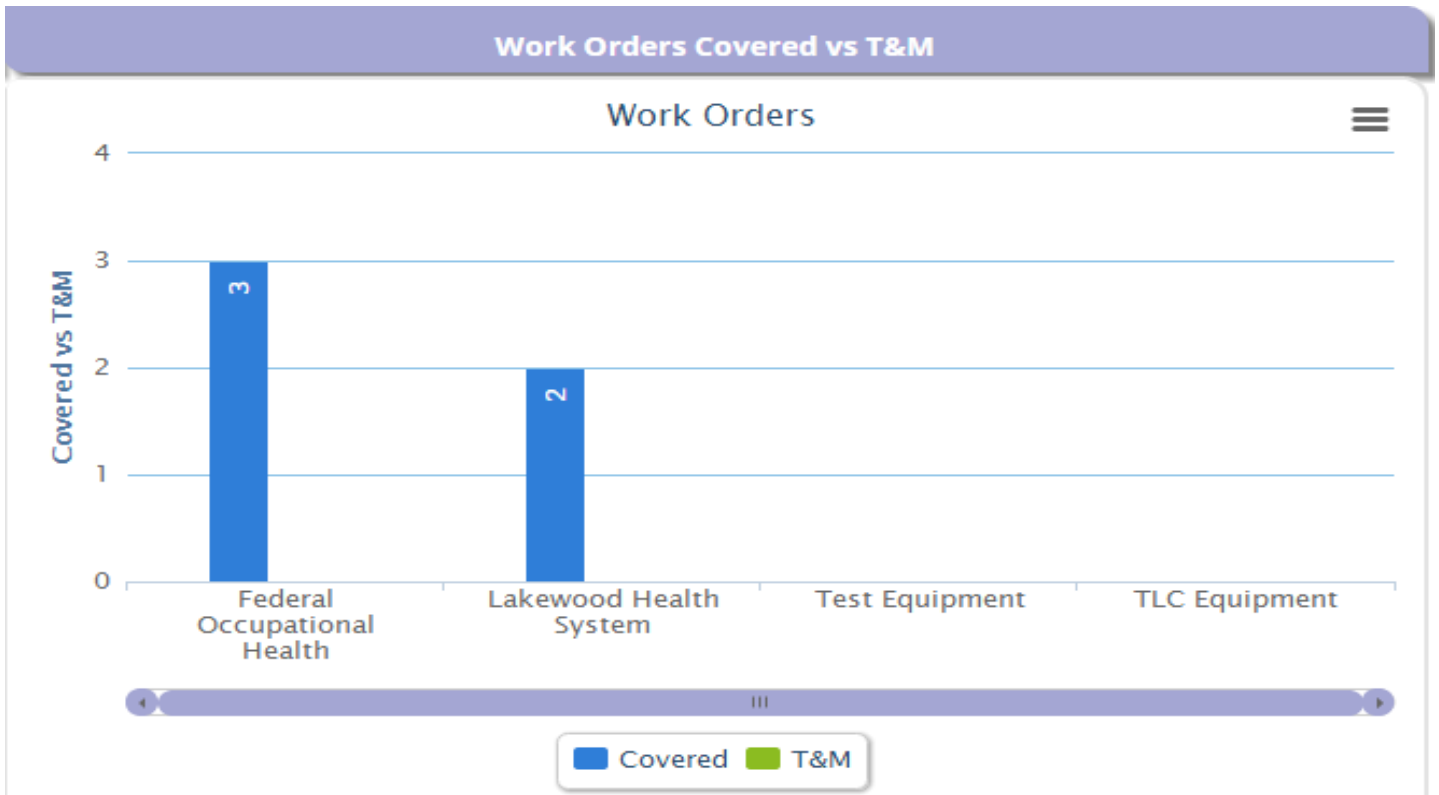
Covered Work Orders:
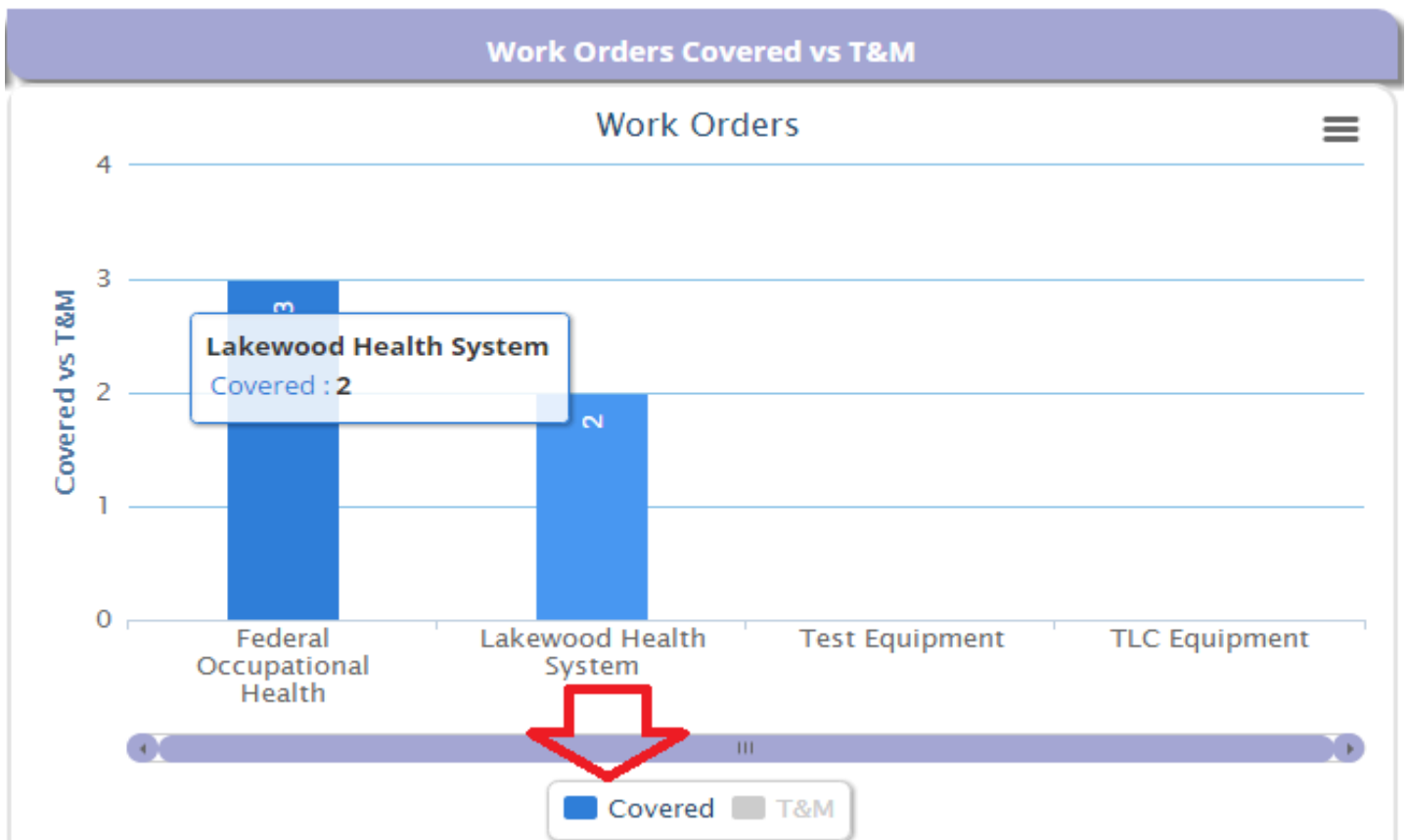
T&M Work Orders:
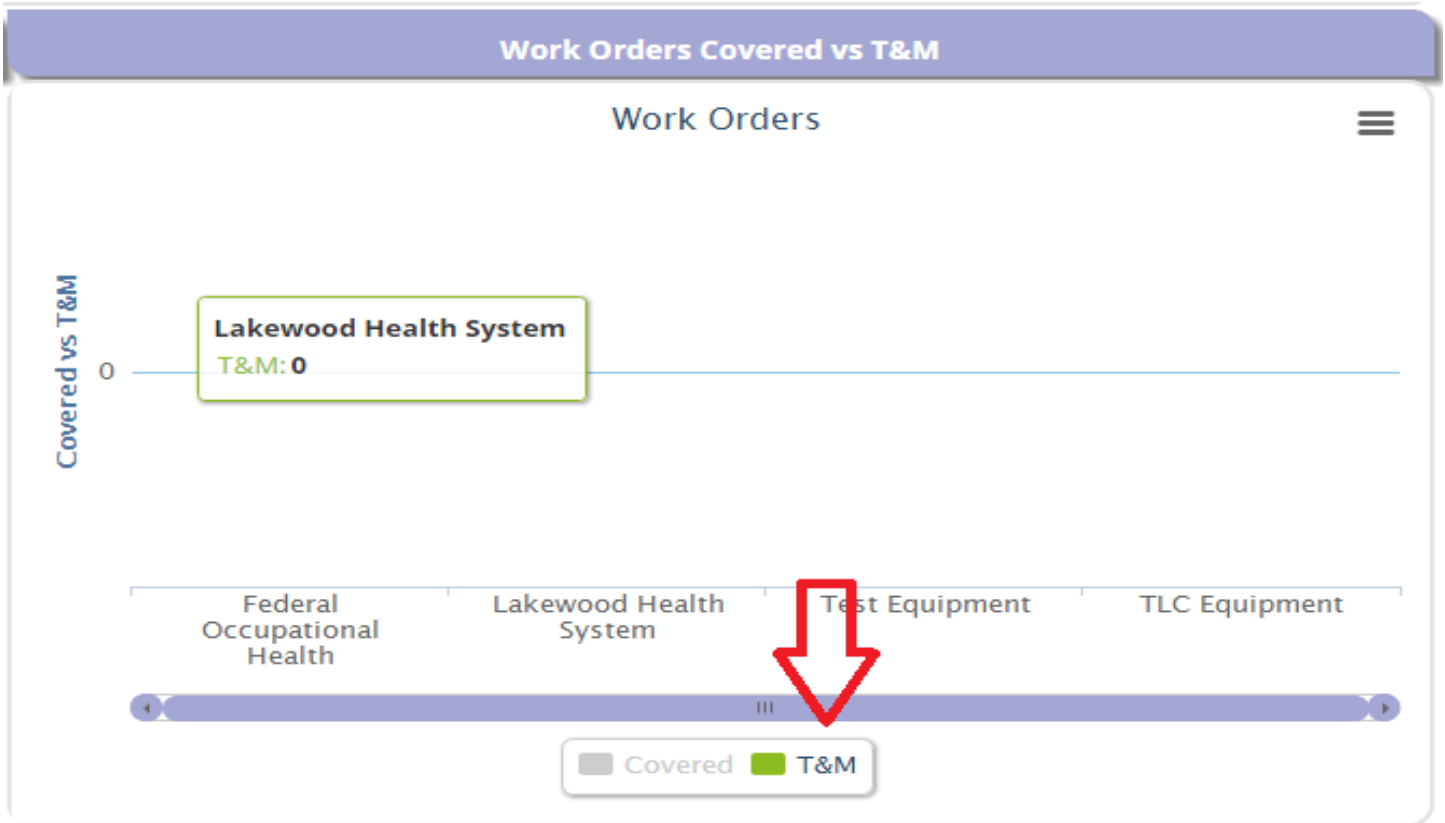
F) Model Series

Here you can see the model series.
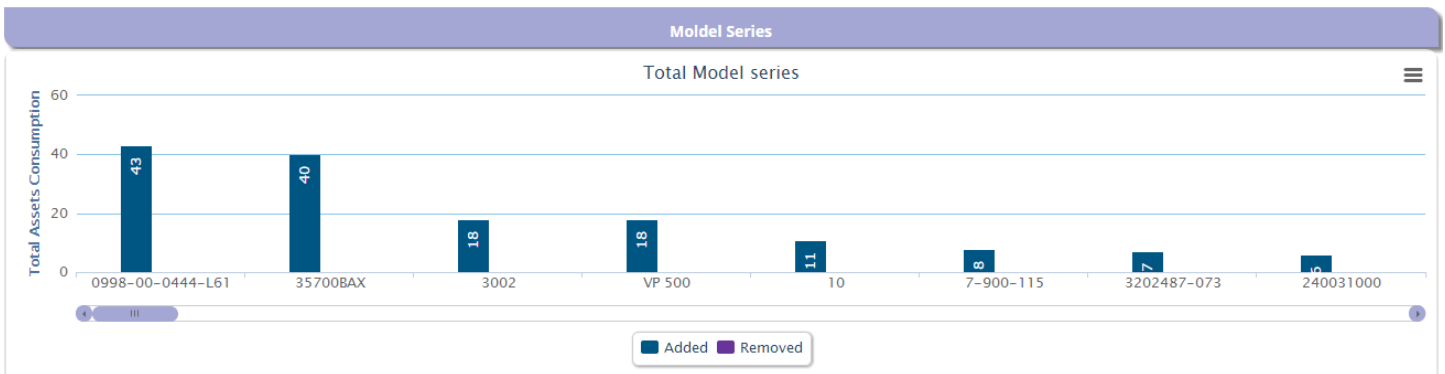
Added Model Series:
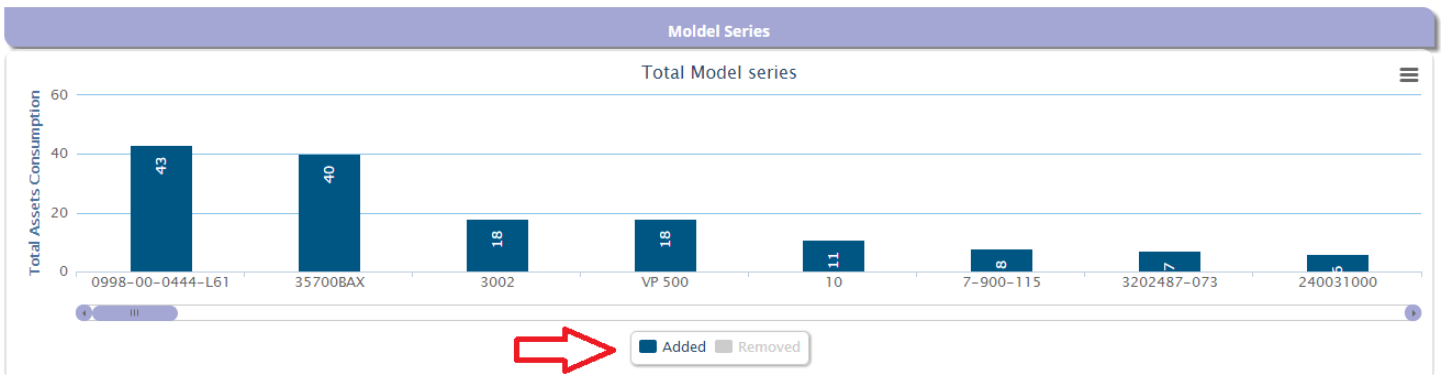
Removed Model Series
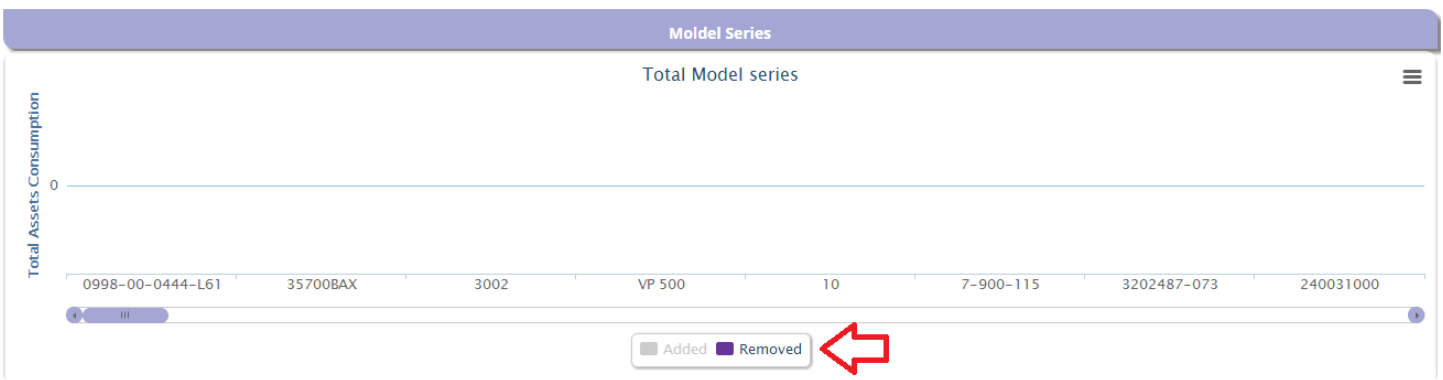
5: Technicians

Here you can see the productivity of the Technician.
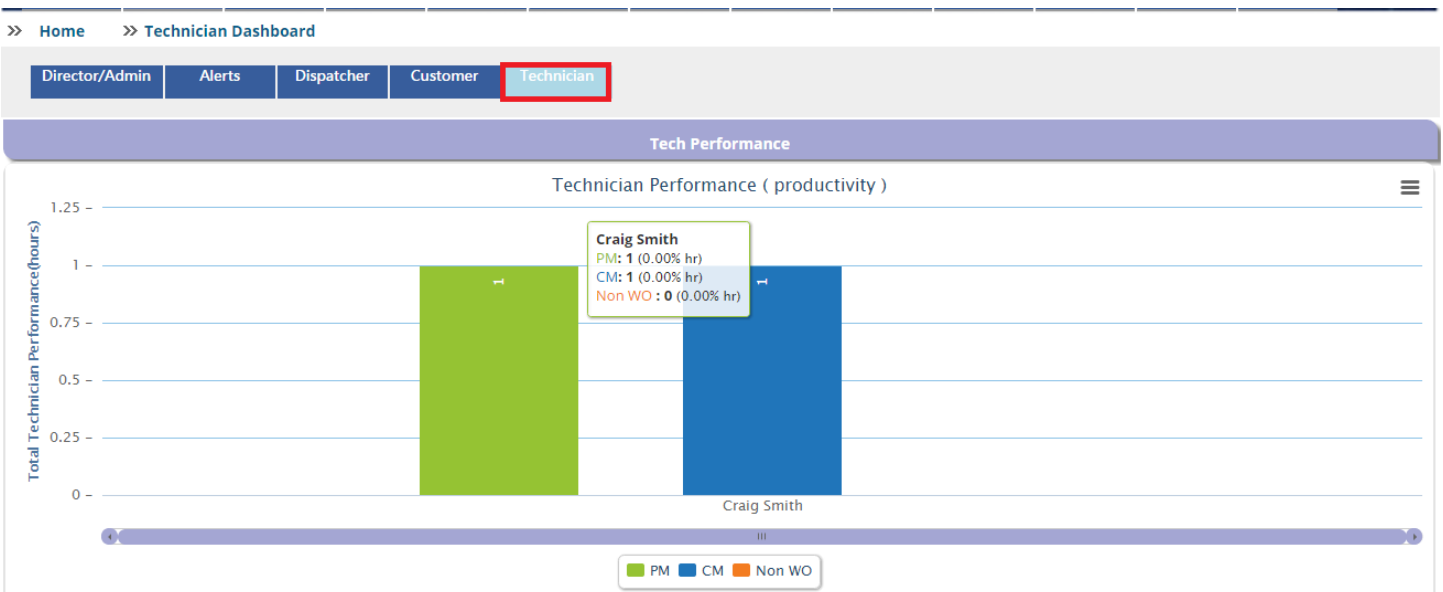
To see the details of the technician, click on the   column as shown in the image below.
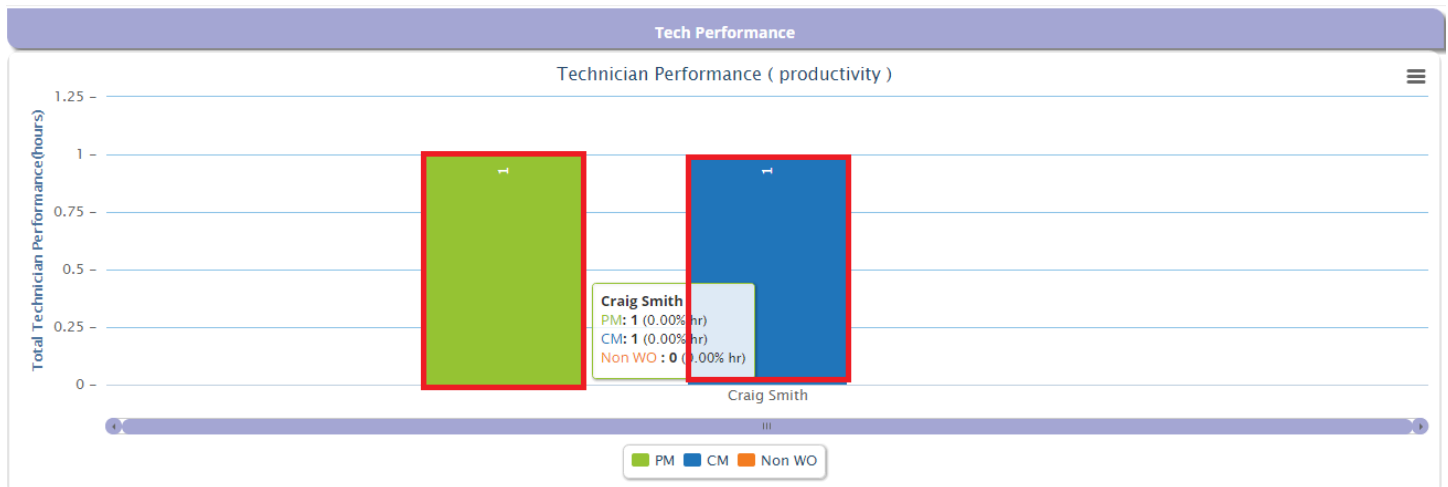
Technician performance in PM:
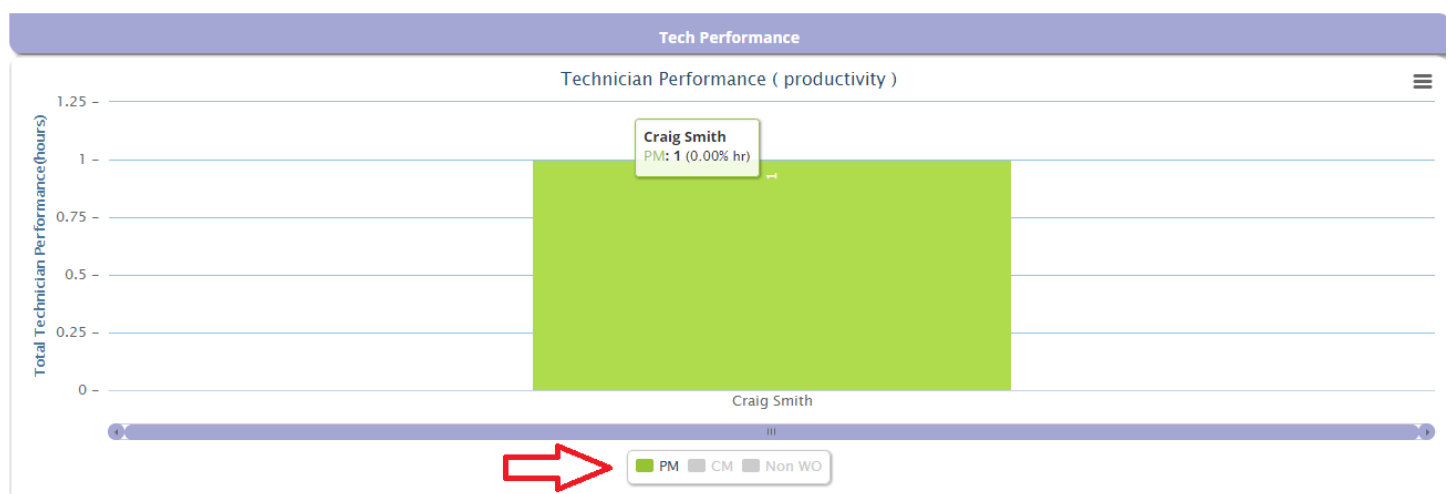
Technician performance in CM:
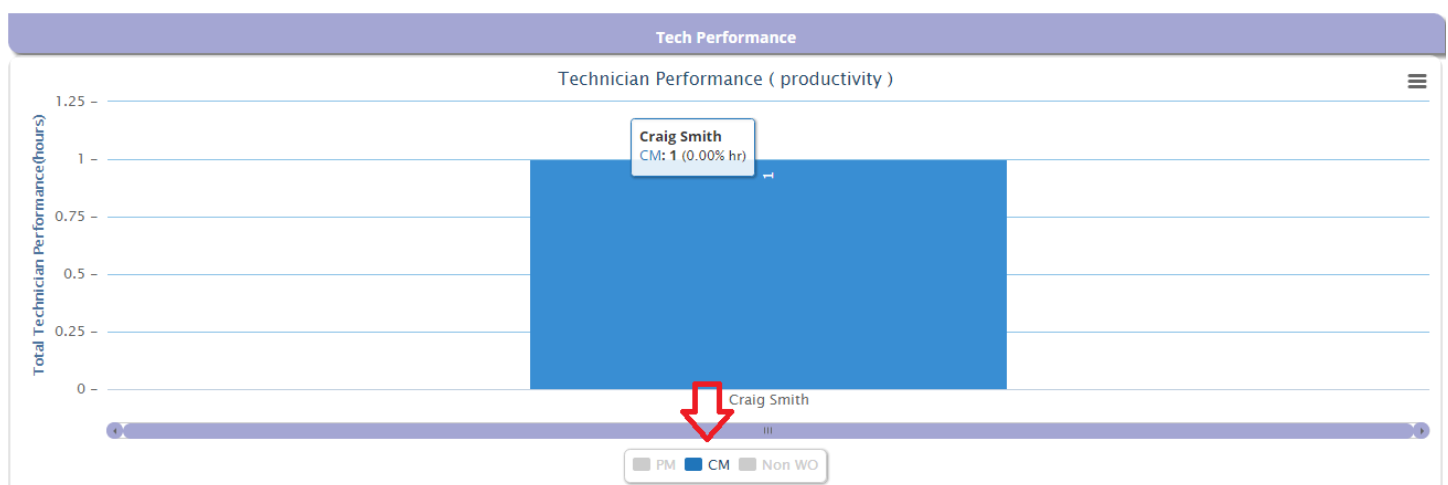
Technician performance in Non WO:
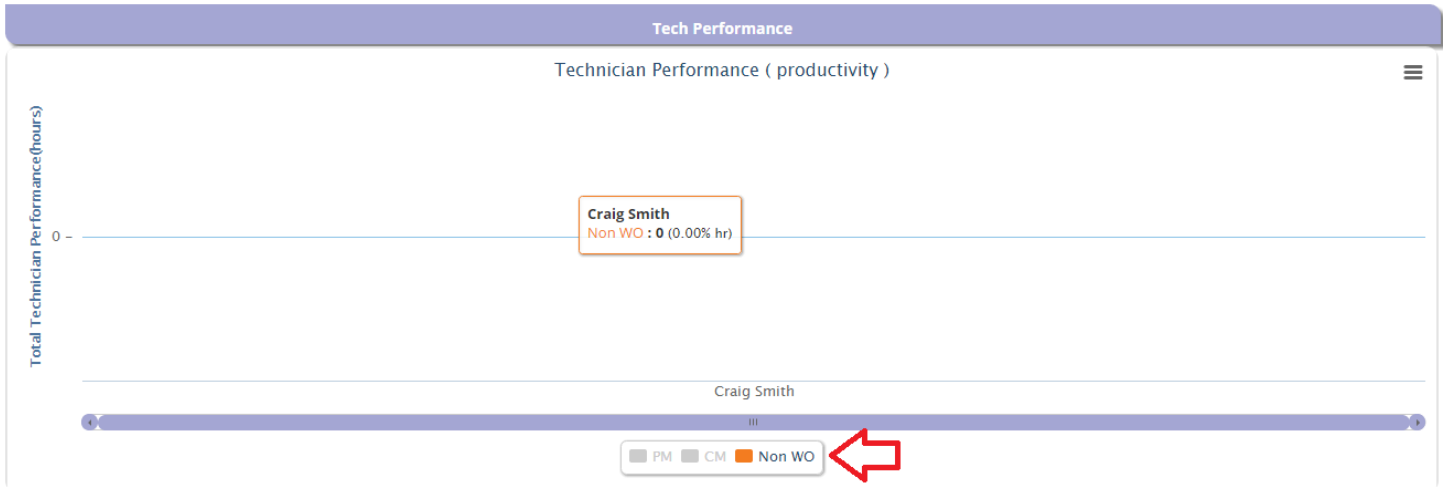
Merlin Customer User Manual

After logged in, you will see the page as shown in the image below. Click on the customers tab.
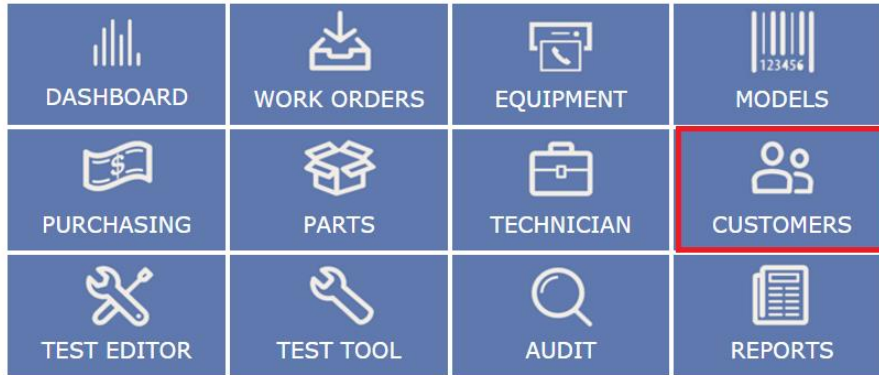
After clicking the Customers tab, you can see the list of the existing customers which will look similar to the below image .To see the details you can click on the name of the customer in the name column.

1: Quick Search

Insert the **name**, **address**, **city**, **state** and **contact** of the customer in this search box and click on the **FIND** button to search the customer.

After clicking the **Find** button, you can see the search result as shown in the image below.

2: Sorting

--Click on any of the column name for sorting the column in ascending or descending order.

Name	Address	City	State	Contact	Total Equipment	Total Work Orders
Federal Occupational Health	N/A	Kansas City	MO	Felicia Stewart / 816-426-2324 X 000	9	0
Lakewood Health System	49725 County 83	Staples	MN	Meliane Smith / 218-894-1515 X 000	303	10
Test Equipment	2720 Hwy 10 NE	Mounds View	MN	Julia Dee / 651-357-1903 X 111	1	1
TLC Equipment	2720 Hwy 10 NE	Mounds View	MN	Tim Koes / 6514079300 X	2	1

--Click on any of the column name for sorting the column in ascending or descending order.

3: Reset

Click on this button to refresh the page.

4: Customer details

Click on the name of the customer to see the details of the customer.

After clicking on the name of the customer, you can see the page as shown in the image below. Here you can see the the customer details.

Click on the edit button as shown below to edit the customer details.

.

After clicking the edit button, you can edit the customer details. After editing the information click on the update button to update the information and click on the cancel button if you don't want to edit the customer details.

Click on this button to update the customer details

Click on this button if you don't want to edit the customer details

Please Upload Image

Customer Name*	:	Federal Occupational Health
Phone Number*	:	816-426-2324 Ext * : 000
User Name*	:	N/A
Password*	:	••••••••••

☐ Show Password

Fax Number	:	
Website	:	
Physical Address*	:	N/A
Physical Address Line 2	:	

Billing Address	:	1201 Walnut
Billing Address Line 2	:	Suite 500
City*	:	Kansas City
State*	:	MO
Primary Contact Person*	:	Felicia Stewart
Primary Contact Number*	:	816-426-2324 Ext* : 000
Email*	:	customerservice@technicalli
Zip Code*	:	N/A
Total Equipments	:	9
Status	:	Active
Last Status Change	:	
No.of Beds	:	N/A
No.of Buildings	:	N/A
No.of Employees	:	N/A

On the right side of the page you can see the different tabs as shown in the below image.

You Can see the information about   Technicians, Departments, Contracts, Media, Equipment, Facility Default, Facility Work Order Layout, Map, Contracts and Notes by simply clicking on the image icons.

Technicians

Click on this tab to see the list of technicians.You can select a new technician and assign it for the customer by clicking on the **ADD** button.

After assigning the technician, you can see the assigned technician in the list as shown in the image below.

Departments

You will see the below image after clicking on this tab. Here you can see the existing departments and you can add a new department .To add a new department write the department name and code and then click on the ADD NEW button .

To edit the existing department just select the department name from the list and you will see the image looks like below image.

Edit the information and click on the UPDATE button .Your department name will be updated.

Contacts

Here you can see the contact information of the customer and you can also see the primary contact information .After clicking on this image the page will look like this –

To add a new contact, fill the information such as title, first name, last name etc and click on the ADD button .after clicking on the ADD button, you can see the page looks like below image.

You can edit the information about the contacts by clicking on the edit button. After clicking the edit button you will see the page looks like below image.

Edit the information and Click on the UPDATE button. The information will be updated. To change the primary contacts,

check the checkbox below the Primary Contact column and click on the update button on the right side of your page. After updating the page, you can see the primary contact has been changed.

Media

Click on this tab to upload documents and images.

After uploading the file, you can see uploaded the file as shown in the image below.

Click on the edit button as shown in the below image to upload and delete files.

After clicking on the edit button you can upload new files and delete the existing files.

Technicians	Departments	Contacts	Media	Equipment		
Facility Default	Facility Work Order Layout	Map	Contracts	Notes		

Media

Select Document

FileName	Date	By	View	Download	Delete
beautiful-city-photos-background-1024x576.jpg	12/01/2015	admin	📷	⬇	✖

Upload Media for: Service Agree ▼   ← Choose a file type

Choose File ← Choose a file to upload

UPLOAD   * Upload the files which are less than 10MB and name them uniquely.

Click on this button to upload the chosen file

Click on this button to delete the file

Billing Address :

Billing Address Line 2 :

City* : Staples

State* : MN

Primary Contact Person* : James

Primary Contact Number* : 4423456789 Ext* : 000

Email* : james@wk.com

Zip Code* : 56479

Total Equipments : 303

Status : Active ▼

Last Status Change :

No.of Beds :

No.of Buildings :

No.of Employees :

Please Upload Image

Customer Name* : Lakewood Health System

Phone Number* : 800-525-1033 Ext * : 000

User Name* : Hope

Password* : ••••••••••

☐ Show Password

Fax Number :

Website : http://www.lakewoodhealthsy

Physical Address* : 49725 County 83

Physical Address Line 2 :

Equipment

Click on this tab to see the list of the equipments. To see the details of a equipment, click on the tag number as shown below.

Technicians	Departments	Contacts	Media	Equipment	
Facility Default	Facility Work Order Layout	Map	Contracts	Notes	

● 1 ○ 2 ○ 3 ○ 4

Tag Number	Serial	Device Type	Manufacturer	Model #	Department Name	Equipment Status
107771	BEGJ03601	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	Anesthesia	Active
13272	123418	Modules,General,Icu	Ge Datex-Ohmeda	M-REC	Anesthesia	Active
17521	01 2187	X-Ray Control Console	Philips Medical-Radiology	9890 000 62481	Radiology	Active
17523	01 0691	X-Ray HV Generator	Philips Medical-Radiology	9890-000-02031	Radiology	Active
178793	1111CE264	Arthroscopy Pump	Stryker Endoscopy Division	350-800-001	OR	Active
178826	BDEA00645	Vaporizer	Ge Datex-Ohmeda	TEC 5	Anesthesia	Active
178828	BEGK03759	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	Anesthesia	Active
178973	0107110100209	Refrigerator, Lab	Danby Products	DCR412W	Pharmacy	Active
178974	0106050103571	Refrigerator, Lab	Danby Products	DCR412W	Pharmacy	Active
178989	NB6802	Microbiological Sys	Becton Dickinson Diag Div	B 9050	Laboratory	Active
19283	10010719	Cryostat, Microtomes	Leica Inc Microscopy	1800	Laboratory	Active
360759	147025	Centrifuge	Hamilton Bell Co Inc	V6500		Active

Billing Address :

Billing Address Line 2 :

City* : Staples

State* : MN

Primary Contact Person* : James

Primary Contact Number* : 4423456789 Ext* : 000

Email* : james@wk.com

Zip Code* : 56479

Customer Name* : Lakewood Health System

Phone Number* : 800-525-1033 Ext * : 000

User Name* : Hope

Password* : ••••••••••

☐ Show Password

Fax Number :

Website : http://www.lakewoodhealthsy

Physical Address* : 49725 County 83

Physical Address Line 2 :

Please Upload Image

Total Equipments : 303

Status : Active ▼

Last Status Change :

No.of Beds :

No.of Buildings :

No.of Employees :

Map

Click on this tab to see the customer's location in the map.

Contracts

Click on this tab to see the contract information. Click on the control id to see the contract details.

Notes

Click on this tab to save notes.

After saving the note, you can see the saved note in the list. Click on the edit button ![edit icon] to edit the note and click on the delete ![delete icon] button to delete the note as shown in the image below.

Work Order User Manual

Admin Login Page:

Admin can login with their User Name & Password.

After logged in you will be redirected to the home page as in the image below.

Admin Home Page:

Click on the **WORK ORDERS** tab and you can see the page as the image below-

Work Order Listing Page:

In this page can see the table which contains the information about work order. You can sort the columns by clicking on the column name. See the 2 images below.

Work Order Listing Page controls:

1: Quick search

You can search the work order only by **work order number,Customer name**, **Tag number** and **Issue** fields. Insert the key word in this **quick search box** and click the **Find** button.

2: generalized search:

 Click on this button for **generalized search**.

3: Reset

 Click on this button to reset the page.

4: Sorting:

WO Status	Work Order	Customer Name	Tag Number	Technician	Request Date	Issue	WO Type	WO Priority

5: Filtering by particular drop down:

WO Status : Open ▼ **GO** WO Type : --ALL-- ▼ **GO** Customer Name : --ALL-- ▼ **GO** Technician : --ALL-- ▼ **GO**

6: Add new work order.

ADD NEW WORKORDER Click on this button to **create a new work order**.

7: work order details:

Click on link to redirect to **work order details** page as shown in below image:

WO Status	Work Order	Customer Name	Tag Number	Technician	Request Date	Issue	WO Type	WO Priority
⏱	116	Lakewo..	360759 ⓘ	BONNI	2015-12-04 12:58:51 PM	excess he	CM	2

Work Order Listing Page Control Description

1: Quick Search

You can search the work order only by **work order number,Customer name**, **Tag number** and **Issue** fields. Enter the related field value and click on **find** button.

360759	**FIND**

After clicking in find button you can see the result as below image:

WO Status	Work Order	Customer Name	Tag Number	Technician	Request Date	Issue	WO Type	WO Priority
🕐	116	Lakewo..	360759 ⓘ	BONNI	2015-12-04 12:58:51 PM	excess he	CM	2

Workorder # = 360759 or Tag Number = 360759 or Issue = 360759 or Customer Name=360759

Total WorkOrders : 1

🕐 Pending   ✓ Completed

2: generalized search

Click on this button for **generalized search**.

Find Work Order

Work Order 116	Date ▼	Tag Number [ ] 🔍	Location [ ]
WO Status ▼	From [ ] 📅	Priority ▼	Customer PO# [ ]
WO Type ▼	To [ ] 📅	Assigned To ▼	Requestor Name [ ]
WO Result ▼	Customer Name ▼	Issue [ ]	Service Department ▼
WO Failure ▼		Device Type ▼	

Use * as a wild card.   FIND WORKORDER   CLOSE

Searching for : WorkOrder # = 116

Insert or select the field and click on the FIND WORKORDER button.

After clicking on the Find work order, you will get the result as the image below.

Search Results : WorkOrder # = 116

Total WorkOrders : 1

WO Status	Work Order	Customer Name	Tag Number	Technician	Request Date	Issue	WO Type	WO Priority
🕐	116	Lakewo..	360759 ⓘ	BONNI	2015-12-04 12:58:51 PM	excess he	CM	2

🕐 Pending   ✓ Completed

4: Sorting

Ascending order:

Click on link button column as the image below:

WO Status	Work Order ▲	Customer Name	Tag Number	Technician	Request Date	Issue	WO Type	WO Priority
🕐	104	Lakewo..	107771 ⓘ	1059	2015-08-15 01:19:48 AM	pm test	PM	3
🕐	105	Lakewo..	107771 ⓘ	CRAIG	2015-08-15 02:00:13 AM	getting a	CM	3
🕐	106	TLC Eq..	39605 ⓘ	GALLI	2015-08-17 09:09:39 PM	Scheduled	RO	5
🕐	107	Lakewo..	178828 ⓘ	12VADAP	2015-08-23 06:33:28 AM	Non Contr	PM	2
🕐	108	Lakewo..	178973 ⓘ	858585	2015-08-23 07:15:42 AM	Getting s	CM	3
🕐	109	Lakewo..	360790 ⓘ	858585	2015-08-24 03:25:28 AM	non-contr	CM	3
🕐	110	Lakewo..	360786 ⓘ	858585	2015-08-24 04:28:04 AM	Need a ne	CM	3
🕐	111	Lakewo..	360807 ⓘ	858585	2015-10-17 05:47:25 AM	Need a ne	CM	3
🕐	114	Lakewo..	360792 ⓘ	858585	2015-12-02 11:17:35 AM	eq is not	PM	2

Descending order:

Click on link button column as the image below:

WO Status	Work Order ⌄	Customer Name	Tag Number	Technician	Request Date	Issue	WO Type	WO Priority
🕐	114	Lakewo..	360792 ⓘ	858585	2015-12-02 11:17:35 AM	eq is not	PM	2
🕐	111	Lakewo..	360807 ⓘ	858585	2015-10-17 05:47:25 AM	Need a ne	CM	3
🕐	110	Lakewo..	360786 ⓘ	858585	2015-08-24 04:28:04 AM	Need a ne	CM	3
🕐	109	Lakewo..	360790 ⓘ	858585	2015-08-24 03:25:28 AM	non-contr	CM	3
🕐	108	Lakewo..	178973 ⓘ	858585	2015-08-23 07:15:42 AM	Getting s	CM	3
🕐	107	Lakewo..	178828 ⓘ	12VADAP	2015-08-23 06:33:28 AM	Non Contr	PM	2
🕐	106	TLC Eq..	39605 ⓘ	GALLI	2015-08-17 09:09:39 PM	Scheduled	RO	5
🕐	105	Lakewo..	107771 ⓘ	CRAIG	2015-08-15 02:00:13 AM	getting a	CM	3
🕐	104	Lakewo..	107771 ⓘ	1059	2015-08-15 01:19:48 AM	pm test	PM	3

5: Filtering by particular drop down:

You can select the particular drop down value and click on Go button as the image below:

WO Status : Closed GO   WO Type : --ALL-- GO   Customer Name : --ALL-- GO   Technician : --ALL-- GO

WO Status	Work Order	Customer Name	Tag Number	Technician	Request Date	Issue	WO Type	WO Priority
✓	113	Lakewo..	17523 ⓘ	858585	2015-11-30 04:01:51 PM	sfsdf	PM	2
✓	112	Lakewo..	13272 ⓘ	858585	2015-11-16 05:09:03 AM	Over Due	PM	2
✓	107	Lakewo..	178828 ⓘ	12VADAP	2015-08-23 06:33:28 AM	Non Contr	PM	2
✓	103	Federa..	93230 ⓘ	TIMOT	2015-08-14 11:32:46 AM	Preventiv	PM	3
✓	102	Federa..	93211 ⓘ	TIMOT	2015-08-12 08:44:43 PM	Scheduled	SA	5
✓	101	Federa..	93220 ⓘ	TIMOT	2015-08-07 08:03:07 PM	Scheduled	PM	5

🕐 Pending   ✓ Completed

6: Add a new work order.

ADD NEW WORKORDER

To create the new work order, click on the **ADD NEW WORKORDER** button .After clicking the button you will get the page as the image below.

A: generalized search

Insert the tag number of the equipment or you can click   on this [🔍] button to search the tag number .After clicking on this button, you will get a page as the image below. Enter or select the search options from the given dropdown list and Click on this FIND EQUIPMENT   button.

Find Equipment		
Tag / Asset		Risk Factor
Manufacturer		Retired Date
Model Number		Battery Date
Model Name		Meter
Type		Last Meter Date
Description		Responsible Center
Serial Number		Location
UDI Number		CustomerID
RFID		CustomerName
Service Provider		Department Name
Coverage status		Condition
Rate Schedule		PO.Number #
Equipment Status		Class
		Tips

Use * as a wild card.   FIND EQUIPMENT

Find Equipment

Tag / Asset		Risk Factor	
Manufacturer	[▼]	Retired Date	
Model Number		Battery Date	
Model Name	Accutorr Plus	Meter	
Type	[▼]	Last Meter Date	
Description		Responsible Center	[▼]
Serial Number		Location	
UDI Number		CustomerID	
RFID		CustomerName	[▼]
Service Provider		Department Name	[▼]
Coverage status	[▼]	Condition	[▼]
Rate Schedule		PO.Number #	
Equipment Status	[▼]	Class	
		Tips	

Use * as a wild card.   **FIND EQUIPMENT**

Search Results : Tag = 360837 , Model Name = Accutorr Plus

Sno	Tag	Serial	Equipment Type	Manufacturer	Model Number	Model Name	Facility Name	Department Name	Equipment Status
1	360837	A749694-K6	Monitor, Patient	Datascope Corp	0998-00-0444-L61	Accutorr Plus	Lakewood Health System		Active

Click on the tag number and it will fetch all the equipment information as in the image below.

≫ Work Orders

Equipment

Tag Number	:	360837
Customer Name	:	Lakewood Healt ▼
Device Type	:	Monitor, Patient
Manufacturer	:	Datascope Corp
Model Number	:	0998-00-0444-L61
Serial Number	:	A749694-K6
Building	:	
Responsible Center	:	Outpatient Services
Location	:	
Status	:	Active

Dispatch

Work Order	:	115
Request Date	:	12/07/2015
Request Time	:	06:59 PM
Type	:	-Select- ▼
Status	:	Open ▼
Requester	:	James ▼
Contact No	:	
		4423456789 000
E-mail	:	
		james@wk.com
Issue	:	

Priority	:	-Select- ▼
Estimated Time	:	0.00
Test	:	-Select- ▼
Due Date	:	
Due Time	:	
Assignment	:	-Select- ▼
Service Department	:	Administratio ▼

B: Save the work order

Insert the tag number and fill the other information in the dispatch section and click on this button to save the work order

Click on this button to edit the equipments details.

After clicking on button, you will get the page as the image below. You can update the equipment details

Insert the details and update it by clicking this button. If you do not want any change Click on this button.

After saving the work order, you will redirected to the work order listing page as the image below.

You can see your saved work order here .Click on the work order number from the **Work Order**column, a new page will open as the image below. You can edit the work order and on the right side there are many sections like Media, Tests, PM Schedule, Parts, Tips, Summary, Labor, and Materials, parts On Order, Notes and Audit Log. On the right side of the page you can see the **Summary** section .There is all the details about Labor, Materials, Parts on Order, Notes and Audit and Tests.

7: Work order details:

 Click this button to update the work order details.

 Click on this button if you don't want to edit anything in the work order.

 Click this button to see the work order details.

 - Click this button to close the work order .

 : These are the sub tabs. You can see the description of all the sub tabs below.

A: Media

Media

Click here to see the media files related to the equipment type, model label and equipment label.

FileName	Date	By	View	Download
360837.jpg	12/05/2015	admin		
0998-00-0444-L61_Service Manual.docx	12/07/2015	admin		
1270.PNG	12/07/2015	admin		

- This colour indicates files that which are inheriting from the equipment level.

-This color indicates the files which are inheriting from the model level.

- This color indicates the files which are inheriting from the equipment type.

B: Tests

Tests

Click on this tab to create tests.

Tests

Specific Tests with Merlin Tool

```
None
```

CREATE NEW TEST

Generic Tests with Merlin Tool

```
Basic Cleaning
Basic Repair
```

RUN **CREATE NEW TEST**

Run Tests with Ansur ⓘ

Download Links

1.Instructions to launch Ansur

Upload Test Results / other documents

Choose File No file chosen **UPLOAD**

Test Results / other documents

Click on the **CREATE NEW TEST** .A new page will open as the image below –

| Device Type | Monitor, Patient ▾ | * | Manufacturer | Datascope Corp ▾ | * | Model # | 0998-00-0444- ▾ | * | Tag Number | 360837 ▾ | * | Test Name | --NONE-- ▾ | * | ✖ |

Test Name: [   ] ⊕

Template doesn't exist

Sub Test Name: [   ]

Procedure

There are 5 dropdown lists such as:

- ➢ Device Type
- ➢ Manufacturer
- ➢ Model
- ➢ Tag Number
- ➢ Test Name

User   must select Device Type to create tests.

User can create tests based on Device Type, Device Type and Tag, Device Type and Manufacturer, Device Type and Manufacturer and Tag, Device Type and Manufacturer and Model, Device Type and Manufacturer and Model and Tag.

After selecting the dropdowns enter the test name in the textbox showing with add button ⊕

After add the test name will appear in the left side of the browser as shown below.
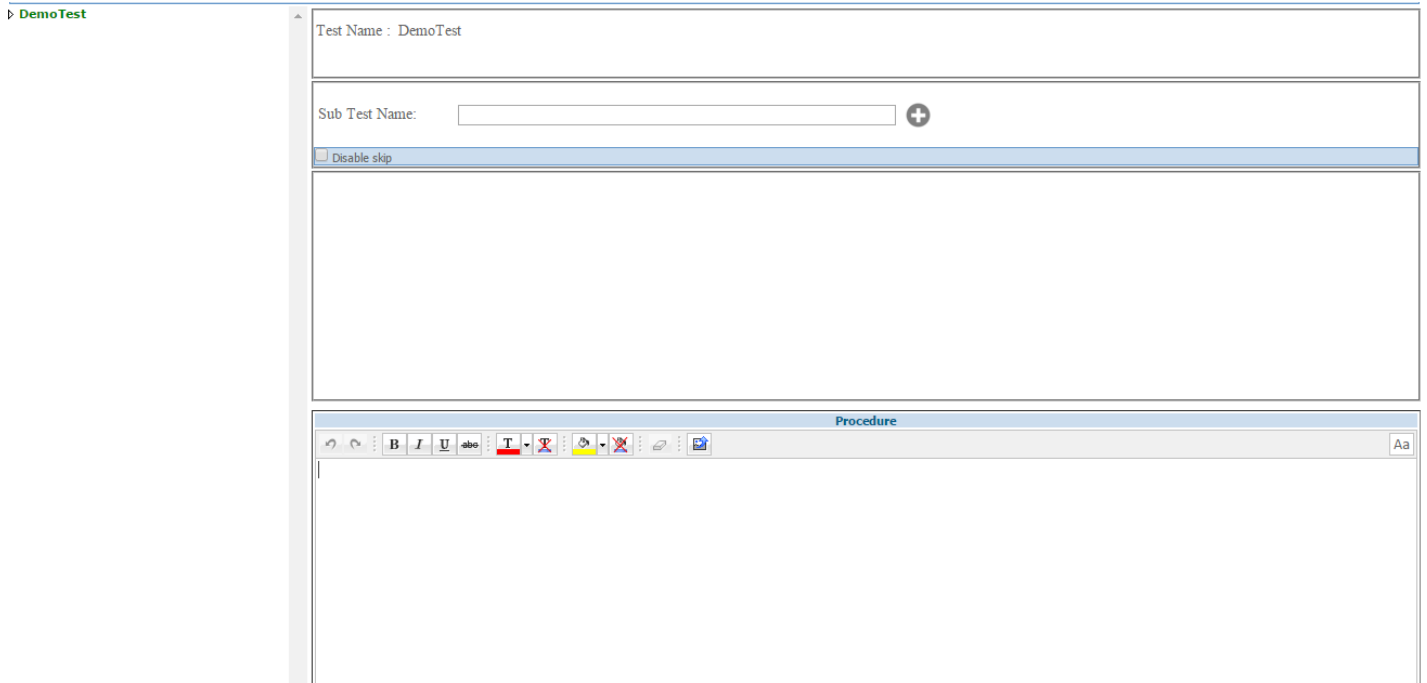
User can preview the whole test ,update ,delete, cancel the test by clicking on the test in the tree as shown below.
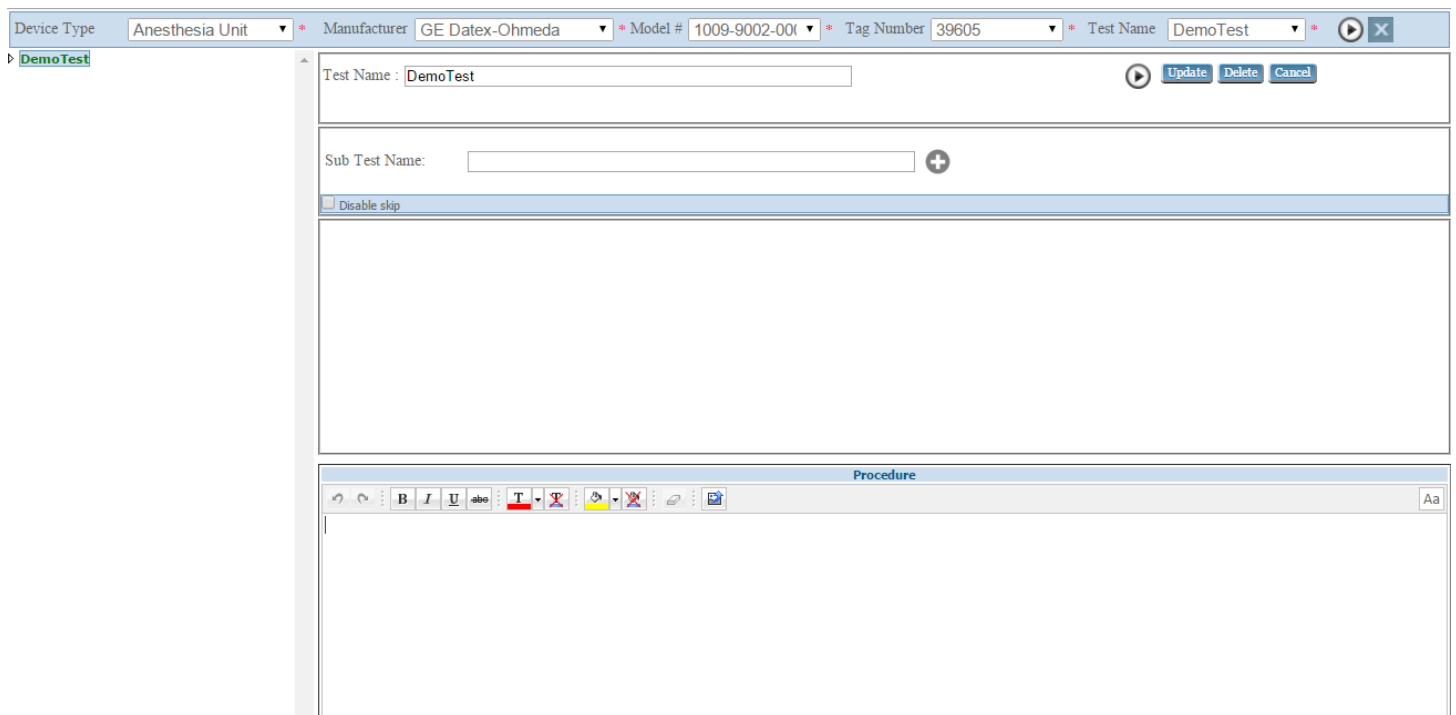
To add sub test under the test enter the sub test name in the textbox showing with add button and user can disable the sub test skip action by checking the checkbox showing downside the sub test name after add the sub test name sub test will appear under test in the left side of the page as shown below.
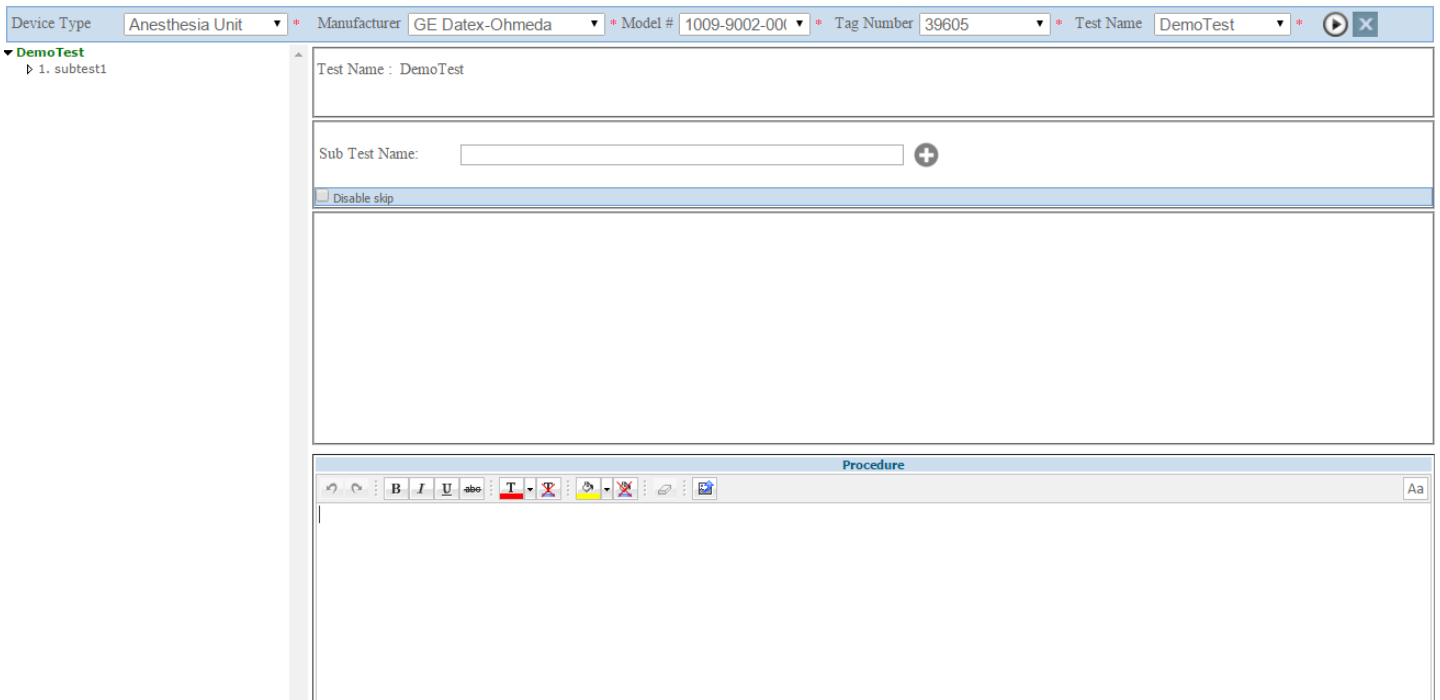
user can add n number of sub test under the test as shown below
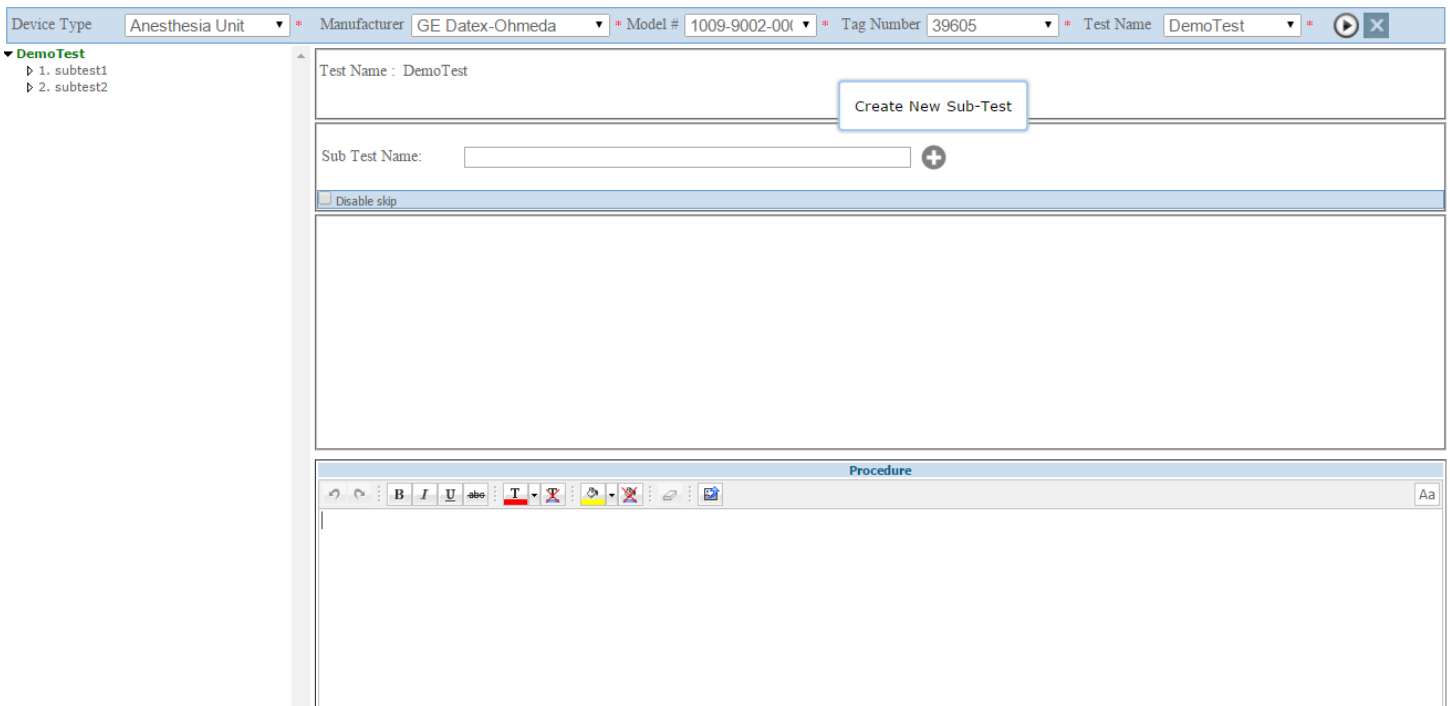
user can add procedure to the whole test or to the particular sub tests in the editor box as shown in the red color border and also insert images to the procedure by clicking on the image in the editor box.
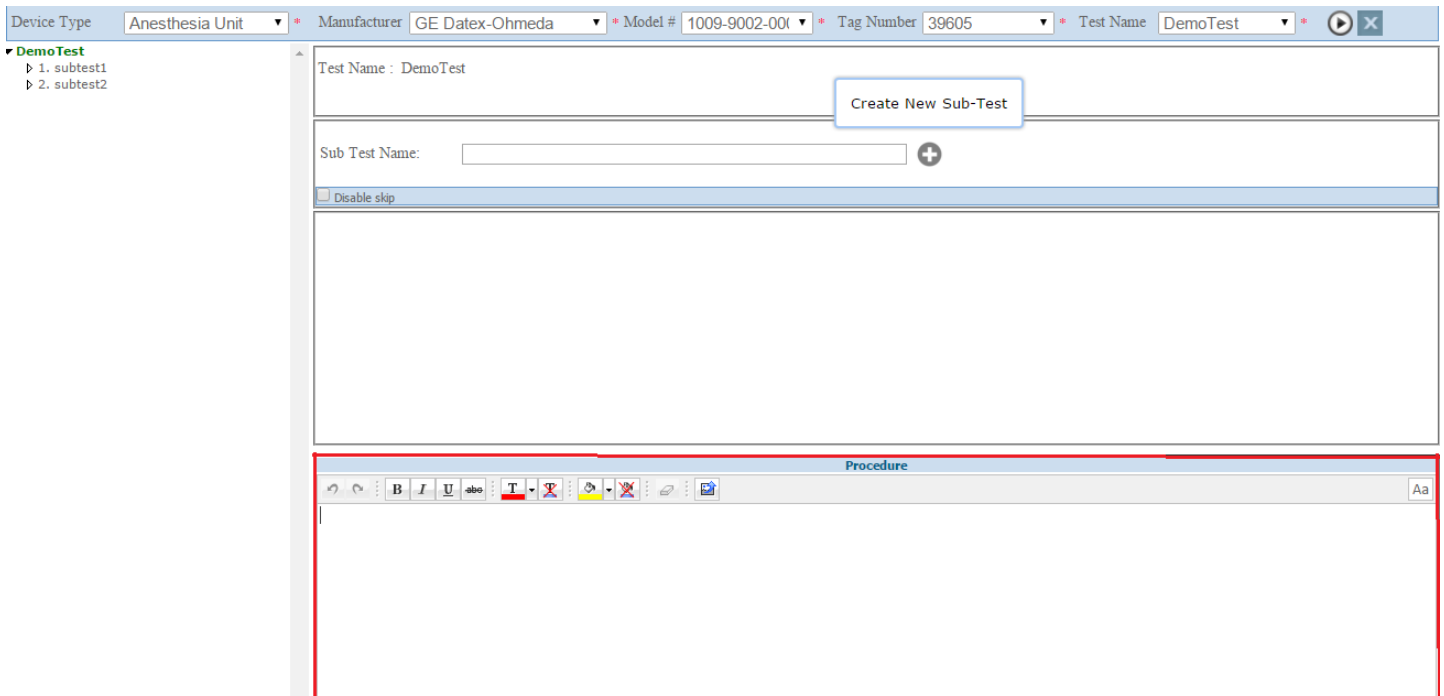
User can preview, update, delete, cancel, reorder and can add test item under the subtests by clicking on the subtest in the tree .

User can preview the sub test by clicking on the image ⏵,update, delete, cancel the sub test by click on respective buttons and reorder the sub test by click on the images ⬇⬆ and can add n number of test items under the subtests by clicking on the add test item button.

If user selecting the checklist radio button he can ignore the pass, fail, Not applicable by checking the checkboxes while adding the test item.

If user selecting the numerical radio button he can add high value, low value, unit while adding the test item.

If user selecting the general radio button he can add description to the test item as shown below.
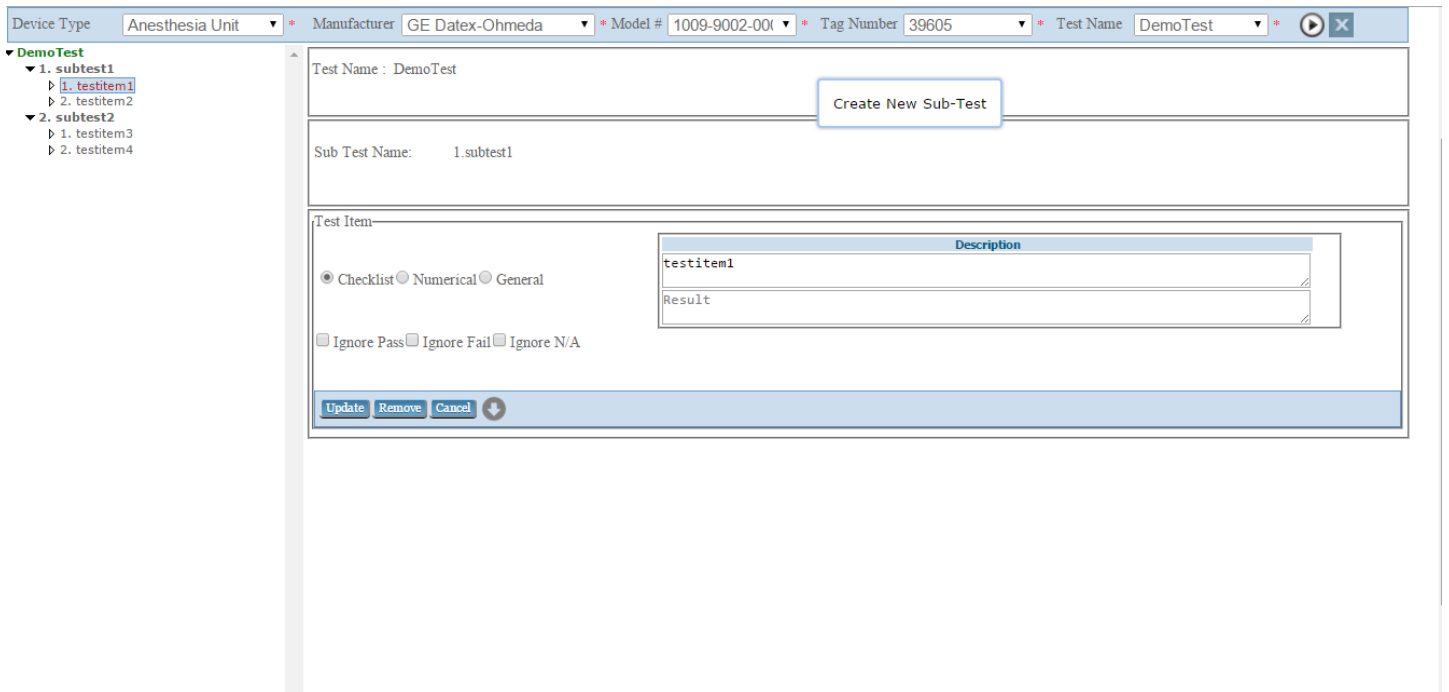
⬚ - Click this button to see the work order details. After clicking on this button a new page will open as the image below.
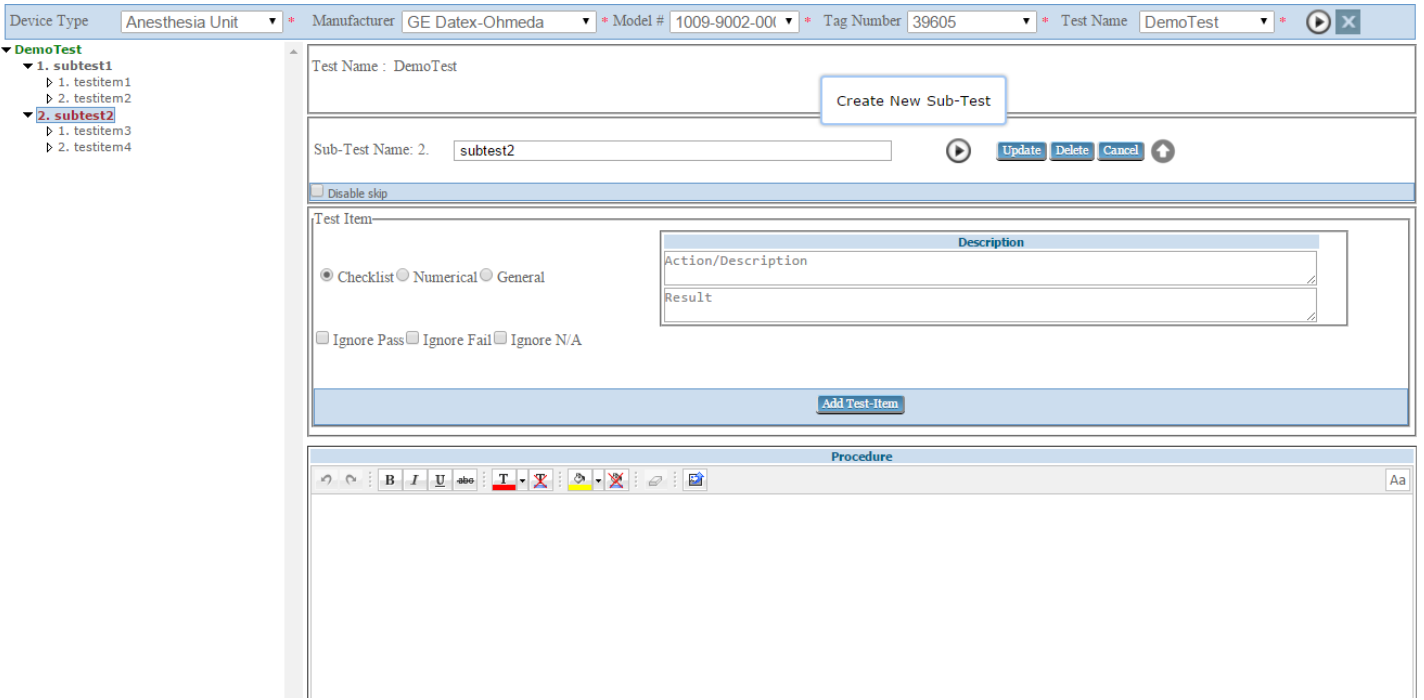
User can update, delete, cancel, reorder the test item by clicking on the test item in the tree.

User can update, delete, cancel the test items by click on respective buttons and reorder the test items by click on the images as shown below.

C: PM Schedule

PM Schedule

PM Schedule Information

Test Name :	None ▼	PM Priority :	4 Next Trip ▼
Frequency of PM :	Period [_____] Interval Month(s) ▼	Assigned To :	Crystal Smith ▼
Time to Perform :	[_____]	Grace Period :	● Days ○ Months [_____]
Service Department :	Administration ▼	Season for PM :	Beginning [_____] 📅 Ending [_____] 📅
PM Schedule :	☐ Floating ☐ Random		

No PM Schedule to Display

D: Parts

Parts

Click on this tab to see the information about the used parts ans assigned parts. .In this page you can see 2 checkboxes .check one of them as in the image below.

Check the **Parts used** checkbox as below to see the details about the used parts.

Wo_Number	Part Num	Part Desc	Quantity
115	110-0133	(2) 12 Volt 33.0Ah Sealed Lead Acid	2

E: Tips

Tips

After clicking in this tab you will get the page as the image below, where you can see the troubleshooting tips.
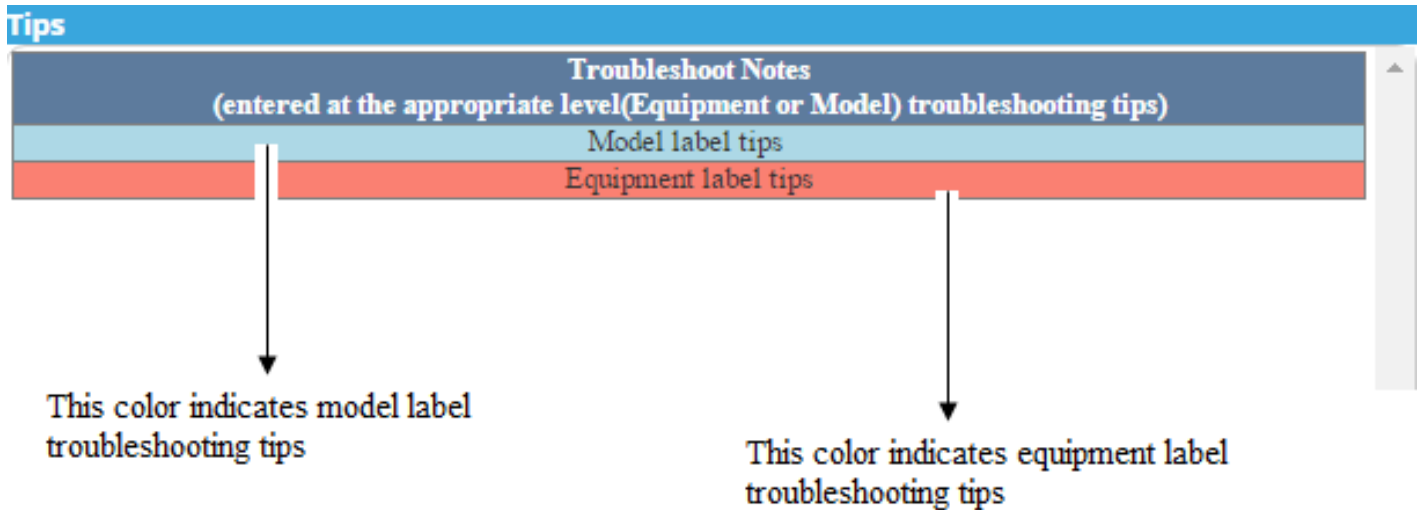
F: Labor

Labor

After clicking on this sub tab you will get the page as the image below. In this section you can see the name of the employee who is assigned .On the top you can see **Work Type** .if you click in that dropdown list you can see three options .(**In House Service ,Contract Service, Non Contract Service) .**Here by default In House Service is selected. Select the employee name and the task.

Rate Regular ▼

You can select the rate type from here .There are three options in this dropdown list. (Regular, Overtime, Double Time)   .

☐ Billable

If you click on this, the charge for the task will be calculated and will appear in the text box.

Labor

Apply Labor　　**Work Type :**　In House Service ▼

In House

Employee　Carol Poo ▼　Task　Cell Phone Re ▼

Notes
Cell Phone Repair

Hours 2　　　　　　　Date 12/04/2015 🗓 　Time 03:35 PM

Rate Regular ▼　　　Charge 0.00

☐ Billable　　　**SAVE**

Now click on this **SAVE** button and you can see the details as follows.

Labor

Apply Labor	Work Type :	In House Service ▼

In House

Employee [Carol Poo ▼] Task [_____ ▼]

Notes
[   ]

Hours [0.00]   Date [12/04/2015] 📅   Time [03:33 PM]

Rate [Regular ▼]   Charge [0.00]

☐ Billable   **SAVE**   saved successfuly

		Date	Notes	Technician	Hour	Cost	Total Amt.
📄	✖	12/04/2015	Cell Phone Repair	Carol Pool	2.00	95.00	0.00

You can edit by clicking this 📄 button and delete by clicking this ✖ button.

Now keep the rate as regular and check the ☐ Billable . It will calculate the charge according to hours. Then the details will be saved as follows.

Labor

Apply Labor Work Type : In House Service ▼

In House

Employee: Carol Poo ▼ Task: ▼

Notes:

Hours: 0.00 Date: 12/04/2015 📅 Time: 04:01 PM

Rate: Regular ▼ Charge: 0.00

☐ Billable **SAVE** saved successfuly

		Date	Notes	Technician	Hour	Cost	Total Amt.
📄	✖	12/04/2015	Cell Phone Repair	Carol Pool	2.00	95.00	190.00

Now choose the **overtime** option from the dropdown list and save the details .The details will be saved as follows.

Labor

Apply Labor   Work Type : [In House Service   ▼]

In House

Employee [Carol Poo ▼]   Task [▼]

Notes
[   ]

Hours [0.00]   Date [12/04/2015 📅]   Time [04:06 PM]

Rate [Regular   ▼]   Charge [0.00]

☐ Billable   [**SAVE**]   saved successfuly

		Date	Notes	Technician	Hour	Cost	Total Amt.
📄	X	12/04/2015	Cell Phone Repair	Carol Pool	2.00	95.00	0.00

Now change the rate type to overtime from the dropdown list and check the ☐ Billable .and save it .it will automatically calculate the charge according to rate .

Labor

Apply Labor   **Work Type :** In House Service ▼

In House

Employee Carol Poo ▼ Task [▼]

Notes [   ]

Hours 0.00   Date 12/04/2015 📅 Time 03:48 PM

Rate Regular ▼   Charge 0.00

☐ Billable   **SAVE**   saved successfuly

	Date	Notes	Technician	Hour	Cost	Total Amt.
📄 ✖	12/04/2015	Cell Phone Repair	Carol Pool	2.00	95.00	285.00

Now select the **double time** option from the dropdown list and save the details. The details will be saved as follows.

Labor

Apply Labor   **Work Type :** In House Service ▼

In House

Employee Carol Poo ▼ Task [▼]

Notes [   ]

Hours 0.00   Date 12/04/2015 📅 Time 04:09 PM

Rate Regular ▼   Charge 0.00

☐ Billable   **SAVE**   saved successfuly

		Date	Notes	Technician	Hour	Cost	Total Amt.
📋	✖	12/04/2015	Cell Phone Repair	Carol Pool	2.00	95.00	0.00

Now select the **double time** option from the dropdown list and check ☐ Billable .Then the details will be as follows.

Labor

Apply Labor   Work Type : In House Service ▼

In House

Employee Carol Poo ▼   Task [▼]

Notes [   ]

Hours [   ]   Date 12/04/2015 📅   Time 03:55 PM

Rate Regular ▼   Charge 0.00

☐ Billable   **SAVE**

		Date	Notes	Technician	Hour	Cost	Total Amt.
📋	✖	12/04/2015	Cell Phone Repair	Carol Pool	2.00	95.00	380.00

Now change the **Work Type** to **contract service** from this Work Type : Contract Service ▼ dropdown list.

You can select this option only then if the equipment is under contract. After selecting you will see the page as the image below-

Labor

Apply Labor   Work Type : Contract Service ▼

Contract Service

Contract 9999 ▼

Date 📅 12/04/2015

Task [▼]

Notes [   ]

SAVE

Cost Information

Rate M-F ▼

○ Labor   ○ Travel

☐ FlatFee

Hour	Cost	Total
0.00	1.00	0.00

Insert the task name, Check one of the options from **labor** and **travel,** insert the working hours and other details .After that click on this SAVE button.

Now click this SAVE button and you can see the details as the image below.

If you check the Flatfeee and save, then the details will be as follows -

Here you can edit by clicking this button and delete by clicking this button.

Now select the **Non Contract Service** from

After selecting the **Non Contract Service**, you will have the following options. Here you can select the vendor name, rate and other options.

Fill the details as the image below –

Now click on **SAVE** .Labor details are saved and they will appear in the page as the image below.

Labor

Apply Labor   **Work Type :** Non Contract Service ▼

Non Contract Service
Vendor 3M Health Care ▼

Date   12/04/2015 📅

Task ▼

Notes

Cost Information
Rate Standard ▼
 ● Labor   ○ Travel
 ☐ FlatFee
 ☐ Billable

Hour	Cost	Total
0.00	1.00	0.00

SAVE

Non Contract Service details Saved

	Date	Vendor	Notes	Hour	Cost	Total Amt.
📋 ✖	12/04/2015	3M Health Care	Cell Phone Repair	2.00	1.00	2.00

7: Materials

Materials In this section you can save the details about the materials that you want to order. Choose the work type from the Work Type Dropdown list. There are three options.

1. In House Parts

2. Contract Parts

3. Non Contract Parts

Select one of them and then   Select the **part** from the dropdown list, Select the **warehouse** from the

Warehouse A Warehouse : 4 ▼ . Here you can see the warehouse name and in front of that you can see the quantity of   the material.

Insert the parts that you want to order and the quantity of the parts and click on this **SAVE** button.

After clicking you can see the page as the image below-

		Date	DESCRIPTION	Qty	Cost	Total Amt.
		12/04/2015	(2) 12 Volt 33.0Ah Sealed Lead Acid	3	0.00	0.00

If you want to edit the details, click on this button and delete by clicking this . Button

If you choose the work type as **Contract Parts,** The page will open as the image below –

If you choose the work type as **Non Contract Parts** ,the page will be as the image below.

Inser the details and save it by clicking on the SAVE button.

You can add a new purchase request by clicking this ADD NEW REQUEST button. You can add a new purchase request from home page too.

8: Parts on order

Parts on order

Click on this tab to see the parts that you have ordered. After clicking on this tab, you can see the page as the image below.

Parts on order
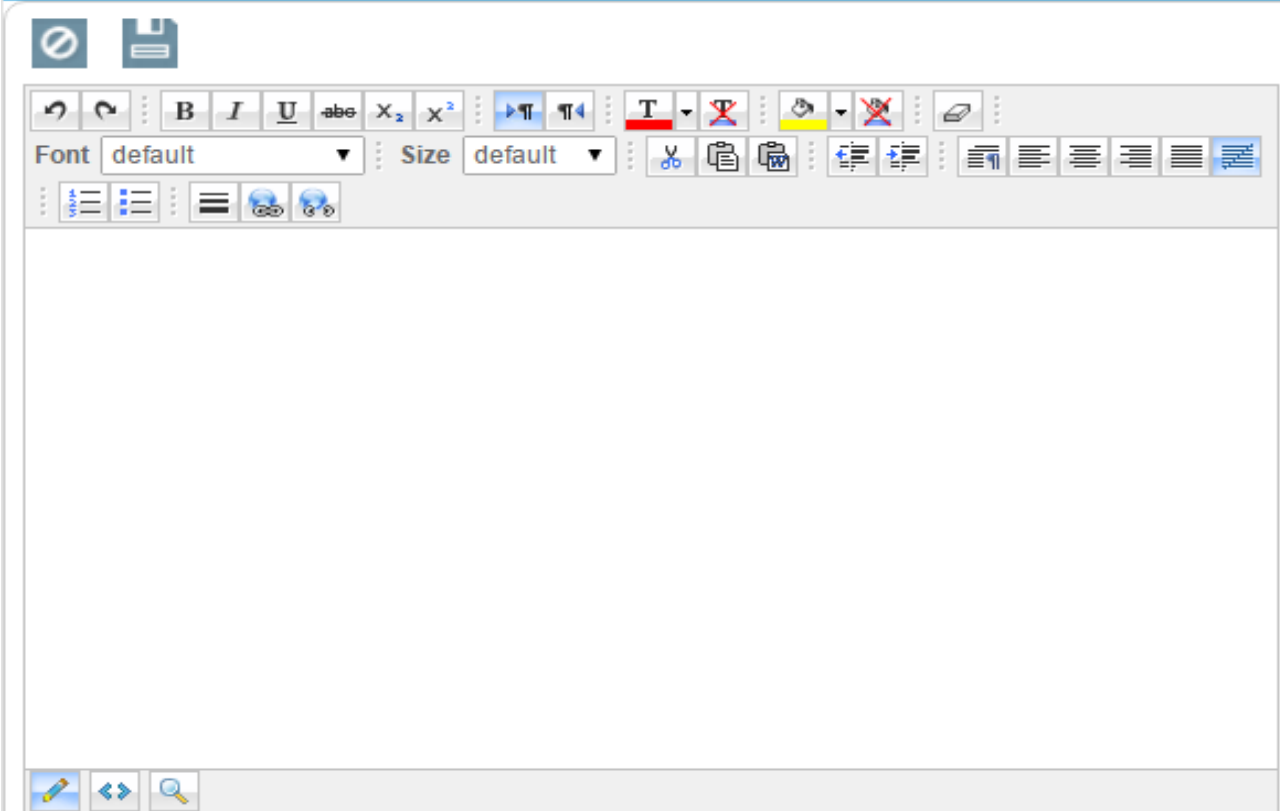
Status	Part Number	Description	Warehouse	Unit Cost	Unit Qty	Total Amount
OP	110-0133	(2) 12 Volt 33.0Ah Sealed Lead Acid	530	0.00	2	0.00

9: Notes

Notes

After clicking on this tab, you can see the page as the image below-

Notes

Click on this [save icon] button save the notes and click on this [clear icon] button to clear the note.

5: Audit Log

Audit Log

After clicking on this you can see the changes you have made on the work orders.

Audit Log

Date	RESOURCE NAME	ACTION	DESCRIPTION	References
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin...	Wodetails
12/04/2015	admin	Insert	admin	Wodetails

Now click on this ![button] button to see the **Work Order Report**.

After clicking on this button you can see the work order report as below.

Work Order Report

Work Order Description

Work Order	:	115
Request Date	:	12/03/2015
Request Time	:	03:32 PM
Wo Status	:	Open
Due Date	:	12/03/2015
Due Time	:	05:54 PM
WO Type	:	Corrective Maintenance
WO Result	:	
WO Failure	:	
Start Date	:	12/03/2015 05:54 PM
Completed Date	:	
Requester Name	:	James
Contact	:	4423456789 Ext: 000
Contact Email	:	james@wk.com
Customer PO #	:	
Priority	:	1 One Hour
Assigned To	:	Carol Pool
Issue	:	It is not working well

Equipment Description

Tag Number	:	360837
Manufacturer	:	Datascope Corp
Model Number	:	0998-00-0444-L61
Model Name	:	Accutorr Plus
Equipment Type	:	Monitor, Patient
Serial Number	:	A749694-K6
Coverage Status	:	
Rate Schedule	:	
CustomerName	:	Lakewood Health System
Department Name	:	Outpatient Services
Location	:	
Responsible Cost Center	:	Outpatient Services
Status	:	Active

Labor

SNO	Date	Notes	Emp/Contract/Vendor	Hour	Rate	Total Amt	Costing Type
1	12/04/2015	Cell Phone Repair	Carol Pool	2.00	95.00	0.00	H

Material

SNo.	Date	Prt	Qty	Cost	Total Amt
1	12/04/2015	110-0133	2	*	*

Parts On Order

SNo.	Status	Part Number	Description	Warehouse	Unit Cost	Unit Price	Total Amt
1	OP	110-0133	(2) 12 Volt 33.0Ah Sealed Lead Acid	530	0.00	2.00	0.00

Notes

SNo.	Notes	Created By
1	Hello...	admin - 12/07/2015 6:11:35 PM

Test
------Data Unavailable-----

 Click this button to print the work order report.

 Click this button to download the pdf file of the work order report.

Work Order Report

Work Order Description

Work Order	:	117
Request Date	:	12/07/2015
Request Time	:	12:09 PM
Wo Status	:	Open
Due Date	:	12/07/2015
Due Time	:	02:22 PM
WO Type	:	Corrective Maintenance
WO Result	:	
WO Failure	:	
Start Date	:	12/07/2015 02:22 PM
Completed Date	:	
Requester Name	:	James
Contact	:	4423456789 Ext: 000
Contact Email	:	james@wk.com
Customer PO #	:	
Priority	:	1 One Hour
Assigned To	:	Chuck Brueske
Issue	:	problem

Equipment Description

Tag Number	:	360838
Manufacturer	:	Datascope Corp
Model Number	:	0998-00-0444-L61
Model Name	:	Accutorr Plus
Equipment Type	:	Monitor, Patient
Serial Number	:	A7145263J8
Coverage Status	:	
Rate Schedule	:	
CustomerName	:	Lakewood Health System
Department Name	:	Med Surg
Location	:	
Responsible Cost Center	:	Med Surg
Status	:	Active

Labor

Workorder Report_117_...   Workorder Report_117_...   Show all downloads...

 Click this button to send the work order report by e-mail.After clicking on this button you will get a new page as

the image below.Fill the form and send it by clicking this button.

Name		
From	admin	@gmail.com
Password	••••••••••	
To		

Subject

Message

Admin can login using their User Name & Password.

After logged in, u can see the page as the image below. Click on the Purchasing tab as shown in the image below.
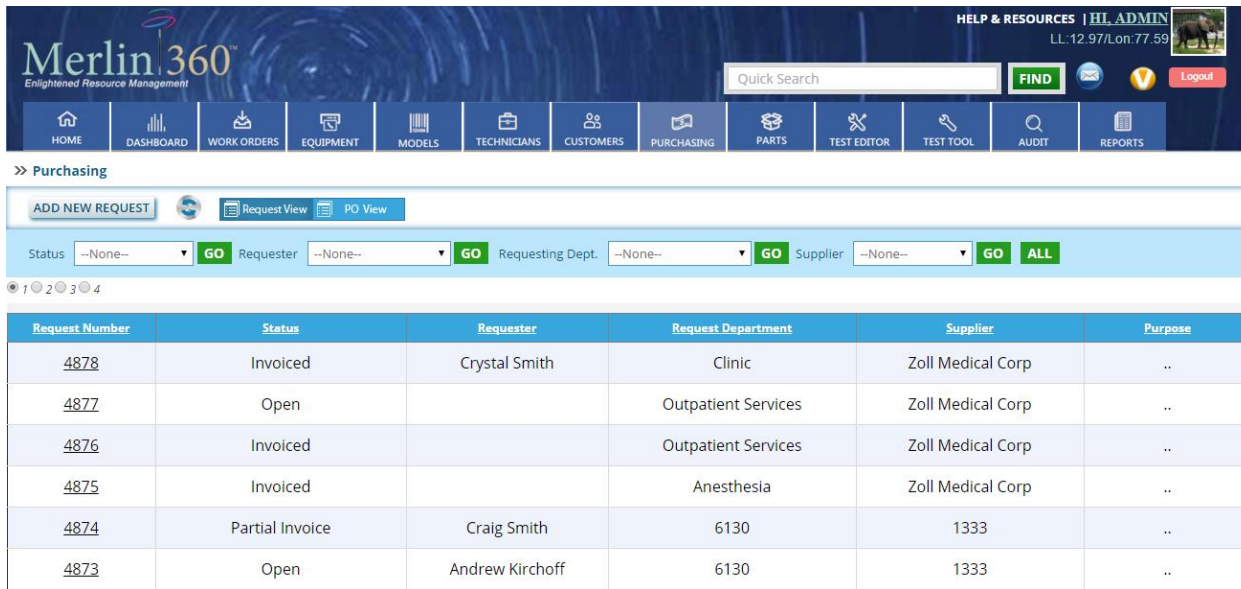
After clicking on the Purchasing tab, you can see the purchasing listing page as shown below.

1: Quick Search

You can Search the request number by Status, Requester, Request Department, Supplier and Purpose .Insert the key word in this **quick search box** and on click the **Find** button.

2: Reset

Click on this button to refresh or reset the page.

3: Sorting

You can sort every column in ascending or descending order by clicking on the name of the column. See the two images below.

⊙ 1 ○ 2 ○ 3 ○ 4

Request Number ▲	Status	Requester	Request Department	Supplier	Purpose
4431	Open	RAJOH	2086	ALPHA	Replac..
4441	PO Created	JDEE	2031	1127	Office..
4442	Open	SAPAL		INLOGIC	RFID T..
4464	PO Created	TOMEM		1700	Replac..
4468	PO Created	SAPAL		1528	RHC Vi..
4475	PO Created	TIMOT	2031	1227	Tru-d ..
4476	PO Created	TOMEM		EBAY	LNCS D..
4479	PO Created	JDEE	2031	TOOFETC	Contro..
4480	Open	DASTE	10-5510	1744	Ship o..
4487	PO Created	SAPAL		1375	Fluke ..
4489	PO Created	TOMEM	2031	SURVEIL	HID 83..

⊙ 1 ○ 2 ○ 3 ○ 4

Request Number ▲	Status	Requester	Request Department	Supplier	Purpose
4431	Open	RAJOH	2086	ALPHA	Replac..
4441	PO Created	JDEE	2031	1127	Office..
4442	Open	SAPAL		INLOGIC	RFID T..
4464	PO Created	TOMEM		1700	Replac..
4468	PO Created	SAPAL		1528	RHC Vi..
4475	PO Created	TIMOT	2031	1227	Tru-d ..
4476	PO Created	TOMEM		EBAY	LNCS D..
4479	PO Created	JDEE	2031	TOOFETC	Contro..
4480	Open	DASTE	10-5510	1744	Ship o..
4487	PO Created	SAPAL		1375	Fluke ..
4489	PO Created	TOMEM	2031	SURVEIL	HID 83..
4490	PO Created	TOMEM	2031	EBAY	Card r..

4: Add New Request

ADD NEW REQUEST

Click on this button to add a new request

To add a new request, click on the **ADD NEW REQUEST** button. After clicking on this image a new page will open as shown below.

On the right side of the page you can see the below image but you can't do any activity on them until you save the Request

.

You can see image in your page. By clicking on this image you can search the work order .It will redirect you to a new a page as shown below.

You can search by inserting any of the given option. Click on the **FIND WORKORDER** button and you will get the result. See the image below.

After clicking the FIND WORKORDER image, you will get the result as the image below.

Wo_Status	Work Order	Customer Name	Tag Number	Technician	Request Date	Issue	WO Type	WO Priority
Open	111	Lakewood Health System	360807	858585	2015-10-17 05:47:25 AM	Need a ne	CM	3 Next Day

Now click on the button to save the request and click on the button to back to the previous page.

After clicking on the button it will redirect you to a new page where you can update the Request Information by clicking the button and you can work on the **Request Line System** section.

Click on this [+] button and a new page will appear as shown below.

You can choose the line item here Line Item : ⦿ *Material* ◯ *Labor* and you can insert the quantity of material or labor .After filling the necessary information click on the 💾 image and you will get the page as image below.

Click on the **CREATE PURCHASE ORDER** button to create purchase Order. After clicking on this button, a new page will open as shown below.

Fill the information in the page in click on the ![save] button .Your Purchase Order Is created. If you want to edit the

purchase order you can edit and then click on the ![save] button and your purchase order will be updated.

To see the Purchase Order you created, click the ![edit], a new page will open as the image below-

	Purchase Order	
PO#	Issue Date	
PO4696	12/2/2015 12:00:00 AM	

Supplier	Bill To	Ship To
Zoll Medical Corp , ,	Test Equipment 2720 Hwy 10 NE, 2720 Hwy 10 NE Mounds View, MN 55112	Test Equipment 2720 Hwy 10 NE, 2720 Hwy 10 NE Mounds View, MN 55112
Phone: 800-348-9011 Fax: 781-221-5679	Phone: 651-407-9300 Fax: 651-407-9301	Phone: 651-407-9300 Fax: 651-407-9301
Buyer	Ship Via	Ship Date / Terms

Line	Part#	Description	Type	Warehouse	U/C	Received	Unit Qty	Unit Cost	Total Cost
1	240-0072	1/8 to 1/4 TV to wall jack cab	Material	A Warehouse	ea.	0	2	0.00	0.00

Grand Total   0.00

Now you can see all the 3 buttons are clickable.

PO Line Item

After clicking on this icon you will get the image as below.

PURCHASING   Fill Request Information first and Save before adding information to other Tabs.

Request Information

Request*	: 4887
Ref. WO	: 111
Customer Name	: Lakewood Health System
Requesting Dept	: Outpatient Services
Requester	:
Date/Time	: 12/02/2015 16:31:54
Status	: PO Created
Priority	: Ground
Date Needed	: 12/02/2015
Purpose	:

Supplier Informarion

Supplier*	: Zoll Medical Corp
Cust No	: 0
Phone	: 800 348-9011
Fax	:
Terms	:
Min. Order Amt	: 0.00
Request Amount	: 0.00

Tabs: Request Line Item | Purchase Order | PO Line Item | Updates | Media

PO Line Item

Part Number	Description	Type	Work Order Num	Work Order Facility	Account	Supplier Part No.	U/M-Conv	Received	Unit Qty	Unit Cost	Total Cost	
150-0163	12-Pin, 10 Electrode Cable, Grabber	M	111	23	Outpatient Services		ea.	0	2	0.00	0.00	

Click on the ➕ button. After clicking on this button, you will get a new page as the image below.

Updates

After clicking on this tab, you will get the page as the image below-

Click on the image to write a note. You will get the page as the below image after clicking on this image.

Write your note and save it by clicking on the button .

If you select the shipping option from the dropdown list, you will get the page as the below image.

Click on the add button toadd shipping details. After clicking the image you will get the page as the image below.

You can write the details and save it by clicking on the save button.

After saving shipping and handling details, you can see the details in the list as shown below.

Click on the edit button to edit the details. You can change the details here .after clicking the button you will be able to edit the information. And save it by clicking the button.

If you select the receipt from the dropdown list you will get the page as the image below.

Click on the ![plus] image to create receipt .you will see the page as the image shown below.

Fill Request Information first and Save before adding information to other Tabs.

Request Information

Request*	:	4889
Ref. WO	:	111
Customer Name		Lakewood Health System
Requesting Dept	:	Outpatient Services
Requester	:	
Date/Time	:	12/02/2015 17:49:58
Status	:	PO Created
Priority	:	Ground
Date Needed	:	12/02/2015
Purpose	:	

Supplier Informarion

Supplier*	:	Zoll Medical Corp
Cust No	:	0
Phone	:	800 348-9011
Fax	:	
Terms	:	
Min. Order Amt	:	0.00
Request Amount	:	0.00

Request Line Item	Purchase Order	PO Line Item	Updates	Media

Receipt ▼ +   PO: PO4698   PO Status: Received ▼

Receive All
Date/Time 12/02/2015 17:49:58   Received By

Receipt Line Item

Part Number	Description	Type	Work Order Num	Work Order Facility	Account	Supplier Part No.	U/M-Conv	Received	Unit Qty	Unit Cost	Total Cost	
110-0133	(2) 12 Volt 33.0Ah Sealed Lead Acid	M	111	23	Outpatient Services		ea.	0	6	0.00	0.00	

You can change the PO status by selecting an option from the given dropdown list on the right side of the page and then save it by clicking on the save button. After clicking on the edit button you will get the page as the image below.

Fill Request Information first and Save before adding information to other Tabs.

Request Information

Request*	:	4889
Ref. WO	:	111
Customer Name		Lakewood Health System
Requesting Dept	:	Outpatient Services
Requester	:	
Date/Time	:	12/02/2015 17:49:58
Status	:	PO Created
Priority	:	Ground
Date Needed	:	12/02/2015
Purpose	:	

Supplier Informarion

Supplier*	:	Zoll Medical Corp
Cust No	:	0
Phone	:	800 348-9011
Fax	:	
Terms	:	
Min. Order Amt	:	0.00
Request Amount	:	0.00

Request Line Item	Purchase Order	PO Line Item	Updates	Media

Receipt ▼ +   PO: PO4698   PO Status: Received ▼

Receipt

Part Number*	:	110-0133
Part Description*	:	(2) 12 Volt 33.0Ah Sealed Lead Acid
Date/Time*	:	4/15/2014 1:35:00 PM
Warehouse*	:	▼
Reciept By	:	▼
Status	:	Received ▼
Add Qty.*	:	Received : 0 Ordered : 6

Receipt Line Item

Part Number	Description	Type	Work Order Num	Work Order Facility	Account	Supplier Part No.	U/M-Conv	Received	Unit Qty	Unit Cost	Total Cost	
110-0133	(2) 12 Volt 33.0Ah Sealed Lead Acid	M	111	23	Outpatient Services		ea.	0	6	0.00	0.00	

You can edit the information and update it by clicking on this button. If you click on this button .you will see the page as the image below.

Request Information

Request* : 4889
Ref. WO : 111
Customer Name : Lakewood Health System
Requesting Dept : Outpatient Services
Requester :
Date/Time : 12/02/2015 17:49:58
Status : PO Created
Priority : Ground
Date Needed : 12/02/2015
Purpose :

Supplier Informarion

Supplier* : Zoll Medical Corp
Cust No : 0
Phone : 800 348-9011
Fax :
Terms :
Min. Order Amt : 0.00
Request Amount : 0.00

Request Line Item | Purchase Order | PO Line Item | Updates | Media

Receipt ▼ ➕   PO: PO4698   PO Status: Received ▼

Receipt Line Item

Part Number	Description	Type	Work Order Num	Work Order Facility	Account	Supplier Part No.	U/M-Conv	Received	Unit Qty	Unit Cost	Total Cost	
110-0133	(2) 12 Volt 33.0Ah Sealed Lead Acid	M	111	23	Outpatient Services		ea.	0	6	0.00	0.00	

Select invoice from the dropdown list to create an invoice .after clicking on the page you will get a page as the image below –

Request Information

Request* : 4887
Ref. WO : 111
Customer Name : Lakewood Health System
Requesting Dept : Outpatient Services
Requester :
Date/Time : 12/02/2015 16:31:54
Status : Received
Priority : Ground
Date Needed : 12/02/2015
Purpose :

Supplier Informarion

Supplier* : Zoll Medical Corp
Cust No : 0
Phone : 800 348-9011
Fax :
Terms :
Min. Order Amt : 0.00
Request Amount : 0.00

Request Line Item | Purchase Order | PO Line Item | Updates | Media

Invoice ▼ ➕   PO: PO4696   PO Status: Received ▼

Invoice Line Item

Part Number	Description	Type	Work Order Num	Work Order Facility	Account	Supplier Part No.	U/M-Conv	Received	Unit Qty	Unit Cost	Total Cost	
240-0072	1/8 to 1/4 TV to wall jack cab	M	111	23	Outpatient Services	212	ea.	2	2	0.00	0.00	☐

Created Invoices

No Invoice Found

You can see 2 checkboxes in above image .check both of them and click on the add ➕ button. After clicking on that button you will get the page as the image below.

Create Invoice

Invoice Number* :	
Invoice Type :	0 ▼
Notes :	
Credit Expected : ☐	
Invoice Date :	12/02/2015
Entry Date / Time :	12/02/2015 17:30:58
Invoice Reconciled / Approved By :	▼
Date :	12/02/2015

Select Shipping Charge : Select ▼ GET

Frieght 0.00   Handling 0.00   Tax 0.00   Total 0.00

Line	Part Number	Description	Invc. Qty.	Unit Cost	Extended
1	240-0072	1/8 to 1/4 TV to wall jack cab	2	0.00	0.00

Now write the invoice number and other details and click on the save button to save the invoice.

Create Invoice

Invoice Number* :	wer
Invoice Type :	0 ▼
Notes :	
Credit Expected : ☐	
Invoice Date :	12/02/2015
Entry Date / Time :	12/02/2015 19:10:02
Invoice Reconciled / Approved By :	▼
Date :	12/02/2015

Select Shipping Charge : Select ▼ GET

Frieght 0.00   Handling 0.00   Tax 0.00   Total 0.00

Part No [   ] Description [   ] Invc Qty [   ] Cost [   ] Tax [   ] Extended [   ]

Line	Part Number	Description	Invc. Qty.	Unit Cost	Tax	Extented	
1	110-0133	(2) 12 Volt 33.0Ah Sealed Lead Acid	0.00	0.00	0.00	0.0000	

Click on this button to edit the invoice .after clicking this button, you will get the page as the image below.

Create Invoice

Invoice Number* :	wer
Invoice Type :	0 ▼
Notes :	
Credit Expected : ☐	
Invoice Date :	12/02/2015
Entry Date / Time :	12/02/2015 19:10:02
Invoice Reconciled / Approved By :	▼
Date :	12/02/2015

Select Shipping Charge : Select ▼ GET

Frieght 0.00   Handling 0.00   Tax 0.00   Total 0.00
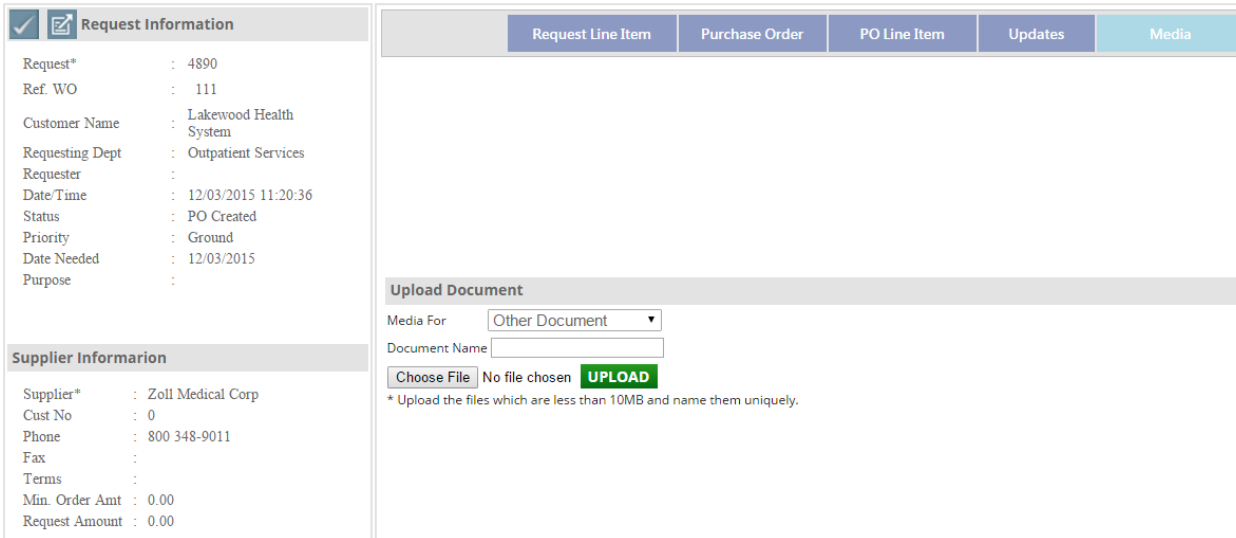
Part No [   ] Description [   ] Invc Qty [   ] Cost [   ] Tax [   ] Extended [   ]

Line	Part Number	Description	Invc. Qty.	Unit Cost	Tax	Extented	
1	110-0133	(2) 12 Volt 33.0Ah Sealed Lead Acid	0.00	0.00	0.00	0.0000	

Now change the information you want and click on the image to update the invoice

Media

This section allow you to save documents .After clicking on thistab you will get the image as below-
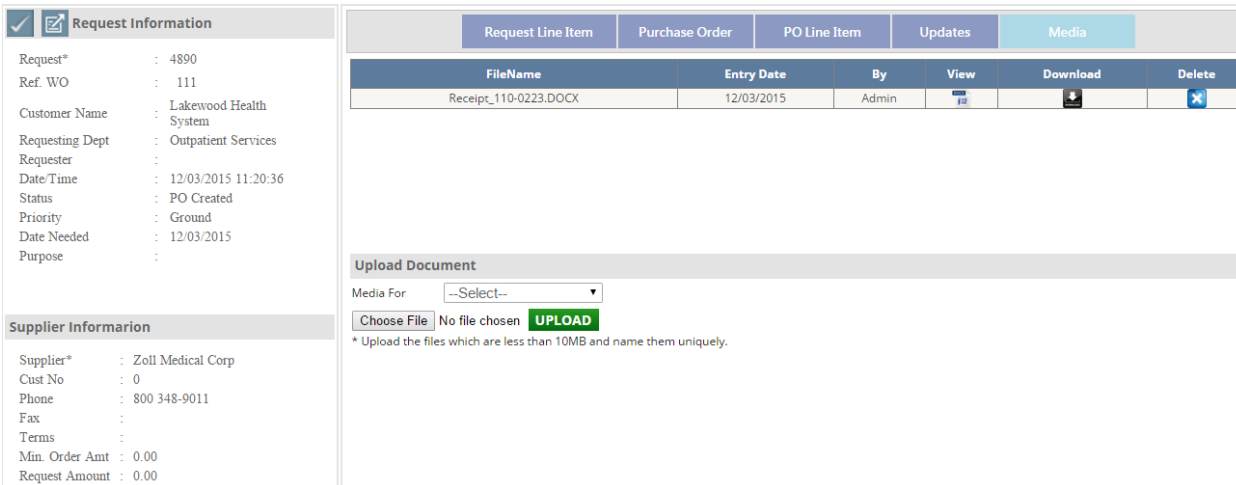
Here you can choose one of the option from the dropdown list and then you can select a document by "Choose File" option and then upload by clicking on the upload button. After successfully inserting the image you can see the page as image below-

Here you can see the downloaded file by clicking on the , download by clicking this button and delete by clicking this button.

Equipment User Manual

Admin Login Page:

Admin can login with their User Name & Password.
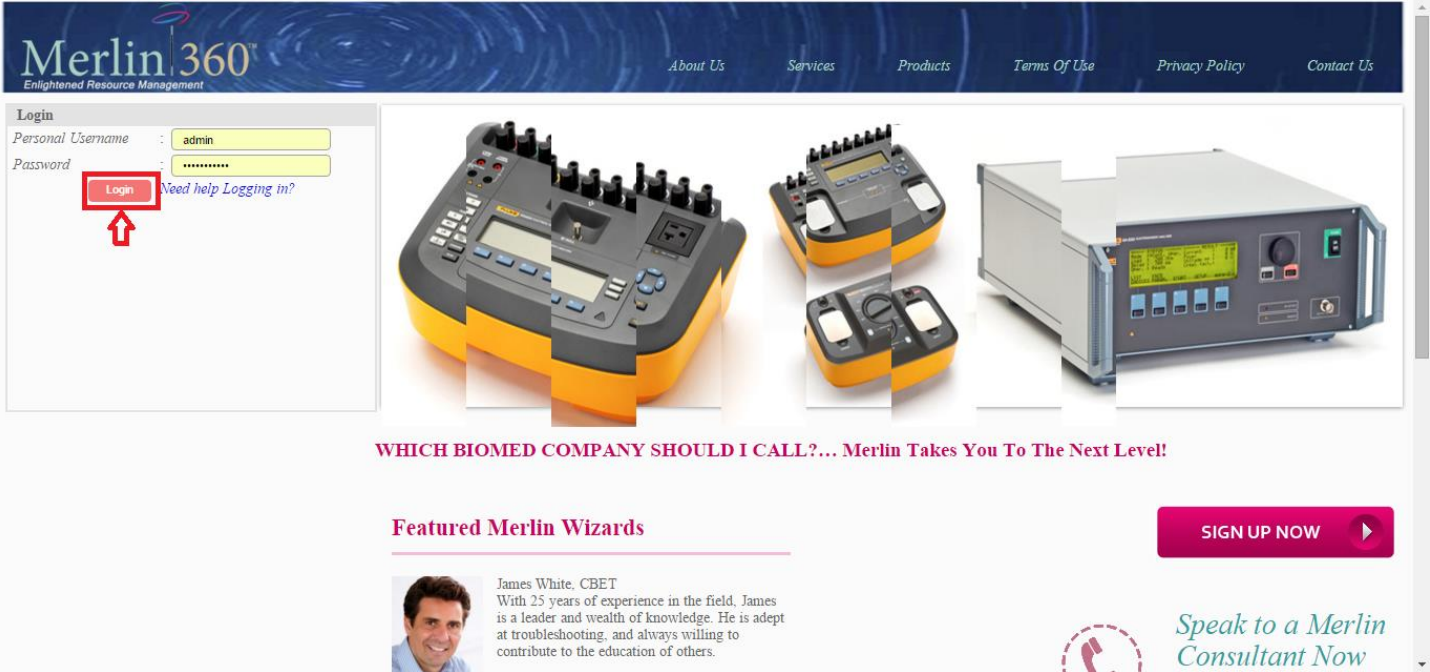
After logged in, you will be redirected to the home page .Click on the **Equipment** tab as shown in the image below

Admin Home Page:
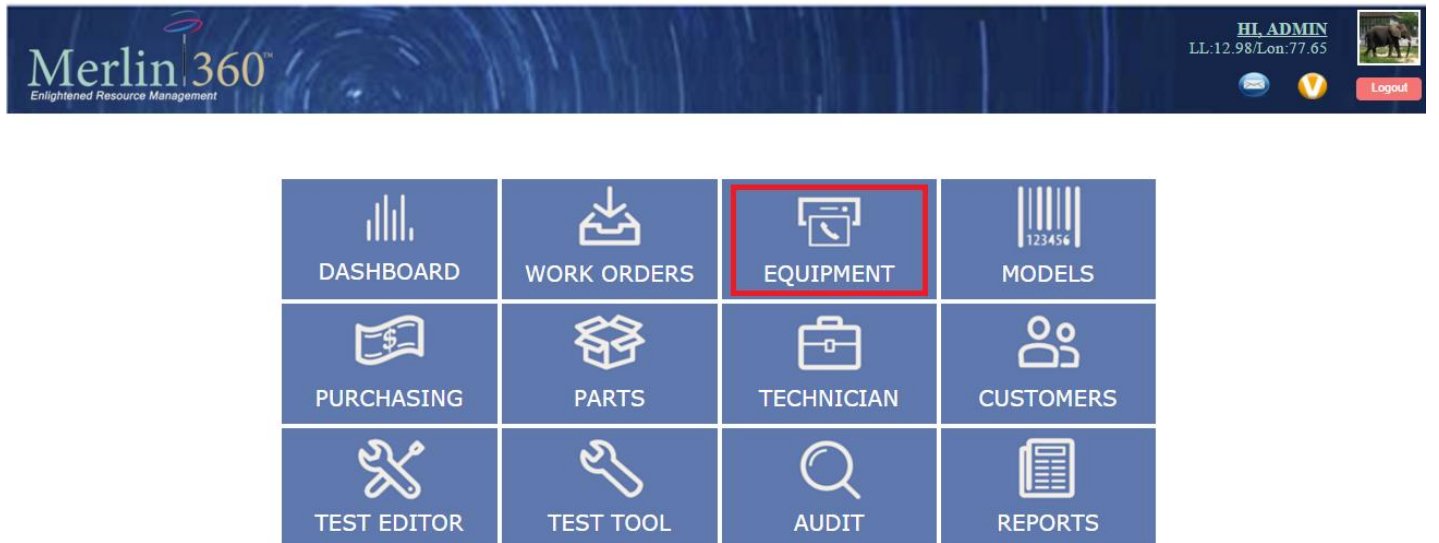
After clicking on **Equipment** tab, you will get the page as the image below.

Equipment Listing Page:

Equipment Listing Page controls:

1: Quick search

You can search the **Equipment** only by **Tag number, Serial number, System id, Asset number, UDI number, RFID, Tips** and **Customer name** fields. Enter the related field value and click on **find** button.

2: generalized search:

Click on this button for **generalized search**.

3: Reset

Click on this button to reset the page.

4: Sorting

5: Equipment details

6: Add New Equipment

ADD NEW

Equipment Listing Page Control Description

1: Quick Search

You can search the work order only by **Tag number, Serial number, System id, Asset number, UDI number, RFID, Tips** and **Customer name** fields. Enter the related field value and click on **find** button.

102817058 | **FIND**

» Equipment

| List View | Summary View | ADD NEW |

Tag Number = 102817058 Or Serial Number = 102817058 Or System Id = 102817058 Or Asset Number = 102817058 Or UDI Number = 102817058 Or RFID = 102817058 Or Tips = 102817058 Or Customer Name = 102817058

Total Equipment : 1
Showing : 1 to 1

Tag Number	Serial	Device Type	Manufacturer	Model #	Model Name	Customer Name	Department Name	Equipment Status	Pending #WOs
360772	102817058	Pulse Oximeter	Nonin Medical Inc	8500	PureSAT	Lakewood Health System	Clinic	Active	0

2: generalized search

 Click on this button for **generalized search**.

» Equipment

| List View | Summary View | ADD NEW |

Find Equipment

Tag Number		Equipment Status		Location		Tips	
Manufacturer		Date		Risk Factor		Risk1	
Model Number		From		Rate Schedule		Risk2	
Model Name		To		Service Provider		Risk3	
Device Type		PO.Number #		Condition		Risk4	
Description		Customer Name		UDI Number		Risk5	
Serial Number		Department Name		RFID			

Use * as a wild card. **FIND EQUIPMENT** **CLOSE**

Select or insert the search option for the equipment and then click on the **Find Equipment** button as shown in the image below.

You can see the search result as the image below.

3: Reset

 Click on this button to reset the page.

4: Sorting

Tag Number ▲	Serial	Device Type	Manufacturer	Model #	Model Name	Customer Name	Department Name	Equipment Status	Pending #WOs

Ascending order:

Click on one of the link button column as the image below:

Tag Number	Serial ▲	Device Type	Manufacturer	Model #	Model Name	Customer Name	Department Name	Equipment Status	Pending #WOs
360792	00CGJ145	Hyfrecator		7-900-115	HYFRECATOR 2000	Lakewood Health System	Clinic	Active	1
17523	01 0691	X-Ray HV Generator	Philips Medical-Radiology	9890-000-02031	OPTIMUS 50	Lakewood Health System	Radiology	Active	0
17521	01 2187	X-Ray Control Console	Philips Medical-Radiology	9890 000 62481	OPTIMUS 80	Lakewood Health System	Radiology	Active	0
178974	0106050103571	Refrigerator, Lab	Danby Products	DCR412W	Diplomat	Lakewood Health System	Pharmacy	Active	0
178973	0107110100209	Refrigerator, Lab	Danby Products	DCR412W	Diplomat	Lakewood Health System	Pharmacy	Active	1
360767	06-08-6318	Centrifuge	Ortho-Clinical Diagnostic	5150-60	MTS	Lakewood Health System	Laboratory	Active	0
360791	06314493	Bladder Scanner	Verathon	0570-0090	BVI 3000	Lakewood Health System	Med Surg	Active	0
360790	07478768	Bladder Scanner	Verathon	0570-0090	BVI 3000	Lakewood Health System	Outpatient Services	Active	1
360766	0806700653	Control Box	Stryker Endoscopy Division	5400-50	Core	Lakewood Health System	OR	Active	0

Descending order:

Click on one of the link button column as the image below:

Tag Number	Serial ▾	Device Type	Manufacturer	Model #	Model Name	Customer Name	Department Name	Equipment Status	Pending #WOs
178989	NB6802	Microbiological Sys	Becton Dickinson Diag Div	B 9050	BACTEC	Lakewood Health System	Laboratory	Active	0
360835	G217AA1662	Bed,Birthing	Hill-Rom Co Inc Hillenbra	P3700	Affinity	Lakewood Health System	OB/Nursery	Active	0
178828	BEGK03759	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	TEC 7 ISOFLURANE	Lakewood Health System	Anesthesia	Active	0
107771	BEGJ03601	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	TEC 7 ISOFLURANE	Lakewood Health System	Anesthesia	Active	2
178826	BDEA00645	Vaporizer	Ge Datex-Ohmeda	TEC 5	TEC5	Lakewood Health System	Anesthesia	Active	0
360811	A749748-K6	Monitor, Patient	Datascope Corp	0998-00-0444-L61	Accutorr Plus	Lakewood Health System	Outpatient Services	Active	0
360814	A749735-K6	Monitor, Patient	Datascope Corp	0998-00-0444-L61	Accutorr Plus	Lakewood Health System	Outpatient Services	Active	0
360808	A749730-K6	Monitor, Patient	Datascope Corp	0998-00-0444-L61	Accutorr Plus	Lakewood Health System	Outpatient Services	Active	0
360805	A749721-K6	Monitor, Patient	Datascope Corp	0998-00-0444-L61	Accutorr Plus	Lakewood Health System	Outpatient Services	Active	0

5: Equipment details

Click on the **Tag number** to see the equipment details as in the image below.

Edit button

  Click on this button to edit the equipment details.

Cancel button

Click on this button if you don't want to edit anything in the Equipment.

Update button

 Click this button to update the equipment details.

View button

 Click this button to see the equipment report. You can see all the details in this page. After clicking on this page, you will get the page as the image below.

 Click this button to print the equipment report.

 Click this button to download the pdf file of the equipment report.

Equipment Report

Equipment Information

Tag Number	:	107771		Meter	:	
Asset Number	:			Last Meter Date	:	
Manufacturer	:	GE Datex-Ohmeda		Responsible Center	:	Home Care & Hospice
Model Number	:	1175-9101-000		Location	:	
Model Name	:	TEC 7 ISOFLURANE		CustomerName	:	Lakewood Health System
Type	:	1324		Department Name	:	Anesthesia
Description	:	Vaporizer		Contact Email	:	
Serial Number	:	BEGJ03601		Contact Number	:	4423456789 Ext: 000
UDI Number	:			Rate Schedule	:	
RFID	:			CAR	:	
Latitude	:			MTBF	:	
Longitude	:					
Service Provider	:					
Equipment Status	:	Active				
InService Date	:	11/12/2014				
Retired Date	:					
Battery Date	:					

Workorder List

SNO	Wo_number	Wo_Status	Wo_Type	DueDate	Technician	Hours	labourCost	PartsCost	Total
1	105	Open	Corrective Maintenance	08/16/2015			115.12	115.1	
2	104	Open	Preventive Maintenance	08/16/2015	5.50	3.0	6.00	9.0	

Pur.info

Equipment Report_1077...   Equipment Report_1077...   ⬇ Show all downloads...   ✕

 Click this button to send the equipment report by e-mail. After clicking on this button you will get a new page as the image below.Fill the form and send it by clicking this button.

Name		
From	admin	@gmail.com
Password	••••••••••	
To		

Subject

Message

WO List	Purchasing Info	Components	Parts	Tips	Map	Alert
PM Schedule	Information Services	Contracted Services	Media	Tests	Audit Log	Coverage

These are the sub tabs .you can see the equipment related information by clicking the respective tab.

Click this button to edit the equipment details. After clicking on this button you can see the **Update** and **Cancel buttons** are enabling. Now you can edit the equipment details and save it.

On the right side of the above image you can see the **WO List** section .That is the list of the work orders of the equipment. Red color in the tab, **WO List** shows that there are work orders related to this equipment. You can add a new work order

by clicking this button.

A: Purchasing Info

Purchasing Info

After clicking on this tab, you will get the page as the image below.

In this section you can edit the purchasing information of the equipment and update by clicking the button.

B: Components

C: Parts

Click on this tab to see the information about the assigned parts and used parts. Click on the respective radio button to see the details.

Select the respective radio button to see the information you want.

D: Tips

Click on this tab to see the troubleshooting tips on equipment level and model level.

Write in the editor box and click on this button to save the tip on equipment level as shown in the image below.

After saving the tip you can see the tip in the list.

You can edit the tip by clicking on this button and delete by clicking on this button.

After clicking on this button, you can update the tip by clicking this button as shown in the image below.

E:Map

Click on this tab to see the map navigation.

F: Alert

F: PM schedule

Click on this tab to see the existing pm schedules and create a new schedule.

F: Coverage

Coverage

Click on this tab to see the coverage information about the equipment. After clicking on this tab, you can see a checkbox .by default it is unchecked .if it is unchecked it shows the coverage information on equipment level and if you check it, it will show the coverage information on model level.

After checking the checkbox, you can see the coverage information on model level as in the image below.

You can add coverage information of the equipment. To add coverage selects the **Type** and **Description** from the respective dropdown list and click on this **ADD** button as shown in the image below.

After adding the coverage .you can see the coverage information as in the image below. To edit the coverage information click on this button and to delete the coverage information click on this ☒ button.

After clicking on this ![button] button, you can edit the information.. Click on the **UPDATE** button to update the coverage information and click on the **CANCEL** button if you don't want to edit the information. See the image below.

6: Add New Equipment

ADD NEW

Click on this button to add new equipment as shown in the image below.

After clicking on this button, you will get the page as the image below.

Add New Equipment   Fill Equipment Information first and Save before adding information to other Tabs.

Click on this button to go back to the equipment listing page

Purchasing Info	Components	Parts	Tips	Alert
Information Services	Media	PM Schedule	Tests	Coverage

Click on this button to save the equipment information

Equipment Information

Tag Number *	:		UDI Number	:	
System Id	:		RFID	:	
Manufacturer *	:	▼	Equipment status *	:	Active ▼
Model # *	:	▼	In Service Date	:	12/29/2015
Model Name	:	▼	Retired Date	:	
Device Type	:	▼	Battery Date	:	
Serial Number	:		Meter	:	
Latitude	:	12.9715987	Last Meter Date	:	
Longitude	:	77.5945627	Location	:	
			Customer Name *	:	▼
			Department Name	:	▼

Information Services

RTLS IIP	:		RFID IIP	:	
Device IIP	:		Date of Last Update	:	12/29/2015
Software Version	:		Lan Vs Vlan	:	○ LAN ○ VLAN
FDA Device	: ○ Yes ○ No		Wireless Frequency	:	
Connected to Network	: ○ Yes ○ No		Firmware	:	
Wireless	: ○ Yes ○ No		Backup Schedule	:	
Operating Software	:		Password Compliance	: ○ Yes ○ No	
Backup Method	:		Encryption	: ○ Yes ○ No	
Remote Diagnostic Connection	: ○ Yes ○ No				
Antivirus Software	:				
IT Risk Assessment Score	:				
Login Compliance	: ○ Yes ○ No				
Auto Logoff	: ○ Yes ○ No				

Purchasing Info	Components	Parts	Tips	Alert
Information Services	Media	PM Schedule	Tests	Coverage

Select the **Manufacturer** first and then select **Model** from the given dropdown lists .After that **Model Name** and **Device Type** dropdown lists will be bound automatically as shown in the image below

Manufacturer *	:	ACER ▼
Model # *	:	B273H ▼
Model Name	:	27in LCD Monitor ▼
Device Type	:	Monitor,Computer ▼

Now select the **Equipment Status** from the dropdown list given below.

Equipment status *	:	Active ▼

After that select the **Customer Name** the dropdownlist given below.

Customer Name *	:	Test Equipment ▼

After selecting the **Customer Name**, **Contact, Email**, **Contact Number** and **Ext** of the customer will be bound automatically. Select the **Department Name** and **Responsible Cost Center** from the given dropdown lists as shown in the image below.

Customer Name *	: Lakewood Health System ▼
Department Name	: Pharmacy ▼
Responsible Cost Center	: Pharmacy ▼
Contact Email	: james@wk.com
Contact Number.	: 4423456789 Ext: 000

Fill the other details about the equipment and click on this button to save .After saving you can can fill the additional information by clicking these given tabs.

Purchasing Info	Components	Parts	Tips	Alert
Information Services	Media	PM Schedule	Tests	Coverage

A: Purchasing Info

Purchasing Info

After clicking on this tab, you will get the page as the image below.

BACK Click on this button to go back to the previous page .

 Click on this button if you have filled all the information

 Click on this button to save the details.

Fill the purchasing information and click on this button to save the information.

B: Components

C: Parts

Parts

D: Tips

You can write a troubleshooting tip in the editor box and save it by clicking this button as shown in the image below.

After saving the tip you can see the saved tip as in the image below.

Click on this [icon] button to edit the tip

After clicking on this [icon] button, your tip will be saved as shown in the image below.

To delete the tip, click on this button as shown in the image below.

E: Alert

Alert

BACK **Add New Equipment**

| Purchasing Info | Components | Parts | Tips | Alert |
| Information Services | Media | PM Schedule | Tests | Coverage |

Equipment Information

Please Upload Image

Tag Number * : 12345
System Id : 789
Manufacturer * : ACER
Model # * : B273H
Model Name : 27in LCD Monitor
Device Type : Monitor,Computer
Serial Number : 567
Latitude : 12.9872663
Longitude : 77.65932819999999

UDI Number : AD123
RFID :
Equipment status * : Active
In Service Date : 12/10/2015
Retired Date :
Battery Date :
Meter :
Last Meter Date :
Location :
Customer Name * : Lakewood Health System
Department Name : Pharmacy
Responsible Cost Center : Pharmacy
Contact Email : james@wk.com
Contact Number. : 4423456789 Ext: 000
Rate Schedule :
CAR :
MTBF :

Alert

☑ (HIPAA/EPHI)ET   ☑ (RiskFactor)ET   ☑ (Life)ET

Alerts

HIPAA / EPHI
☐ Creates/Outputs
☐ Stores
☐ Transmits
☐ Privacy
☐ Integrity
☐ Critical Alarm

System Components
☐ Critical System

Life Expectancy
Condition :
Equipment Classification : Compute
Depreciated Life : 1
Estimated Useful Life : 1

Medical Equipment Risk

Risk 1	Equipment Function	:	Analytical - Computer. ▼	3
Risk 2	Clinical Application	:	No Significant Risk Id ▼	1
Risk 3	Maintenance Requirements	:	PM Not Required ▼	1
Risk 4	Equip. Service Experience	:	MTBF is less than 3 M ▼	5
Risk 5	Environment	:	Anesthetizing Areas ▼	5

Calculated Risk Points : 7

Formula for Total Risk Factor=E.F+C.A+(M.R+E.S.E+E)/3

E: Information Services

Information Services

BACK **Add New Equipment**

| Purchasing Info | Components | Parts | Tips | Alert |
| Information Services | Media | PM Schedule | Tests | Coverage |

Equipment Information

Please Upload Image

Tag Number * : 12345
System Id : 789
Manufacturer * : ACER
Model # * : B273H
Model Name : 27in LCD Monitor
Device Type : Monitor,Computer
Serial Number : 567
Latitude : 12.9872663
Longitude : 77.65932819999999

UDI Number : AD123
RFID :
Equipment status * : Active
In Service Date : 12/10/2015
Retired Date :
Battery Date :
Meter :
Last Meter Date :
Location :
Customer Name * : Lakewood Health System
Department Name : Pharmacy
Responsible Cost Center : Pharmacy
Contact Email : james@wk.com
Contact Number. : 4423456789 Ext: 000
Rate Schedule :
CAR :
MTBF :

Information Services

RTLS IIP :
Device IIP :
Software Version :
FDA Device : ○ Yes ○ No
Connected to Network : ○ Yes ○ No
Wireless : ○ Yes ○ No
Operating Software :
Backup Method :
Remote Diagnostic Connection : ○ Yes ○ No
Antivirus Software :
IT Risk Assessment Score :
Login Compliance : ○ Yes ○ No
Auto Logoff : ○ Yes ○ No

RFID IIP :
Date of Last Update : 12/10/2015
Lan Vs Vlan : ○ LAN ○ VLAN
Wireless Frequency :
Firmware :
Backup Schedule :
Password Compliance : ○ Yes ○ No
Encryption : ○ Yes ○ No

E: Media

🔴 - This colour indicates files that which are inheriting from the equipment level.

🔵 -This color indicates the files which are inheriting from the model level.

🟢 - This color indicates the files which are inheriting from the equipment type.

Select the file type from this dropdown list and choose a file and click on this button as shown in the image below.

After uploading the file, you can see the file as in the image below.

You can see the uploaded file by clicking on this button, delete by clicking this button and download by clicking on this button. See the image below .

Media

FileName	Date	By	View	Download	Delete
Media					
12345_User Manual.docx	12/10/2015	Master			

Click on this button to delete the file

Click on this button to download the file

Click on this button to see the file

Upload Media for: User Manual ▼

Choose File No fil...hosen **UPLOAD**

F: PM Schedule

G: Coverage

Click on this tab to see the coverage information about the equipment. After clicking on this tab, you can see a checkbox .by default it is unchecked .if it is unchecked it shows the coverage information on equipment level and if you check it, it will show the coverage information on model level.

After checking the checkbox, you can see the coverage information on model level as in the image below.

You can add coverage information of the equipment. To add coverage selects the **Type** and **Description** from the respective dropdown list and click on this ![ADD] button as shown in the image below.

After adding the coverage .you can see the coverage information as in the image below.

To edit the coverage information click on this button and to delete the coverage information click on this button.

After clicking on this button, you can edit the information. Click on the **UPDATE** button to update the coverage information and click on the **CANCEL** button if you don't want to edit the information. See the image below.

Models User Manual

Admin Login Page:

Admin can login with their User Name & Password.

After logged in you will be redirected to the home page as in the image below. After logged in, click on the **Models** tab.

Admin Home Page:

After clicking on Models tab, you will get the page as the image below.

Models Listing Page:

The marked area in the image below shows the alerts related to the model level.

Model Number	Device Type	Model Name	Manufacturer
ZRX0015WW	Water System	Elix 15	Millipore Corporation
ZR000DMR	Mammography	SENOGRAPHE DMR	GE Medical System

Models Listing Page controls:

1: Quick search

You can search the **Model** only by **Model number, Model name, Manufacturer,** and **Equipment type** fields. Enter the related field value and click on **Find** button.

2: generalized search:

 Click on this button for **generalized search**.

3: Reset

 Click on this button to reset the page.

4: Sorting

5: Model details

Models Listing Page Control Description

1: Quick Search

Insert the key word and click on **Find** button to see the result.

2: generalized search:

Click on this button for generalized search .After clicking on this button; you will get the search box as the image below.

Insert a key word or select the search options from given dropdown lists and click on this button. Click on this button to close the generalized search box.

3: Reset

 Click on this button to reset the page.

4: Sorting

Ascending order:

Click on any of the link button column as the image below:

Descending order:

Click on link button column as the image below:

Model Number ↓	Device Type	Model Name	Manufacturer
ZRX0015WW	Water System	Elix 15	Millipore Corporation
ZR000DMR	Mammography	SENOGRAPHE DMR	GE Medical System
ZoomScope	Colposcope		Wallach Surgical Services
ZLXS6V10Y	Water System	ELIX-10UV	Millipore Corporation
ZLXS60035	Water System	ELIX 35 CAPA 2	Millipore Corporation
ZF000DMR	Mammography	SENOGRAPHE DMR	GE Medical System
Zephyr	Exercise Equipment,General		Stairmaster
ZEN-2090 PRO	C-Arm		Genoray
ze5170	Computer,Labtop	Pavilion Notebook PC	Hewlett Packard
ZBA-142211	Battery	Battery Pack	Transmotion Medical Inc

5: Model details

Click on the model number, as in the image below.

After that you will be redirected to a new page where you can see the details of the model.

| | ePHI | Critical Alarm | | No PM | Active | Life | Risk | Information Services | Media | Tests | PM Schedule | Alert | Parts | Tips | Coverage |

Model Information

Model Number	:	ZoomScope		Manufacturer Status	:	☑ Active
Description	:	Colposcope		Test Equipment	:	☐
Model Name	:			Salvage Date	:	11/10/2015
Manufacturer	:	Wallach Surgical Services				
Device Type	:	Colposcope				
List Price	:	0.00				
Salvage Value	:	0.00				
Replacement Cost	:	0.00				
Replacement Date	:	11/17/2015				

Edit button

Click on this button to edit the details of the model.

Cancel button

Click on this button if you don't want to edit the model details.

Update button

Click on this button to update the Information services.

Sub tabs

| Information Services | Media | Tests | PM Schedule | Alert | Parts | Tips | Coverage |

A: Information Services

Here you can edit the **Model Information** andupdate it by clicking this button as shown in theimage below**.**

B: Media

After clicking on this tab, you can see the list of media files. You can see the uploaded file by clicking on this button, delete   by clicking this button and download by clicking on this button as shown in the image below.

- This colour indicates files that which are inheriting from the equipment level.

-This color indicates the files which are inheriting from the model level.

- This color indicates the files which are inheriting from the equipment type.

To upload a file, select the file type from the dropdown list, after that, click on the **Choose File** button and then click on the **Upload** button as shown in the image below.

FileName	Date	By	View	Download	Delete
ZoomScope.jpg	04/27/2015	admin			

Upload Media for: --Select-- ⟶ Select the type of file

Choose File No file chosen UPLOAD

Click on this button to select a file to upload

Click on this button to upload the selected file

After uploading the file, you can see the file in the list as in the image below.

FileName	Date	By	View	Download	Delete
ZoomScope.jpg	04/27/2015	admin			
ZoomScope_abc.docx	12/11/2015	admin			

Image Uploaded Successfully!

Upload Media for: Other Docume ▼

Choose File No file chosen UPLOAD

C: Tests

| ⊘ 💾 | ePHI ⬤ | Critical Alarm ⬤ | No PM | Active | Life | Risk | Information Services | Media | Tests | PM Schedule | Alert | Parts | Tips | Coverage |

Specific Tests with Merlin Tool
None

CREATE NEW TEST

Generic Tests with Merlin Tool
Basic Cleaning
Basic Repair

RUN | **CREATE NEW TEST**

Run Tests with Ansur ⓘ
File Not Exist
Upload Mtt Files
Choose File No file chosen **UPLOAD**
Download Links
1.Instructions to launch Ansur
Upload Test Results
Choose File No file chosen **UPLOAD**
Test Results

A: Specific test with Merlin Tool

Specific Tests with Merlin Tool
None

CREATE NEW TEST

To create a new specific test, click on the **Create New Test** button.

| Device Type | Colposcope ▼ | * | Manufacturer | Wallach Surgical Servic ▼ | * | Model # | ZoomScope ▼ | * | Tag Number | --NONE-- ▼ | * | Test Name | --NONE-- ▼ | * | ✕ |

Test Name: [   ] ⊕

Template doesn't exist

Sub Test Name: [   ]

Procedure

↶ ↷ **B** *I* U̲ a̶b̶c̶ **T** ▼ **T** ▼ 🖊 ▼ ✖ 🔗 🖼   Aa

B: Generic test with Merlin Tool

To create a new Generic test, click on the **Create New Test** button. To run the test, Click on the **Run** button.

C: Run test with Ansur

Here you can upload the mtt files and test result files.

D: PM Schedule

Click on this tab to see the existing PM schedules and to create a new Pm schedule On model level.

In the above picture, you can see a checkbox that is checked .If it is checked, it will show the equipment level PM schedules. If you uncheck it, you can see the model level PM schedules as in the image below.

You can create a new **PM schedule** .Fill the PM schedule information in click on this ![save button] button to save the PM schedule as shown in the image below.

After creating PM schedule, you can see the PM schedule in the list as in the in image below.

E: Alert

F: Parts

G: Tips

Write the tip in the editor box and click on this button to save the tip as shown in the image below.

| ⊘ 💾 | ePHI ⬤ | Critical Alarm ⬤ | No PM | Active | Life | Risk | Information Services | Media | Tests | PM Schedule | Alert | Parts | Tips | Coverage |

No Records Found

Write tip in this box

Click on this button to save the tip

this is tip 1

After saving the tip ,you can see the tip in the list as the image below.

| ⊘ 💾 | ePHI ⬤ | Critical Alarm ⬤ | No PM | Active | Life | Risk | Information Services | Media | Tests | PM Schedule | Alert | Parts | Tips | Coverage |

Troubleshoot Notes
(Please enter at the Model level troubleshooting tips with relevant documents names(uploaded in document tab) as guidelines for others)
this is tip 1
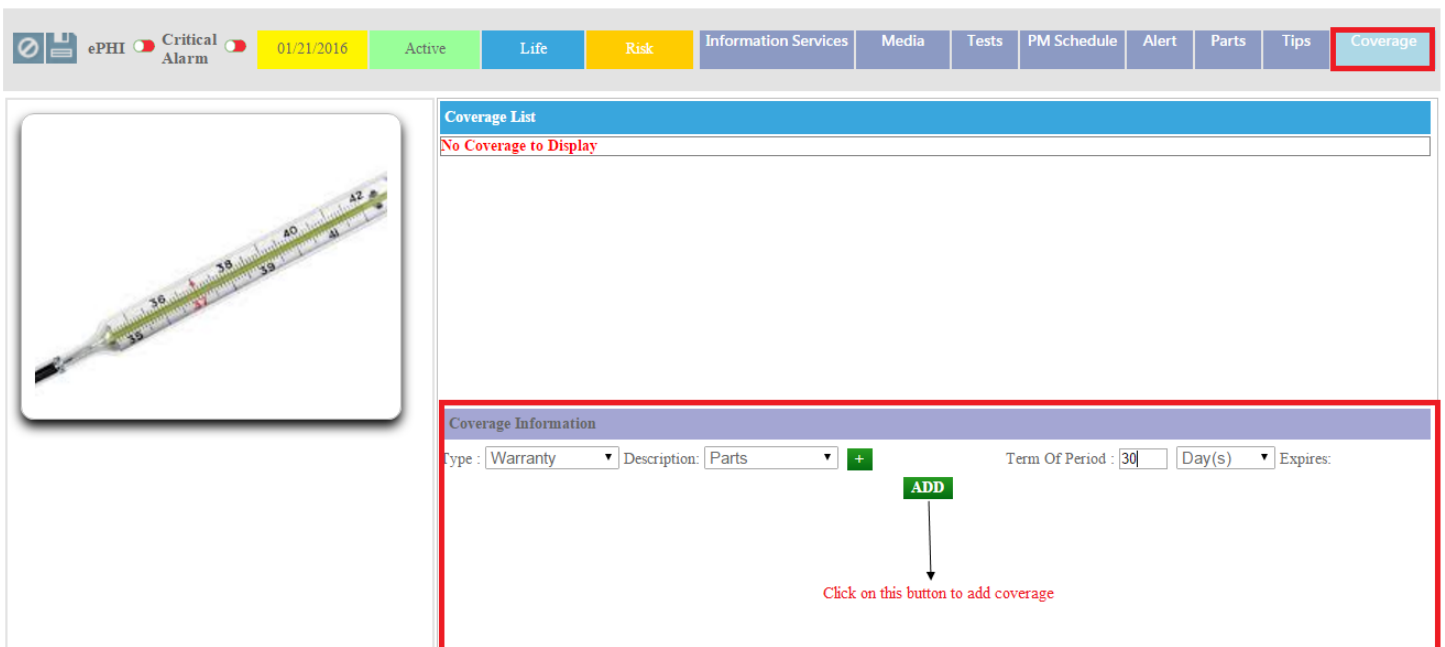
inserted successfully

Click on this [icon] button to edit the tip and click on this [X] button to delete the tip.

After clicking on this [icon] button, you will get the page as the image below. Here you can edit the tip and update it by clicking this [icon] button as shown in the image below.

After saving the tip, you can see the tip in the list as in the image below.

F: Coverage

Click on this tab to see the coverage information and to add coverage information.

As you can see in the above image, currently there is no coverage information. To add coverage information, select **Type** and **Description** from the given dropdown lists**.** Insert the term of period and click on the **ADD** button as shown in the image below.

After adding the coverage, you can see the coverage in the list. Click on this button to edit the coverage and click on this ✕ button to delete the tip as shown in the image below.

After clicking on this button, you will have the following page

Parts User Manual

Admin Login Page:

Admin can login with their User Name & Password.

After logged in you will be redirected to the home page as in the image below. Click on the **Parts** tab.

Admin Home Page:

After clicking on the Parts tab, you can see the page as the image below.

Work Order Listing Page controls:

1: Quick search

You can search the part only by **Part category, Part number** and **OEM number** fields. Insert the key word in this **quick search box** and click the **Find** button.

2: Summary View
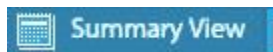
Click on this button to see the summary of the parts.

3: List View

Click on this button to see the list of the parts.

4: generalized search:

Click on this button for **generalized search**.

5: Reset

Click on this button to reset the page.

6: Filtering by particular drop down:

7: Add New Part

Click on this button to add a new part.

8: Summary List sub tabs

Click on these sub tabs to see the relative information about the parts.

9: Details

Click on this button to see the details of the relative parts and to edit the details of the part.

Controls Description

1: Quick search

You can search the part only by **Part category, Part number** and **OEM number** fields. Insert the key word in this **quick search box** and click the **Find** button.

Enter the related field value and click on **find** button

After clicking on the Find button you can see the result as the image below.

2: Summary View

Click on this button to see the summary of the parts. By default summary view is selected.

3: List View

Click on this button to see the list of the parts.

| List View | Summary View | 🔍 🔄 | ADD NEW PART | | Showing 1 To 50 Of 5344 |

Supplier : --All-- ▼ **GO** Parts Type : --Select-- ▼ **GO** Equipment Type : --Select-- ▼ **GO** Warehouse : --Select-- ▼ **GO**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 7...

Part Number	Description	Category	OEM Number
00-0938546	Switch Cover,Red	Anesthesia	
00-0938556	Toggle Switch		
00-1951031	Pneumatic Reciever		
00-886375-01	Assembly,Cpu,Celeron,Oec 9800		
00-901076-04	Crt Monitor, C-Arm, Lh, Ge Oe		
0001218	Os Dnf #54411		
0002927	Bulb, 25W, 120V		
000794	Rivot Screws		
0012-00-1521-01	Tool,Transmitter Programming		
0016973	Bulb,Wa 09800,Wa 88021 Endosc		
001955-U	Cable, Spo2, Pic 50, Welch Al		

4: generalized search:

🔍 Click on this button for **generalized search**. After clicking on this button you can see the page as the image below.

| Summary View | List View | 🔍 🔄 | ADD NEW PART | | Showing 1 To 50 Of 5344 |

Locate Parts

TLC Part #		Manufacturer	▼	Tag Number	🔍	Warehouse	▼
OEM Part #		Supplier	▼	Requester		Customer PO#	
Supplier Part #		Model Number		Request #		Cost Center	
Part Type	▼	Model Name		Customer Name	▼	Buyer	▼
Description				Device Type	▼		

Use * as wild card   FIND PART   CLOSE

Insert the related fields and click on the **Find** button to find the part and click on the **Close** button to close the generalized search.

5: Reset

Click on this button to reset the page.

6: Filtering by particular drop down:

Choose one of the options from a dropdown list and Click on **Go** button.

Summary View	List View	🔍	🔄	ADD NEW PART		Showing 1 To 41 Of 41

Supplier : [Zoll Medical Corp ▼] GO   Parts Type : [--Select-- ▼] GO   Device Type : [--Select-- ▼] GO   Warehouse : [--Select-- ▼] GO

1.0163-0074

Part Category :
Part Number   : 0163-0074
Description   : Zoll, (Defib. Pd-1200),Screw,
OEM Number   :

Please Upload Image

DETAILS

Supplier List	Warehouse	Administration	Transaction Log	Media
Warehouse		**on Hand**	**Committed**	**Available**
Amery Warehouse		0	0	0
Essentia Health		0	0	0
Cuyuna Warehouse		0	0	0
Prairie Ridge Warehouse		0	0	0
Johnson Warehouse		0	0	0

2.110-0134

Part Category : Battery
Part Number   : 110-0134
Description   : 12V 4.0Ah NiMH Superpac
OEM Number   : 001647-U

Please Upload Image

DETAILS

Supplier List	Warehouse	Administration	Transaction Log	Media
Warehouse		**on Hand**	**Committed**	**Available**
Amery Warehouse		0	0	0
Essentia Health		0	0	0
Cuyuna Warehouse		0	0	0
Prairie Ridge Warehouse		0	0	0
Johnson Warehouse		0	0	0

7: Add New Part

ADD NEW PART

Click on this button to add a new part. After clicking on this button, you will be redirected to a new page where you can add a new part.

Add New Part

	Supplier List	Warehouse	Administration	Transaction Log	Media

Ø 💾   Fill Part Information first and Save before adding information to other Tabs.

Part Information

Category   : [▼]
Part Number : [   ]
Description   : [   ]
OEM Number : [   ]

After inserting the details, part number will be automatically created. Save it first to fill the other information about part as Supplier List, Warehouse, Administration, Transaction Log and Media.

After clicking on this button you can add the other information as **Supplier List**, **Warehouse**, **Administration**, **Transaction Log** and **Media.**

A: Supplier List

 Click on this button after filling the details.

Fill the information about the supplier and click on the button as shown in the image below, to save the details.

Add New Part

✓ 💾 Your Part number110-241 has been created. You may continue updating additional tabs with Update. Finally click the check button when done.

| Supplier List | Warehouse | Administration | Transaction Log | Media |

Part Information

Please Upload Image

Category	:	Battery ▼
Part Number	:	110-241
Description	:	10 Volt 2.5 Ah SLA
OEM Number	:	100

💾 **Details Saved Successfully**

Supplier	:	▼
Part Number	:	110-241
Preference	:	
Description	:	
Qty Per Unit	:	
UoM	:	
Minimum Order Qty.	:	

Delivery Lead Time	:	Day(s) ▼
Return Address	:	
Notes	:	
Return Part Description	:	
Days to Return	:	
Credit	:	
Exchangable Part	:	☐

Pref	Supplier	Last Purchased	Price		
1	Zoll Medical Corp			📋	✕

You can edit the supplier information by clicking this 📋 and delete it by clicking this ✕ button as shown in the image below

Add New Part

✓ 💾 Your Part number110-241 has been created. You may continue updating additional tabs with Update. Finally click the check button when done.

| Supplier List | Warehouse | Administration | Transaction Log | Media |

Part Information

Please Upload Image

Category	:	Battery ▼
Part Number	:	110-241
Description	:	10 Volt 2.5 Ah SLA
OEM Number	:	100

💾

Supplier	:	▼
Part Number	:	110-241
Preference	:	
Description	:	
Qty Per Unit	:	
UoM	:	
Minimum Order Qty.	:	

Delivery Lead Time	:	Day(s) ▼
Return Address	:	
Notes	:	
Return Part Description	:	
Days to Return	:	
Credit	:	
Exchangable Part	:	☐

Pref	Supplier	Last Purchased	Price		
1	Zoll Medical Corp			📋	✕

Click this button to edit the supplier details

Click this button to delete the supplier details

B: Warehouse

After clicking on this tab, you can insert the necessary information about warehouses

Insert the necessary information and click on this button to save the details as the image below.

C: Administration

Administration

Add New Part

✓ 💾 Your Part number110-241 has been created. You may continue updating additional tabs with Update. Finally click the check button when done.

| Supplier List | Warehouse | Administration | Transaction Log | Media |

Part Information

Please Upload Image

Category	:	Battery ▼
Part Number	:	110-241
Description	:	10 Volt 2.5 Ah SLA
OEM Number	:	100

☑ Part Kit
☐ Committable
☐ Expense When Received

Facility ▼
Account ▼
Alternate Item [   ] SAVE

Part Number ▼
Part Description [   ]
Quantity [   ] ADD
Parts Assigned to Part Kit

Add New Part

✓ 💾 Your Part number110-241 has been created. You may continue updating additional tabs with Update. Finally click the check button when done.

| Supplier List | Warehouse | Administration | Transaction Log | Media |

Part Information

Please Upload Image

Category	:	Battery ▼
Part Number	:	110-241
Description	:	10 Volt 2.5 Ah SLA
OEM Number	:	100

☐ Part Kit
☐ Committable
☐ Expense When Received

Facility ▼
Account ▼
Alternate Item [   ] SAVE

D: Transaction Log

E: Media

After clicking on this tab, you will get the page as the image below. Here you can upload images and videos related to the part. Choose a file and click on this **UPLOAD** button.

After uploading you can see the image in the part Information section .You canm delete this image by clicking this button.

8: Summary List sub tabs

1.00-0938546

Part Category : Anesthesia
Part Number : 00-0938546
Description : Switch Cover,Red
OEM Number :

DETAILS

Supplier List	Warehouse	Administration	Transaction Log	Media
Warehouse		on Hand	Committed	Available
Amery Warehouse		0	0	0
Essentia Health		0	0	0
Cuyuna Warehouse		0	0	0
Prairie Ridge Warehouse		0	0	0
Johnson Warehouse		0	0	0

A: Supplier List

Supplier List

After clicking on this tab you will redirected to a new page where you can see the list of suppliers.

Part Number	Supplier Name	Preference	Description	Exchangable Part	UoM	Minimum Order Qty	Delivery Lead Time	Return Address	Notes	Return Part Description	Days to Return	Cred
00-0938546	Emsar Inc	1		N	EA	0	0				0	

B: Warehouse

Warehouse

After clicking on this tab, a new page will open where you can see the list of warehouses.

Part Number	Warehouse Name	Active	On Order	On Hand	Committed	Available	ReOrder Level	ReOrder Qty	Mark up Percentage	Issue Price	Cost Per Part	Location 1	Location 2	Loc
00-0938546	A Warehouse	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	Amery Warehouse	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	CDoyle Warehouse	Y	0	0	0	0	0	0	0	0.00000	0.00000			
00-0938546	CSmith Warehouse	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	Cuyuna Warehouse	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	DCrissman	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	DSteffen	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	Essentia Health	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	FirstLight Health System	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	IT Warehouse	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	JDickman	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	Johnson Warehouse	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	Life Link III Warehouse	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	MBrinda	Y	0	0	0	0	0	0	35	0.00000	0.00000			
00-0938546	Mercy Warehouse	Y	0	0	0	0	0	0	35	0.00000	0.00000			

C: Administration

After clicking on this tab ,a new page will open where you can see the list of adminstration.

Assigned Part No	Part Description	QUANTITY
00-0938556	Toggle Switch	1

D: Transaction Log

After clicking on this tab ,a new page will open where you can see the list of transactions.

E: Media

After clicking on this tab you can see the list of media related files of the parts.

FileName	Date	By	View	Download
Images	Feb 25 2015 10:08PM	ADMIN		

Part Details Page

9: Details

Click on this button to see the details the relative details and about the parts and to edit the parts details.

1.00-0938546

Part Category	:	Anesthesia
Part Number	:	00-0938546
Description	:	Switch Cover,Red
OEM Number	:	

DETAILS

Warehouse	on Hand	Committed	Available
Amery Warehouse	0	0	0
Essentia Health	0	0	0
Cuyuna Warehouse	0	0	0
Prairie Ridge Warehouse	0	0	0
Johnson Warehouse	0	0	0

After clicking on this button you can see the five tabs such as **Supplier List**,**Warehouse**,**Adminstration**,**Transaction Log** and **Media** .Click on the relative tab to see the information. Click on this button to edit the details .

» Parts   » Part Details

ADD NEW PART

00-0938546

| **Supplier List** | Warehouse | Administration | Transaction Log | Media |

Part Number   : 00-0938546
Category   : Anesthesia
Description   : Switch Cover,Red
OEM Number   :

Pref	Supplier	Last Purchased	Price		
1	Emsar Inc				

» Parts   » Part Details

ADD NEW PART

00-0938546

| Supplier List | **Warehouse** | Administration | Transaction Log | Media |

Part Number   : 00-0938546
Category   : Anesthesia
Description   : Switch Cover,Red
OEM Number   :

Warehouse	: A Warehouse ▼	Cost Per Part	: 0.00
Active	: ☑	Location 1	:
On Order	: 0	Location 2	:
On Hand	: 0	Location 3	:
Committed	: 0	Location 4	:
Available	: 0	Location 5	:
Reorder Level	: 0	Distribution Qty.	:
Reorder Qty.	: 0		
Mark-up %	: 35		
Issue Price	: 0.00		

Cost

There are no cost for this part.	Quantity :
	Current :
	Adjusted :

» Parts   » Part Details

ADD NEW PART

00-0938546

| Supplier List | Warehouse | **Administration** | Transaction Log | Media |

Part Number   : 00-0938546
Category   : Anesthesia
Description   : Switch Cover,Red
OEM Number   :

☑ Part Kit
☐ Committable
☐ Expense When Received

Facility   [▼]
Account   [▼]
Alternate Item [   ] **SAVE**

Part Number   [▼]
Part Description [   ]
Quantity   [   ] **ADD**

Parts Assigned to Part Kit

Assigned Part No	Part Description	QUANTITY	
00-0938556	Toggle Switch	1	☒

ADD NEW PART

00-0938546

	Supplier List	Warehouse	Administration	Transaction Log	Media

FileName	Date	By	View	Download	Delete
Images	Feb 25 2015 10:08PM	ADMIN			

- Click on this button to edit the part details. After clicking on this button, you will see the page as the image below.

>> Parts   >> Part Details

ADD NEW PART

00-0938546

Part Number : 00-0938546
Category : Anesthesia
Description : Switch Cover,Red
OEM Number :

Supplier List	Warehouse	Administration	Transaction Log	Media

Supplier :   Delivery Lead Time :   Day(s)
Part Number : 00-0938546   Return Address :
Preference :   Notes :
Description :   Return Part Description :
Qty Per Unit :   Days to Return :
UoM :   Credit :
Minimum Order Qty. :   Exchangable Part :

There are no Supplier in this part.

You can Edit the category, description and CEM number and update it by clicking this button as in the image below.

>> Parts   >> Part Details

ADD NEW PART

00-0938546

Part Number : 00-0938546
Category : Anesthesia
Description : Switch Cover,Red
OEM Number :

Supplier List	Warehouse	Administration	Transaction Log	Media

Supplier :   Delivery Lead Time :   Day(s)
Part Number : 00-0938546   Return Address :
Preference :   Notes :
Description :   Return Part Description :
Qty Per Unit :   Days to Return :
UoM :   Credit :
Minimum Order Qty. :   Exchangable Part :

There are no Supplier in this part.

On the right side of the page there are sub tabs such as **Supplier List, Warehouse,Adminstration,**

Transaction Log and **Media.** Click on the relative tab to edit the information.

A: Supplier List

In this section insert the details and click on this button to save the details.

After saving the details, you can see the page as the image below where you can edit the details by clicking this

 button and delete by clicking this button.

B: Warehouse

Edit the information you want and click on this button to save the details as in the image below.

C: Administration

D: Transaction Log

E: Media

After clicking on this tab, you will get the page as the image below. Here you can upload new images and videos related to the part. Select a file and upload it by clicking the **UPLOAD** button.

Here you can upload new images and videos related to the part. Select a file and upload it by clicking the **UPLOAD** button.

Click here to choose a file

Click on this button to upload the selected file

Click on this button to download the file

Click on this button to delete the file

Click on this button to see the file

Choose a file from your computer and click on the **UPLOAD** button .After clicking on this button you can see the page as the image below.

Test Editor User Manual

Admin Login Page:

Admin can login with their User Name & Password.

After logged in you will be redirected to the home page as in the image below.

Admin Home Page:

Click on **Test Editor**tab. After clicking on the tab, **Test Editor** Page will open where you can add new tests and to edit, update, delete the existing tests.

There are 5 dropdown lists such as:

- ➢ Device Type
- ➢ Manufacturer
- ➢ Model
- ➢ Tag Number
- ➢ Test Name

User must select Equipment Type to create tests.

User can create tests based on Equipment Type, Equipment Type and Tag, Equipment Type and Manufacturer, Equipment Type and Manufacturer and Tag, Equipment Type and Manufacturer and Model, Equipment Type and Manufacturer and Model and Tag.

Select the dropdown lists as shown below and enter the test name in the textbox and click on the add ⊕ button.
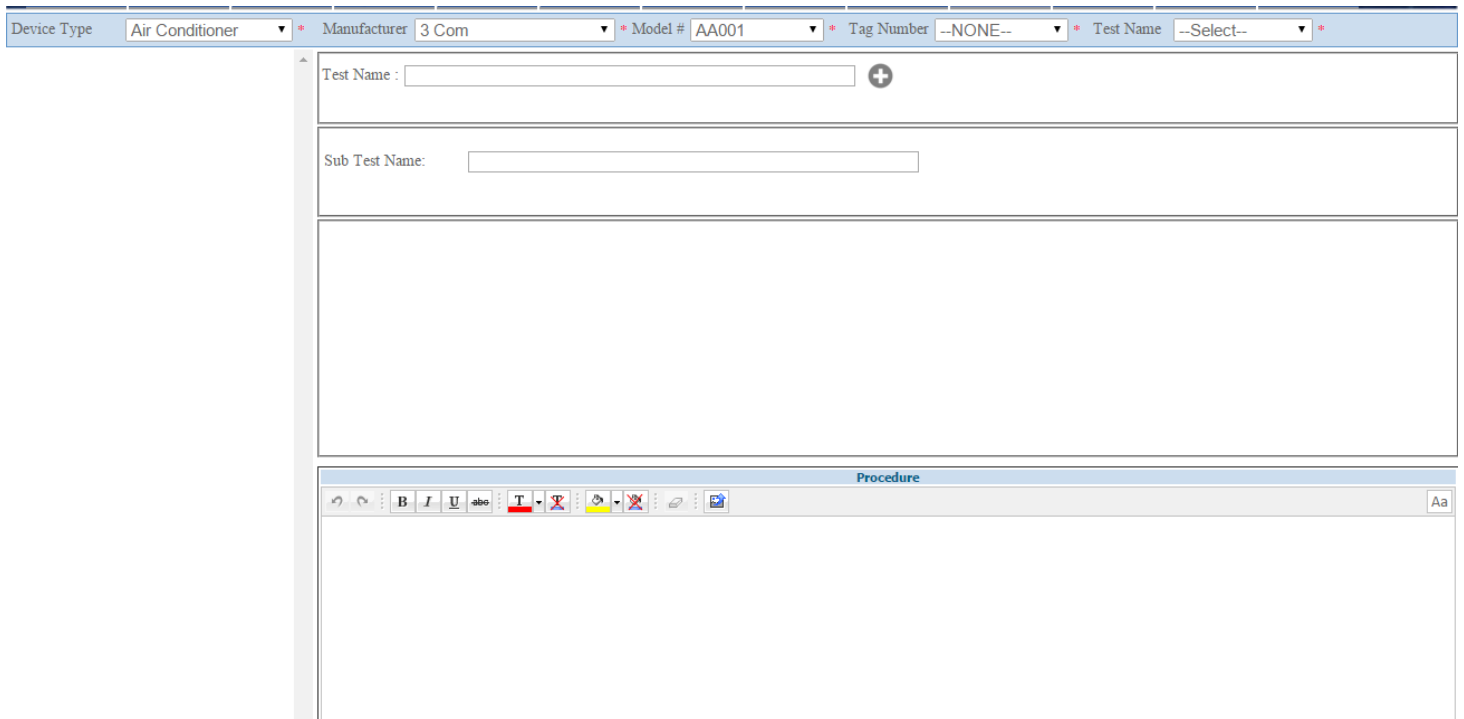
.After adding the test name, the test name will appear in the left side of the browser as shown below After add the test name will appear in the left side of the browser as shown below.
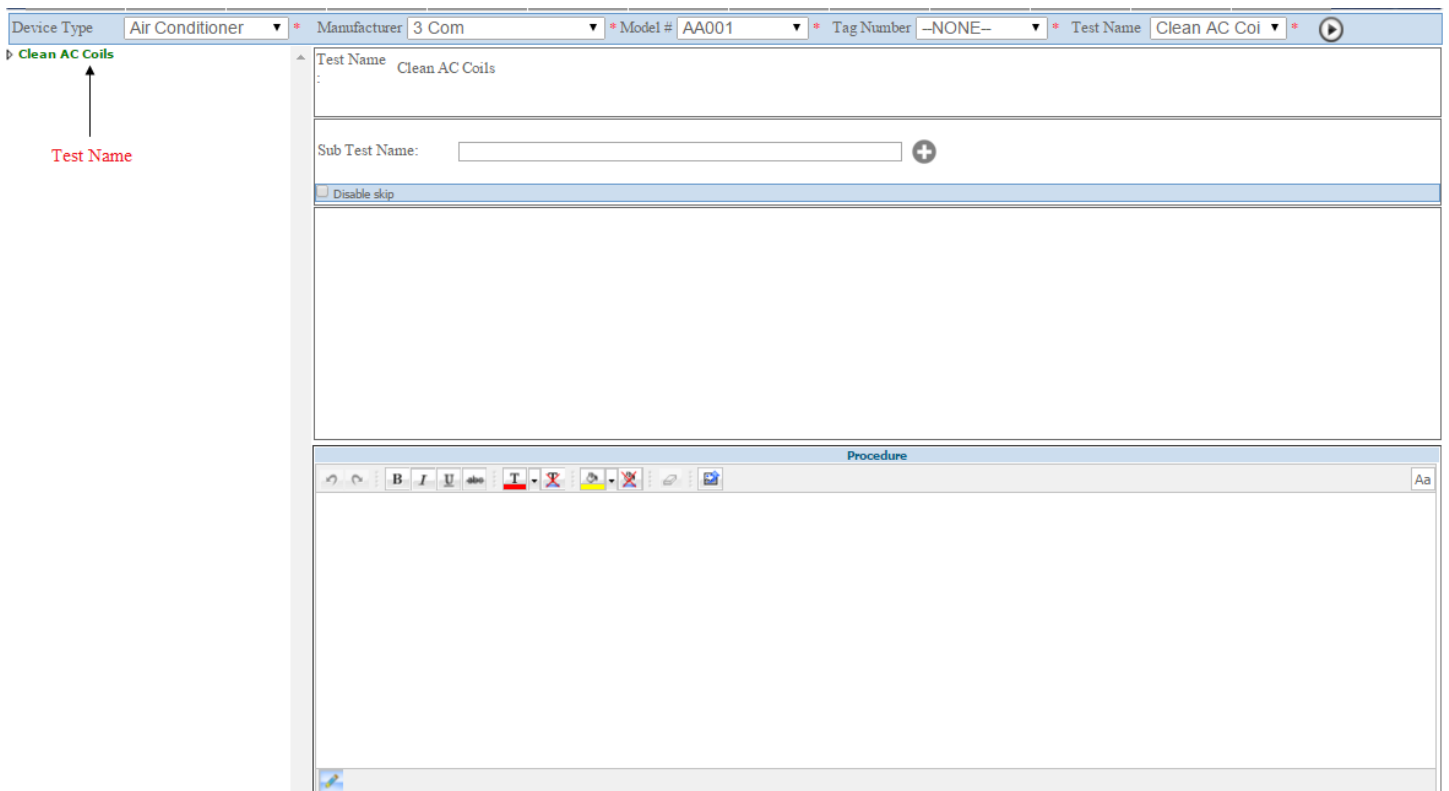
User can preview the whole test ,update ,delete, cancel the test by clicking on the test in the tree as shown below.

To add sub test under the test enter the sub test name in the textbox showing with add button ⊕ and user can disable the sub test skip action by checking the checkbox showing downside the sub test name after add the sub test name sub test will appear under test in the left side of the page as shown below.

user can add procedure to the whole test or to the particular sub tests in the editor box as shown in the red color border and also insert images to the procedure by clicking on the image ![image] in the editor box and save them by clicking the **Update** button.
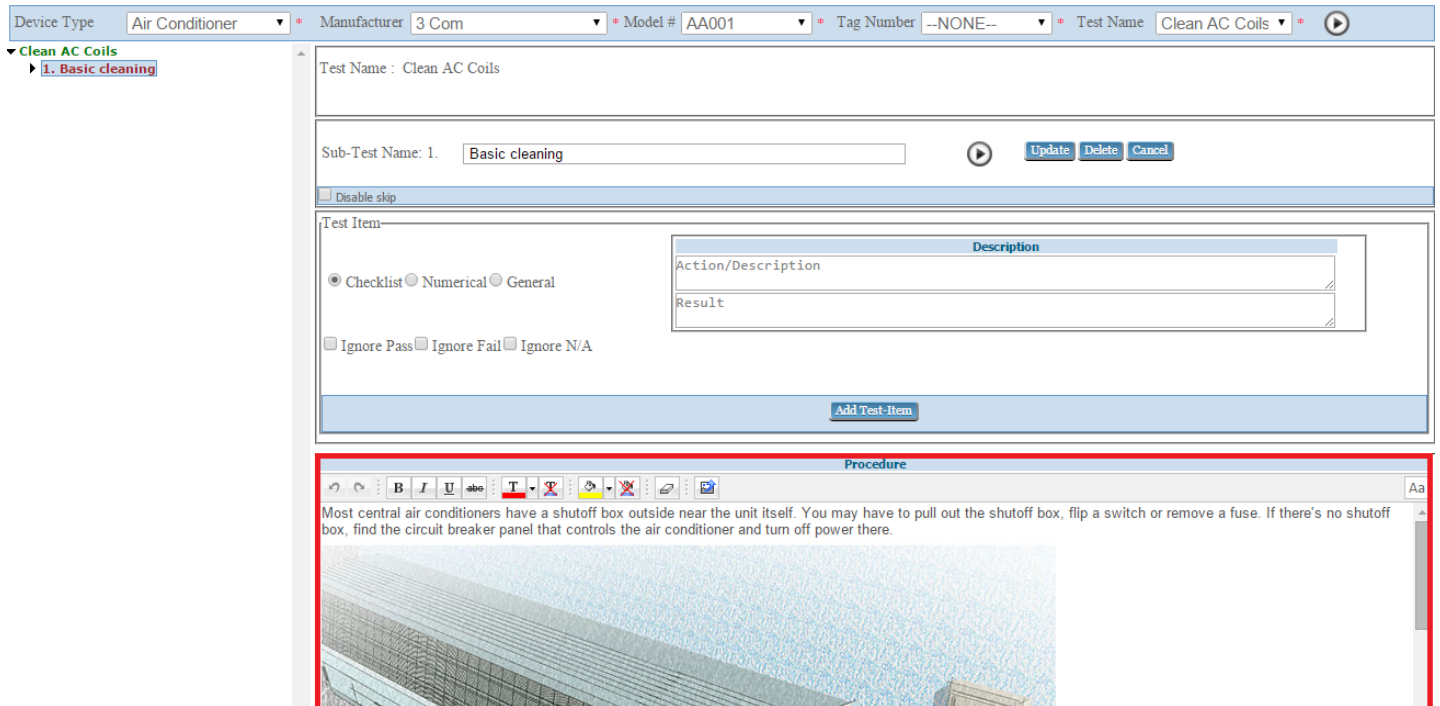
To add Test item click on the sub test that you have created and write the description ,and click on the **Add Test Item button** can add the test item as the image below.
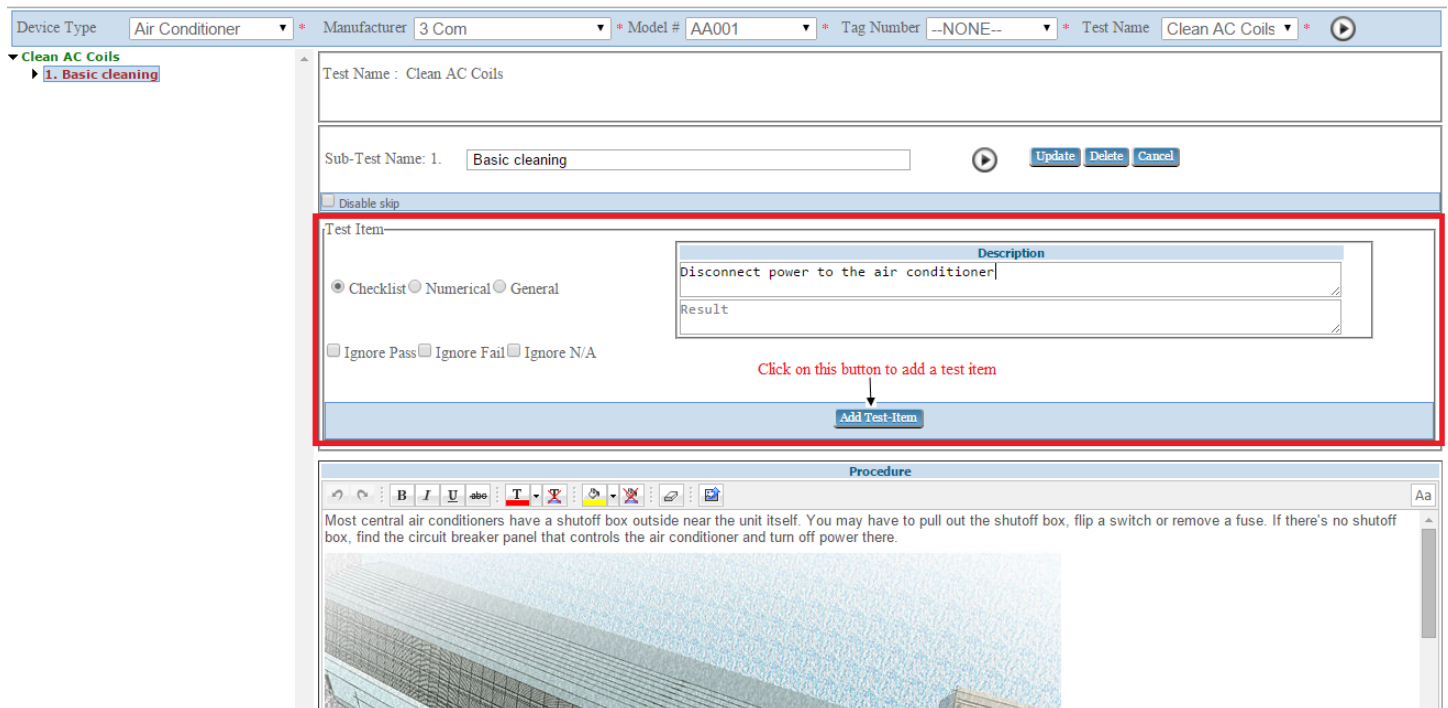
Now you can see the test item on the tree.To edit and delte the test item,click on the test item and then you can see the page as the image below,where you can edit or delete the test item.

To create another test item click on the sub test which you have created and you can create test items .

To add a new sub test click on the test name

Now write the sub test name and click on this ⊕ button .After tht you can see the sub test in the tree as in the image below.

Now add test items by clicking on the sub test which you have created.
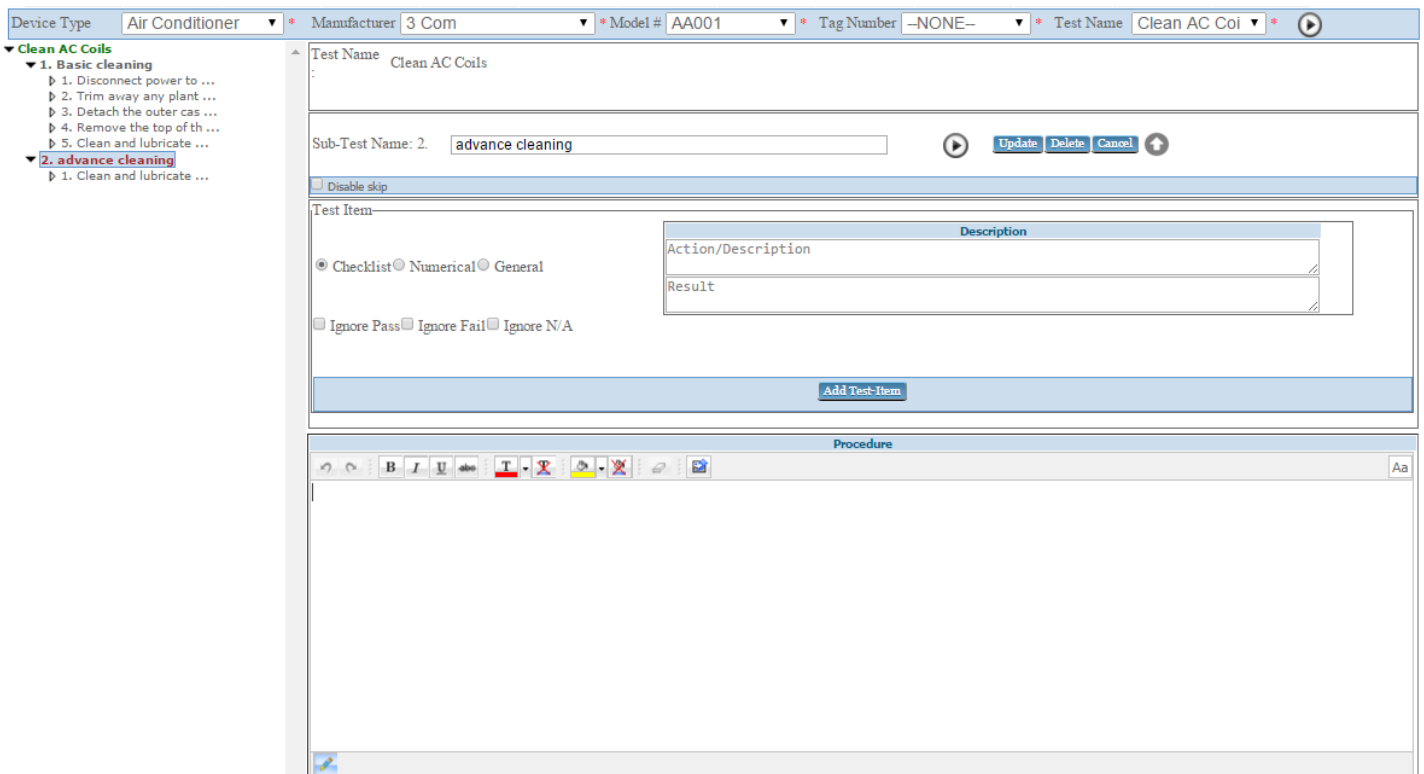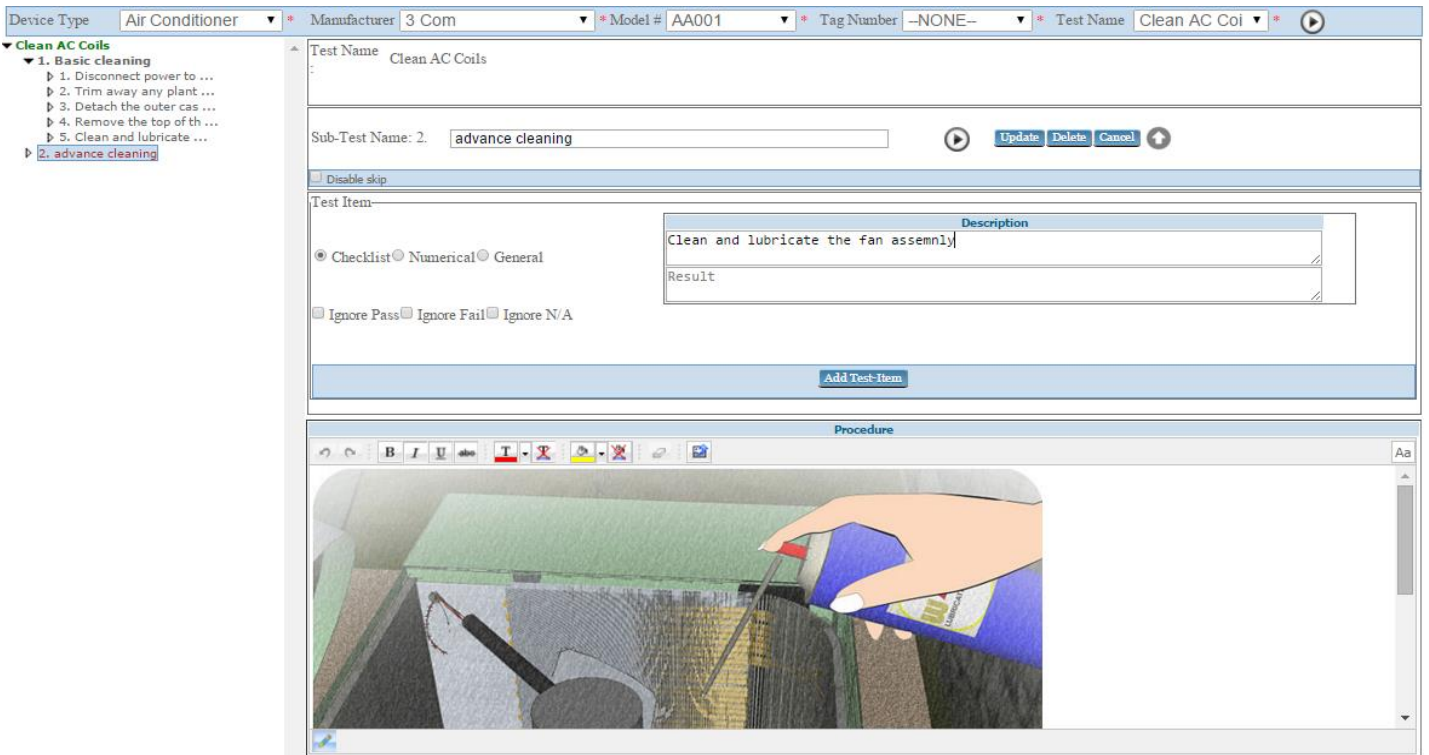
After adding the test ,sub tests, test items, user can run the test by clicking on the image on the top of the page(marked in the red border) as shown below.

Here test ,all sub tests will display in the left side of the page and test items will display in the right side of the page with formats like checklist or numerical or general.

Note:

1) Checklist: - 3 checkboxes will display among one can check

2) Numerical: - numerical textbox (only numbers can enter) with high value, low value, unit will display

3) General: - only textbox will display.

 :- click on it to pass the current sub test.

 :- click on it to skip the current sub test.

 :- click on it to edit the test.

 :- click on it to clear the current sub test(to clear need to be click on the sub test in the tree)

Procedure and images for subtest will display in the down side of the page.

After clicking on the image

Start the test and click on checkboxes according to the result as shown below and click on this ✓ button.

Click on this ✓ button to submit the test result. It will move you to next subtest as shown below. Start the test and click on checkboxes according to the result and click on this ✓ button.

CLEAN AC COILS		
☑ Basic cleaning		
☑ advance cleaning		

	Pass	Fail	NA
Description : Clean and lubricate the fan assemnly	☑	☐	☐
Description : Rinse away the cleaner from the coils	☑	☐	☐
Description : Inspect the coil fins for any damage	☑	☐	☐

Submit

Pass 🔴 Null 🟣 Skipped ⚫

Tot Test: **2**   Completed: **1**   Remaining: **1**

Click on this ✅ button to submit the result of this subtest. After that a new page will open where you can see the test report
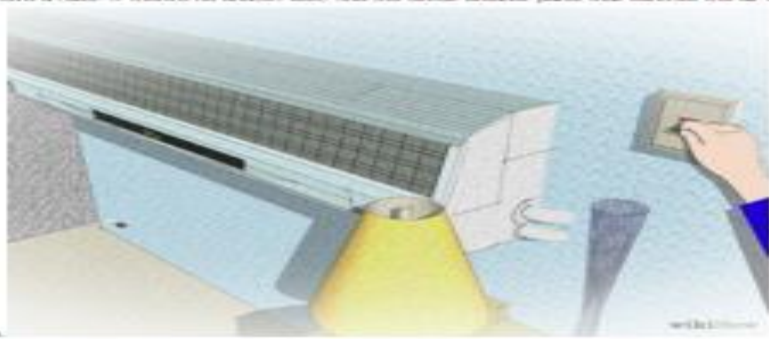
Click on the **Save Report** button to save result in the form of pdf.

Click on the **Close** button, it will redirect to the test page.

Note : if the user come from work order pdf will save to the work order page.

If the user comes directly pdf will download.

To run a particular sub tests deselect remaining checkboxes in the tree left side of the page

And click on the **Submit** button to run the test as shown below.

Test Tool User Manual

Admin Login Page:

Admin can login with their User Name & Password.

After logged in you will be redirected to the home page as in the image below. After logged in, click on the **Test Tool** tab.

Admin Home Page:
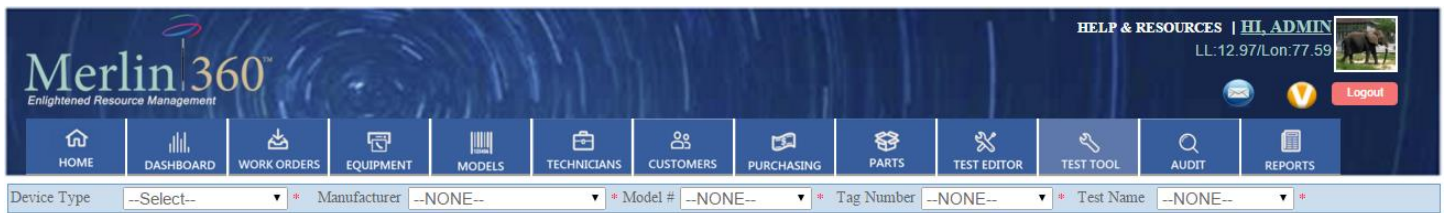
After clicking on Models tab, you will get the page as the image below. In this Page you can run the tests.

In this page you can see the tabs as shown in the image below (marked in the red border). You can go the related page by clicking on the tab.
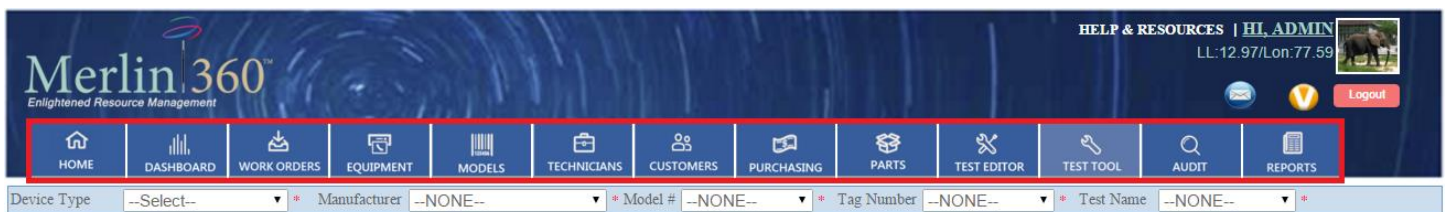
There are five dropdown lists such as:

➢ Device Type
➢ Manufacturer
➢ Model
➢ Tag Number
➢ Test Name

Select the **DeviceType**, **Manufacturer**, **Model**, **and TagNumber** and then select the **TestName** you want to run and click on the image on the top of the page (marked in the red border) as shown below.

Here test ,all sub tests will display in the left side of the page and test items will display in the right side of the page with formats like checklist or numerical or general.

Note:

1) Checklist: - 3 checkboxes will display among one can check

2) Numerical: - numerical textbox (only numbers can enter) with high value, low value, unit will display

3) General: - only textbox will display.

 :- click on it to pass the current sub test.

 :- click on it to skip the current sub test.

 :- click on it to edit the test.

 :- click on it to clear the current sub test(to clear need to be click on the sub test in the tree)

Procedure and images for subtest will display in the down side of the page.

After clicking on the image

Start the test and click on checkboxes according to the result as shown below and click on this button.

After submitting the test result, it will move you to the next subtest. Start the test again as the image below.

CLEAN AC COILS
- ☑ Basic cleaning
- ☑ advance cleaning

Description : Clean and lubricate the fan assemnly	Pass ☑	Fail ☐	NA ☐
Description : Rinse away the cleaner from the coils	Pass ☑	Fail ☐	NA ☐
Description : Inspect the coil fins for any damage	Pass ☑	Fail ☐	NA ☐

Submit

Pass ⬤ Null ⬤ Skipped ⬤

Tot Test: **2** Completed: **1** Remaining: **1**

Now click on the ✓ button to submit the result of the test .After that a new page will open where you can see the test report.
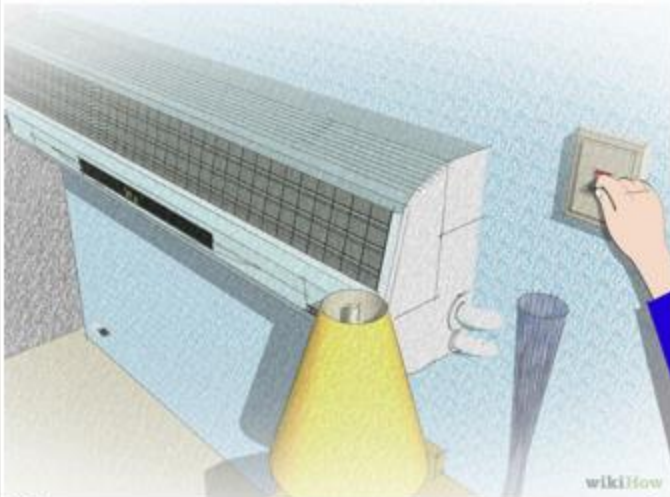
Test Info				
Total Test #	:	2	Skipped #	:	0
Selected Test #	:	2	Test Date	:	12/14/2015 12:05:50 PM
Action Done #	:	2	Test Duration	:	00:02:45

Date _____   Signature _____

Clean AC Coils

Test# 1. Basic cleaning
Procedure:

Most central air conditioners have a shutoff box outside near the unit itself. You may have to pull out the shutoff box, flip a switch or remove a fuse. If there's no shutoff box, find the circuit breaker panel that controls the air conditioner and turn off power there.

wikiHow

Test-Item	Output	Test-Type
1. Description: Disconnect power to the air conditioner.	Pass	Checklist
2. Description: Trim away any plant	Pass	Checklist
3. Description: Detach the outer case or access panels	Fail	Checklist
4. Description: Remove the top of the air conditioner	Fail	Checklist
5. Description: Clean and lubricate the fan assembly	Pass	Checklist

Test# 2 advance cleaning
Procedure:

Click on the [Save Report] button to save result in the form of pdf.

Click on the [Close] button, it will redirect to the test page.

Note : if the user come from work order pdf will save to the work order page.

If the user comes directly pdf will download.

To run a particular sub tests deselect remaining checkboxes in the tree left side of the page

And click on the [Submit] button to run the test as shown below.

Technicians User Manual

Admin Login Page:

Admin can login with their User Name & Password.

Admin Home Page:

Click on the **Technicians** tab and you can see the page as the image below-

Technicians Listing Page controls:

1: Quick search

You can search the work order only by **work order number,Customer name**, **Tag number** and **Issue** fields. Insert the key word in this **quick search box** and click the **Find** button.

2: Reset

  Click on this button to reset the page.

3: Technicians Details

Name	Address	City	State	Contact	Total Workorders
Test Tech	2720 Hwy 10 NE	Mounds View	MN	651-407-9300	0

Technicians Listing Page Control Description

1: Quick Search

You can search the technician only by **Name** and code. Enter the related field value and click on **find** button.

2: Reset

 Click on this button to reset the page.

3: Technicians Details

Click on the name of the technician from the name column. You can see all the details about technicians there.

Name	Address	City	State	Contact	Total Workorders
Test Tech	2720 Hwy 10 NE	Mounds View	MN	651-407-9300	0

After clicking the name from the column, you can see the page as the image below.

 Controls

1: Edit

Click on this button to edit the technician details.

2: Update

Click this button to update the work order details.

3: Cancel

Click on this button if you don't want to edit anything in the work order.

4: Choose File
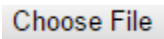
Click on this button and choose a image from the computer and upload it.

4: Show and hide password
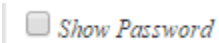
5: Upload

6: Media

7: Credentials

Description

1: Edit:

Click on this button to edit the technician details.

After clicking on this button you will get the page as the image below.

2: Update-: You can Edit the technician details and update the details by clicking this [image] button.

3: Cancel

Click on this button if you don't want to edit anything in the work order.

After clicking on this button, you will get the page as the image below.

4: Show and hide password

Check the check box to see the password.

5: Upload

Choose an image from your computer and upload it by clicking on this UPLOAD button.

6: Media

Media

Click on this tab to media files. After clicking on this tab you can the media section as the image below.

Credentials	Media

Media

Document Name	View	Download	Delete
Service Aggrement.pdf	📁	⬇	✖

Document Name   [_____]

Document   [Choose File] No file chosen   **UPLOAD**

Click on this button
to see the file

Click on this button
to upload the
selected file

Click on this button
to delete the file

Click on this button to
choose a file

Click on this button
to download the file

Credentials

	Credentials		Media			

Credentials

Document Type	Document Name	Start Date	End Date	View	Download	Delete
Valid driver license	DL	01/06/2010	04/11/2015			
Health records	Heath Record	06/11/2015	04/07/2015			
CDL license	CLD license	01/14/2014	06/18/2015			

choose type :   Certifications ▼   Document Name [   ]

Start Date : [   ]   End Date : [   ]

Choose File No file chosen

UPLOAD

You can choose files from your computer to upload them. Choose the file type from this

choose type :   Certifications ▼ dropdown list and upload the file by clicking on this UPLOAD button.;

	Credentials	Media

Credentials

Document Type	Document Name	Start Date	End Date	View	Download	Delete
Valid driver license	DL	01/06/2010	04/11/2015	📁	⬇	✖
Health records	Heath Record	06/11/2015	04/07/2015	📁	⬇	✖
CDL license	CLD license	01/14/2014	06/18/2015	📁	⬇	✖

choose type :   [Certifications ▼]   Document Name   [   ]

Start Date :   [   ]   End Date :   [   ]

[Choose File] No file chosen

[UPLOAD]

Click on this button
to choose a file to
upload

Click on this button to
upload the choosed
file

Choose a file type
form this dropdown
list

Click on this button
to see the file

Click on this button
to download the file

Click on this button
to delete the file

Reports User Manual

After login you can see the screen as shown in below image. Click on the Reports Tab as shown in the image below.
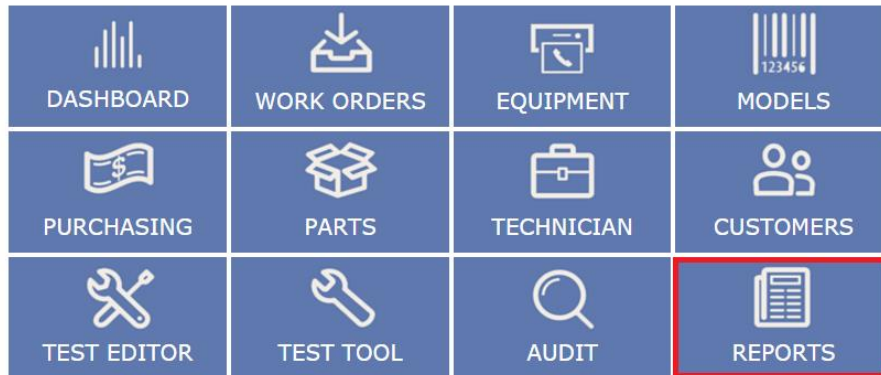
After clicking on the Reports page, you will be redirected to the Reports listing page as shown below.

Controls in reports page

 Dropdown list to select the customer name.

 Dropdown list to select report type.

There are two types of report type

1. work order

2. Equipment

 Select the date then click on the GO button.

 Select the output type and click on the GO button.

There are 3 types of output

1. Onscreen

2. Pdf

3. Excel

 Dropdown list to select the equipment type

 Dropdown list to select the manufacturer

 Dropdown list to select the model

 Dropdown list to select the tag number

Description of controls

Select the customer name, report type, date ,output after selecting click on the GO button as shown in the below image.

≫ Reports

	WorkOrder #	Customer Name	Tag Number	Technician	Appointment	
🕐	120	Lakewo..	13272 ⓘ	858585	12/24/2015 5:00:14 PM	
🕐	119	Lakewo..	13272 ⓘ	858585	12/24/2015 4:53:15 PM	
🕐	118	Lakewo..	107771 ⓘ	1059	12/24/2015 4:52:13 PM	
🕐	117	Lakewo..	107771 ⓘ	1059	12/24/2015 4:48:19 PM	
☑	115	Lakewo..	107771 ⓘ	CRAIG	12/2/2015 10:42:35 AM	

If you want report output in other format you can create in pdf or excel format by choosing the output dropdown list and click on GO button as shown in the below image.

If you select the pdf then click on GO button your report will be created in pdf format. After generating the pdf click on that document and data will be displayed as shown in the below image.

If you select the Excel then click on GO button your report will be created in excel format.

To sort click on the button as shown in the below image

After clicking details will be sorted as shown in the below image.

📋	WorkOrder # ▲	Customer Name	Tag Number	Technician	Appointment
✓	115	Lakewo..	107771 ⓘ	CRAIG	12/2/2015 10:42:35 AM
🕐	117	Lakewo..	107771 ⓘ	1059	12/24/2015 4:48:19 PM
🕐	118	Lakewo..	107771 ⓘ	1059	12/24/2015 4:52:13 PM
🕐	119	Lakewo..	13272 ⓘ	858585	12/24/2015 4:53:15 PM
🕐	120	Lakewo..	13272 ⓘ	858585	12/24/2015 5:00:14 PM

To see the details of the work order select the work order number as shown in the below image.

Customer Name : [Lakewood Hea ▼] Report Type : [Workorder ▼] [12/01/2015] [12/25/2015] **GO**   Output: [Pdf ▼] **GO**

📋	WorkOrder # ▲	Customer Name	Tag Number	Technician	Appointment
✓	115	Lakewo..	107771 ⓘ	CRAIG	12/2/2015 10:42:35 AM
🕐	117	Lakewo..	107771 ⓘ	1059	12/24/2015 4:48:19 PM
🕐	118	Lakewo..	107771 ⓘ	1059	12/24/2015 4:52:13 PM
🕐	119	Lakewo..	13272 ⓘ	858585	12/24/2015 4:53:15 PM
🕐	120	Lakewo..	13272 ⓘ	858585	12/24/2015 5:00:14 PM

After selecting the work order number details will be displayed as shown in the below image.

Equipment information

Please Upload Image

Tag Number	:	107771
Manufacturer	:	GE Datex-Ohmeda ⓘ
Model Number	:	1175-9101-000
Model Name	:	TEC 7 ISOFLURANE
Device Type	:	Vaporizer
Serial Number	:	BEGJ03601
Coverage status	:	
Rate Schedule	:	
CustomerName	:	Lakewood Health System ⓘ

Workorder Details

Work Order	:	115
Request Date	:	12/02/2015
Request Time	:	10:41 AM
Status	:	Closed
Due Date	:	12/02/2015
Due Time	:	11:42 AM
Type	:	Preventive Maintenance
WO Result	:	
WO Failure	:	
Start Date	:	12/02/2015 11:42 AM
Completed Date	:	
Requester Name	:	Meliane Smith
Contact	:	218-894-1515 Ext: 000
Contact Email	:	msmith@gmail.com
Customer PO#	:	
Priority	:	1 One Hour
Assigned To	:	Craig Smith ⓘ
Issue	:	test pm

Select the equipment in report type as shown below

Report Type : [Equipment ▾] Equipment Type : [--Select-- ▾] Manufacture: [--NONE-- ▾] Model #: [--NONE-- ▾] Tag Number: [--NONE--]

Equipment Type	Manufacturer	Model #	Model Name	Customer Name	Department Name	Equipment Status
DemoDevice	DemoManu	demomname	modlnn	Lakewood Health System	Anesthesia	Active
Vaporizer	Ge Datex-Ohmeda	1175-9101-000	TEC 7 ISOFLURANE	Lakewood Health System	Anesthesia	Active
Modules,General,Icu	Ge Datex-Ohmeda	M-REC	RECORDER	Lakewood Health System	Anesthesia	Active
X-Ray Control Console	Philips Medical-	9890 000 62481	OPTIMUS 80	Lakewood Health	Radiology	Active

After selecting equipment in report type select the required fields as shown the below image.

Select the excel in output dropdown list and click on the GO button as shown in the below image.

After clicking on GO button excel sheet will be created and details are displayed are shown in the below image.

To sort the details click on the button as shown in the below image.

Tag Number ▲	Serial	Equipment Type	Manufacturer	Model #	Model Name	Customer Name	D
107771	BEGJ03601	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	TEC 7 ISOFLURANE	Lakewood Health System	
178826	BDEA00645	Vaporizer	Ge Datex-Ohmeda	TEC 5	TEC5	Lakewood Health System	
178828	BEGK03759	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	TEC 7 ISOFLURANE	Lakewood Health System	
49461	BCGG03462	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	TEC 7 ISOFLURANE	Lakewood Health System	
49463	BDECO3568	Vaporizer	Ge Datex-Ohmeda	TEC 5	TEC5	Lakewood Health System	

After sorting, details will be displayed as shown in the below image.

Tag Number ▼	Serial	Equipment Type	Manufacturer	Model #	Model Name	Customer Name
49463	BDECO3568	Vaporizer	Ge Datex-Ohmeda	TEC 5	TEC5	Lakewood Health System
49461	BCGG03462	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	TEC 7 ISOFLURANE	Lakewood Health System
178828	BEGK03759	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	TEC 7 ISOFLURANE	Lakewood Health System
178826	BDEA00645	Vaporizer	Ge Datex-Ohmeda	TEC 5	TEC5	Lakewood Health System
107771	BEGJ03601	Vaporizer	Ge Datex-Ohmeda	1175-9101-000	TEC 7 ISOFLURANE	Lakewood Health System

Click on the tag number as shown in the below image. To view the equipment details.

Customer Name : Lakewood Hea ▼ Report Type : Equipment ▼ Equipment Type : Air Respirato ▼ Manufacture: Invacare Cor ▼ Model #: IRC1135

Onscreen ▼ GO

Tag Number	Serial	Equipment Type	Manufacturer	Model #	Model Name	Customer Name
425913	120400073757	Air Respirator System	Invacare Corp	IRC1135	ASPIRATOR	Lakewood Health System

After clicking on the tag number details will be displayed as shown in the below image.

Equipment Information
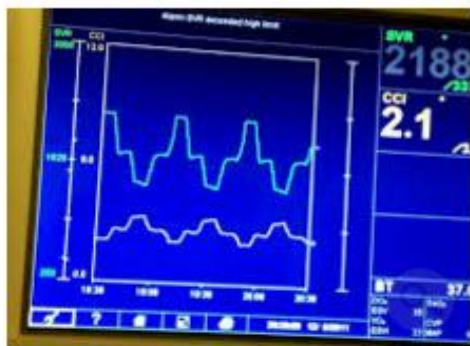
Tag Number	:	425913
System Id	:	
Manufacturer*	:	Invacare Corp ⓘ
Model #*	:	IRC1135 ⓘ
Model Name	:	ASPIRATOR
Device Type*	:	Air Respirator System ⓘ
Description	:	Air Respirator System
Serial Number	:	120400073757
UDI Number	:	
RFID	:	
Latitude	:	
Longitude	:	
Service Provider	:	

Equipment Status *	:	Active
In Service Date	:	
Retired Date	:	
Battery Date	:	
Meter	:	
Last Meter Date	:	
Location	:	
Customer Name	:	Lakewood Health System ⓘ
Department Name	:	Care Center
Responsible Cost Center Name	:	Care Center
Contact Email	:	
Contact Number.	:	218-894-1515 Ext: 000
Rate Schedule	:	
CAR	:	
MTBF	:	

Audit User Manual

After login you can see the screen as shown in below image. Click on the AUDIT tab to see the audit information.
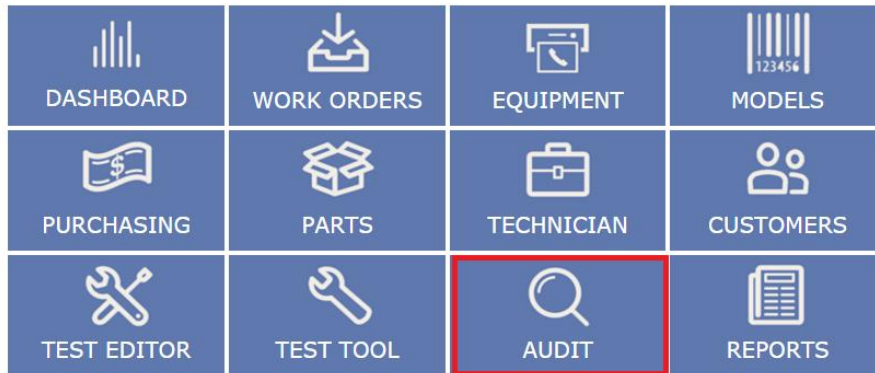
After clicking on the AUDIT tab, you will be redirected to the audit report page as shown in the image below.

In this page you can see the audit details.

Controls in audit page

 Dropdown list to select resource name.

 Dropdown list to select resource action name.

 Select the date then click on the GO button.

Description of controls

Select the resource name, action name and date then click on the GO button as shown in the below image.

After clicking on the GO button you can see the details as shown in the above image.

To sort click on the button as shown in the below image.

After sorting details will be displayed as shown in below image.