DIGISTAT® Stock Management

DIGISTAT® Version 4.1

User Manual

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DIGISTAT® version 4.1

SOFTWARE LICENSE

Your Licence Agreement – provided with the product - specifies the permitted and prohibited uses of the product.

WARNING

The information contained herein is subject to change without further notice. ASCOM UMS holds the right to make changes to all described products in order to improve its functions and performance.

LICENSES AND REGISTERED TRADEMARKS

DIGISTAT® is produced by ASCOM UMS srl
http://www.unitedms.com
DIGISTAT® is a Trademark of ASCOM UMS srl
Information is accurate at the time of release.
All other trademarks are the property of their respective owners.

DIGISTAT® product is CE marked according to 93/42/CEE directive ("Medical devices") amended by the 2007/47/EC directive.

ASCOM UMS is certified to UNI EN ISO 9001:2008 and UNI CEI EN ISO 13485:2012 standards for the design, development, production, installation and servicing of software.

1. Contents

2. Using the manual

2.1. Aims

The effort which has gone into creating this manual aims to offer all the necessary information to guarantee a safe and correct use of the DIGISTAT® system and to allow the manufacturer identification. Furthermore this document aims to describe every single part of the system, it also intends to offer a reference guide to the user who wants to know how to perform a specific operation and a guide to the correct use of the system so that improper and potentially hazardous uses can be avoided.

The use of DIGISTAT® requires a basic knowledge of information systems concepts and procedures. The comprehension of this manual requires the same knowledge.

Always remember that DIGISTAT® systems are highly configurable, in order to satisfy the requirements of every user. This extreme flexibility makes a description of all the system's possibilities impossible. Hence the decision to describe a "probable", or "standard" configuration, so that we can explain what we feel to be the fundamental parts of the system, and their purposes. Consequently, the user may come across descriptions of pages and functions that are different in the configuration he is using.

To be more precise, the differences may concern

1) The appearance of the page (a page may appear different from that shown here).
2) The functions (certain operations may or may not be enabled).
3) The flow of use (certain procedures can be performed following a different sequence of pages and operations).

Care has been taken to highlight and emphasize this concept every time the configuration possibilities are such as to prevent a univocal description of the system operation.
Should you require more details regarding a specific configuration, please contact your system administrator or the ASCOM UMS technical support service.
Remember that, by specific request, ASCOM UMS is able to provide custom-made documentation for every specific type of procedure and/or configuration.

2.2. Charcters used and terminology

The use of DIGISTAT® systems requires a basic knowledge of the most common IT terms and concepts. In the same way, the comprehension of this manual is subject to such knowledge. However, in order to improve access to the document and clarify the use of certain terms relating to the DIGISTAT® systems, we have included a glossary for quick (and obviously concise) reference for the clarification of terms (see Appendix **A**).

Remember that the use of DIGISTAT® systems must only be granted to professionally qualified and properly trained personnel.

When consulting the on-line version as opposed to the paper version, cross references in the document work like hypertextual links. This means that every time you come across the reference to a picture ("Fig 7", for example) or to a paragraph ("paragraph 5.4", for example), you can click the reference to directly access that particular figure or that particular paragraph.

Every time reference is made to a button, this is written "**Bold**". For example, in expressions like:

➢ Click the "**Update**" button,

"**Update**" is a button featured on the page being described. Where possible, it is clearly indicated in a figure (with cross references as "See Fig 7 **A**"

The character ➢ is used to indicate an action which the user must perform to be able to carry out a specific operation.

The character ● is used to indicate the different elements of a list.

2.3. Symbols

The following symbols are used in this manual.

i

Useful information

This symbol appears alongside additional information concerning the characteristics and use of DIGISTAT®. This may be explanatory examples, alternative procedures or any "extra" information considered useful to a better understanding of the product.

!

Caution!

The symbol is used to highlight information aimed at preventing improper use of the software or to draw attention to critical procedures which might cause risks. Consequently, it is necessary to pay extreme attention every time the symbol appears.

3. Introduction to DIGISTAT®

The DIGISTAT® clinical modules suite is an advanced patient data management software system that is designed specifically for use by clinicians, nurses and administrators.

The software package comprises a set of modules that can either work alone or be fully integrated to provide a complete patient data management solution.

From the Intensive Care Unit to the Ward, from the Operating Room to the Administrative Department, DIGISTAT® can be used in a wide range of environments.

DIGISTAT®'s modular architecture and extensive customization capabilities allow you to build your own patient data management system and to expand the system to meet your new demands, when required.

DIGISTAT® system can only be accessed by entering username and password. Every user is defined by a detailed profile, and can access only the allowed areas. A record of every action performed is automatically generated by the system.

3.1. Modular architecture

"Modular Architecture" means that different products (or modules) having particular goals can be implemented within the same software environment (DIGISTAT® in the present case) that is characterized by a determined graphic design, general goals and terms of use.
Different modules can be added in different times, and in a way that is agreed with the user. The resultant software suite fits to the specific user needs and can change in time, according to the possible changes in the user needs.

3.2. Intended use

The product "DIGISTAT®**"** (hereafter "PRODUCT") is a medical device composed only of software that is licensed exclusively to create an electronic copy of certain data and recording of the unit's activity in order to provide:

- electronic documentation of the activity in the unit;
- information on the use of human resources and materials;
- deferred statistics for quality control;
- support to the diagnostic and therapeutic activities, within the limits of what specified herein below;
- support to the management of alarms coming from the connected medical devices;
- display of information to remote users for non-clinical purposes.

The PRODUCT is not aimed to administer or exchange energy to or from the human body or to transmit medicines, liquids or other substances to or from the human body.

The PRODUCT is not aimed to allow direct diagnosis or monitoring of vital physiological processes (by way of example cardiac performance, respiration or activity of CNS) and therefore the therapeutic or diagnostic procedure or maneuver, if any, deemed necessary by the User, shall be performed by him/her solely as consequence of the direct examination and of the scientific correspondence of the specific case with the data obtained through the use of the PRODUCT.

Based on the above features, the PRODUCT, even if designed to provide the maximum reliability, cannot guarantee the perfect correspondence of the provided data, nor can it substitute the direct verification of the same by the User.

In any case, the PRODUCT must be used in compliance with the safety procedures reported in the user manual accompanying the Product.

! ***Always check that the information supplied is correct. It is under exclusive responsibility of the User to make correct use of the information supplied.***

The PRODUCT can be used close to the patient and to the medical devices in order to speed up the data entry, to decrease the chances of errors and to allow the User to verify the correctness of the data through the immediate comparison with the actual data and activities.

! ***When entering patient related data it is necessary to double-check that the patient identity, hospitalization department and bed displayed in DIGISTAT® are correct.***

This is utterly important in case of critical actions as, for instance, drug administration.

The User must implement adequate procedures to guarantee that potential errors occurring in the PRODUCT are promptly detected and corrected and do not constitute a risk to the patient and the operator.

These procedures depend on the configuration of the PRODUCT and the method of use preferred by the User.

Only printouts that are signed (with digital signature or autograph) by authorized physicians or medical operators shall be considered valid clinical documents. In signing the aforementioned printouts, the User certifies that he/she has checked the correctness and completeness of the data present in the document.

Only these signed documents are a valid source of information for diagnostic or therapeutic processes and/or procedures.

! ***Only printouts signed by the authorized physicians or medical operators shall be considered valid clinical documents.***

The PRODUCT may provide, depending on the configuration, access to information on drugs. It is responsibility of the User to initially and periodically verify that this information is current and updated.
The PRODUCT can be connected to other medical devices in order to import data therefrom but is not aimed to control, monitor or influence the performances of the medical devices with which it is connected.
The PRODUCT may provide, depending on the modules installed, visual and acoustic indication of the status and operating conditions of the approved devices connected to the PRODUCT thus providing a support to the management of the alarms and to the planning of nursing workflow.
The information displayed by the PRODUCT is not meant to replace or replicate the original display of data, messages and alarms of the medical devices. The PRODUCT does not and is not intended to control, affect or modify the normal use of those connected devices.
The PRODUCT does not substitute a "Nurse Call" system and it is not a "Distributed Alarm System" (as defined by the standard EN 60601-1-8). Therefore, it must not be used in place of the direct monitoring of the alarms generated by the medical devices. This limitation is due, among the other reasons, to the specifications and limitations of the communication protocols of the medical devices and to the nature and limitations of the hospital local network.

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DIGISTAT® is not a "Distribuited Alarm System".

The minimum patient height is 20 cm.
The maximum patient height is 250 cm.
The minimum patient weight is 0,2 Kg.
The maximum patient weight is 250 Kg.

3.2.1. Intended users

The PRODUCT must be used by properly trained physicians, nurses, administrative staff, system administrators, biomedical engineers and technicians.
Use of the PRODUCT must be granted, by means of specific configuration of the passwords and active surveillance, only to User 1) trained according to PRODUCT indications by personnel authorized by the ASCOM UMS or ASCOM UMS distributors and 2) in possession of the professional qualifications to correctly interpret the information supplied and to implement the appropriate safety procedures.

!

Use of DIGISTAT® must be granted only to professionally qualified and properly trained personnel.

Limited parts of the PRODUCT may be used by other categories of users for non-clinical purposes, to access a limited set of information and without the ability to alter existing information or enter new ones. For example patient's family member can access information of their relative.

3.2.2. Intended environment

The PRODUCT can be used inside medical facilities in intensive care units, wards, operating blocks, operating theatres and other departments.
The PRODUCT is software-only medical device that can be run on a computer connected to the hospital local network and must be adequately protected against cyber-attacks.
The PRODUCT must be installed only on recommended PCs and/or operating systems.

DIGISTAT® must be installed only on recommended PCs and/or operating systems.

In using the PRODUCT, the User declares to have understood and accepted the characteristics, limits and responsibilities contained herein and in the user manual. Should the User consider any of these clauses to be unacceptable, he must immediately stop using the PRODUCT and inform promptly the system administrator.

3.2.3. “Off-label” use of the Product

Every use of the Product outside what explicitly stated in the “Intended use” (usually referred to as “off-label” use) is under the full discretion and responsibility of the user and of the Responsible Organization. The manufacturer does not guarantee in any form the Product safety and suitability for any purpose when the Product is used outside what explicitly stated by the “Intended use”.

3.3. Manufacturer's responsibility

The CE seal is a safety warranty of the product introduced on the market.
ASCOM UMS is responsible for the product's safety, reliability and performance only if:

- Use and maintenance comply with User Manual instructions;
- This Manual is stored in good conditions and all sections are readable;
- Configurations, changes and repairs are only performed by personnel formed and authorized by ASCOM UMS ;
- The Product's usage environment complies with safety regulations;
- The environment's wiring system is highly efficient and complies with related regulations.

> ***WARNING!***
>
> ***Should the supply cause the establishment of a "medical electrical system" through electrical and functional connection of devices, the hospital organization is in charge of the required safety verification and acceptance tests, even in case that ASCOM UMS performed in whole or in part the wiring and the necessary connections.***

3.4. Product tracking

In order to ensure device tracking and on-going safety and efficiency checks on site, in compliance with ISO 9001 and EN 13485 quality standards and European law on medical devices 93/42/EEC, amended by the directive 2007/47/EC, the former owner is recommended to inform ASCOM UMS/Distributor about any ownership transfer by giving written notice stating the product, former owner and new owner identification data.
Device data can be found in the product labelling (either paper label provided at installation time or "About box" displayed within the product – see paragraph 6.8.5).
In case of doubts/questions about product labelling and/or product identification please contact ASCOM UMS/Distributor technical assistance (for contacts see paragraph 30).

3.5. Post-market surveillance

The CE marked device is subject to a post-market surveillance - which ASCOM UMS, its distributors and dealers must provide for each marketed copy - concerning actual and potential risks, either for the patient or the User, during the Product's life cycle.
In case of deterioration of the device characteristics, poor performance or inadequate user instructions that have been or could be a hazard to either the patient or User' health or to environmental safety, the User must immediately give notice to either ASCOM UMS, one of its branches or nearest authorised dealer.

The device details can be found on its labelling.

On reception of a user feedback ASCOM UMS will immediately start the review and verification process and, when required, solve the reported non conformity.

3.6. Product life

The life time of the product does not depend on wearing or other factors that could compromise safety. It is influenced by the obsolescence of the hardware (PC and server) and is therefore assessed as 5 years since the release date of the product specific version, period in which the manufacturer is committed in keeping technical documentation and provide technical support.

3.7. CE mark and regulation conformity

ASCOM UMS DIGISTAT® product is CE marked according to 93/42/EEC directive (“Medical devices”), amended by the directive 2007/47/EC, and is therefore compliant with the EU basic safety standards there specified (received in Italy with Legislative Decree n. 37/2010 and subsequent variants and integrations).

ASCOM UMS declines all responsibility for the consequences on the safety and efficiency of the device determined by technical repairs or maintenance not performed by its own Technical Service personnel or by ASCOM UMS-authorized technicians.

The attention of the user and the legal representative of the health structure where the device is used is drawn to their responsibilities, in view of the legislation in force on the matter of safety in the workplace (Italian Legislative Decree no. 81 of 09/04/2008) and of on-site security for hazardous or potentially hazardous incidents.

The ASCOM UMS Service is able to offer clients the support needed to maintain the long-term safety and efficiency of the devices supplied, guaranteeing the skill, instrumental equipment and spare parts required to guarantee full compliance of the devices with the original construction specifications over time.

4. Software/Hardware specifications

The information provided in this chapter covers the manufacturer's obligations identified by the IEC 80001-1:2010 standard (Application of risk management for IT-networks incorporating medical devices).

4.1. Bedside

4.1.1. Hardware

According to the IEC 60601-1 regulation, for "bedside" PCs, or for PCs positioned within the "Patient Area", the use of "Medical grade" devices is required. In these places medical grade PANEL PCs are often used. If explicitely requested, ASCOM UMS is able to provide information on some suitable devices of this kind.

Minimum hardware requirements:

- Intel® processor with Intel® dual-core technology (or faster)
- Memory: 2 GB RAM (4 GB suggested)
- Hard Disk: at least 20 GB of available space
- Monitor: 1024 x 768 or higher (1280 x 1024 suggested, 65.000 colors minimum)
- Mouse or other compatible device
- Windows® compatible printer
- Ethernet interface 100 Mb/s (or higher)
- CD/DVD Drive or possibility to copy the installation files

4.1.2. Operating System

Supported operating systems:

Microsoft Corporation Windows® XP SP3 32 bit
Microsoft Corporation Windows® XP SP3 64 bit
Microsoft Corporation Windows® 7 32 bit
Microsoft Corporation Windows® 7 64 bit
Microsoft Corporation Windows® 7 SP1 32 bit
Microsoft Corporation Windows® 7 SP1 64 bit
Microsoft Corporation Windows® 8 32 bit
Microsoft Corporation Windows® 8 64 bit
Microsoft Corporation Windows® 8.1 32 bit
Microsoft Corporation Windows® 8.1 64 bit

4.2. Central

4.2.1. Hardware

Minimum hardware requirements:

- Intel® processor with Intel® dual-core technology (or faster)
- Memory: 2 GB RAM (4 GB suggested)
- Hard Disk: at least 20 GB of available space
- Monitor: 1024 x 768 or higher (1280 x 1024 suggested, 65.000 colors minimum)
- Mouse or other compatible device
- Windows® compatible printer
- Ethernet interface 100 Mb/s (or higher)
- CD/DVD Drive or possibility to copy the installation files

4.2.2. Operating System

Supported operating systems:

Microsoft Corporation Windows® XP SP3 32 bit
Microsoft Corporation Windows® XP SP3 64 bit
Microsoft Corporation Windows® 7 32 bit
Microsoft Corporation Windows® 7 64 bit
Microsoft Corporation Windows® 7 SP1 32 bit
Microsoft Corporation Windows® 7 SP1 64 bit
Microsoft Corporation Windows® 8 32 bit
Microsoft Corporation Windows® 8 64 bit
Microsoft Corporation Windows® 8.1 32 bit
Microsoft Corporation Windows® 8.1 64 bit

4.3. Server

4.3.1. Hardware

Minimum hardware requirements:

- Intel® Xeon® E series processor (or faster)
- Memory: 4 GB RAM (8 GB recommended)
- Hard Disk: at least 80 GB of available space
- Monitor: 1024 x 768 or higher (1280 x 1024 suggested, 65.000 colors minimum)
- Mouse or other compatible device
- Ethernet interface 100 Mb/s (or higher)
- CD/DVD Drive or possibility to copy the installation files

4.3.2. Operating System

Microsoft Corporation Windows Server 2012 R2 x64 Standard/Enterprise Ed. latest available SP.
Microsoft Corporation Windows Server 2008 R2 x64 Standard/Enterprise Ed. latest available SP.

4.3.3. System Software

Microsoft SQL Server 2012 R2 x64 Standard/Enterprise Ed. latest available SP.
Microsoft SQL Server 2008 R2 x64 Standard/Enterprise Ed. latest available SP.

WARNING!

To correctly use DIGISTAT®, the Microsoft Windows Display Scaling must be set to 100%. Different settings may prevent the product from starting or cause malfuctions in the way DIGISTAT® is visually displaied. Please refer to the Microsoft Windows documentation for instructions on the Display Scaling settings.

WARNING!

The minimum vertical resolution of 768 is supported only if DIGISTAT® is configured to run in full-screen mode or if the Windows traybar is in Auto-hide mode.

WARNING!

The computers must comply with the regulations regarding the environment where they are installed. Check compliance with competent authorized personnel.

WARNING!

In compliance with on-going product improvement policies pursued by ASCOM UMS, this User Manual's specifications can be changed at any moment. Please contact the Firm's authorized representative concerning market availability of the product range presented in this User Manual.

WARNING!

The computers and the other connected devices must be suitable for the environment in which they are used and must therefore comply with the relevant regulations. The personnel in charge should perform the adequate compliance checks.

WARNING!

It is recommended to follow the manufacturer instructions for storage, transport, installation, maintenance and waste of third parties hardware. These procedures must be performed only by qualified and authorized personnel.

WARNING!

The responsible organization shall implement for the DIGISTAT® workstations a date/time synchronization mechanism to a reference source.

4.4. Firewall and Antivirus

To protect the DIGISTAT® system from possible cyber-attacks, it is necessary that:

- the Windows© Firewall is active both on the client PCs and the server;
- an antivirus software is installed and regularly updated both on the client PCs and the server.

The Responsible Organization shall ensure that these two protections are activated. ASCOM UMS tested the Product with ESET Antivirus but, considering the strategies and policies already existing in the hospital, the actual choice of the antivirus is left to the Responsible Organization. ASCOM UMS cannot ensure that the DIGISTAT® system is compatible with any antivirus or antivirus configuration.

> ***WARNING!***
>
> ***Some incompatibilities have been reported between parts of DIGISTAT® and the Kaspersky antivirus. The solution to these incompatibilities required the definition of specific rules in the antivirus itself.***

> ***WARNING!***
>
> ***It is suggested to keep open only the TCP and UDP ports actually needed. These may change according to the system configuration. Please refer to the ASCOM UMS technical assistance for more information.***

4.5. Local network features

This paragraph lists the features of the local network on which DIGISTAT® is installed in order to guarantee the system’s full functionality.

- DIGISTAT® uses a TCP/IP traffic protocol.
- The LAN must not be congested and/or full loaded.
- DIGISTAT® requires at least a 100 Mbps LAN available to the end user. 1 Gbps backbones would be worthwhile.
- There must not be filters in the TCP/IP traffic between workstations, server and secondary devices.
- If the devices (server, workstations and secondary devices) are connected to different subnets there must be routing in these subnets.
- It is recommended to adopt redundancy strategies to ensure network service availability in case of malfunction.
- It is recommended to schedule together with ASCOM UMS the maintenance calendar in order to let ASCOM UMS or the authorized Distributor efficiently support the healthcare structure in managing the possible disservices caused by maintenance activities.

ATTENTION!

If the network does not match the requested features, DIGISTAT® performance gradually deteriorates until timeout errors occur. The system may finally switch to "Recovery" mode.

ATTENTION!

In case a WiFi network is in use, given the possible intermittence of the WiFi connection, network disconnections are possible, that cause the activation of the "Recovery Mode" and the consequent system unavailability. The Responsible Organization shall ensure an optimal network coverage and stability, and train the personnel in the management of these temporary disconnections.

4.5.1. DIGISTAT® impact on the hospital network

DIGISTAT® impacts the local network of the healthcare structure. This paragraph provides information on the traffic generated by DIGISTAT® on the network in order to make it possible for the structure to evaluate and analyse the risks related to the introduction of DIGISTAT®.

The bandwidth used by a DIGISTAT® system depends on many different factors. The most important are:

- Number of workstations,
- Number of workstations configured as central stations,
- Number and type of devices dedicated to data acquisition (either only dedicated or as well dedicated).
- Interfaces with external systems,
- DIGISTAT® configuration and mode of use.

In a configuration with 100 clients the following bandwidth occupation values can be indicatively predicted

Average: 0.8 – 6 Mbit/s

Pitch: 5 – 25 Mbit/s

5. Before starting

5.1. Installation and maintenance warnings

The following warnings provide important information on the correct installation and maintenance procedures of the DIGISTAT® product. They must be strictly respected.

DIGISTAT® must absolutely be installed and configured by specifically trained and authorized personnel. This includes ASCOM UMS (or authorized Distributor) staff and any other person specifically trained and authorized by ASCOM UMS/Distributor. Similarly, maintenance interventions and repairs on DIGISTAT® must absolutely be performed according to the ASCOM UMS company guidelines only by ASCOM UMS/Distributor personnel or other person specifically trained and authorized by ASCOM UMS/Distributor.

!

DIGISTAT® must absolutely be installed and configured by specifically trained and authorized personnel. This includes ASCOM UMS (or authorized Distributor) staff and any other person specifically trained and authorized by ASCOM UMS/Distributor.

- Only use devices approved by ASCOM UMS bearing the CE mark.
- Only use devices approved by ASCOM UMS. It is not possible to install devices without proper training.
- Only use devices approved by ASCOM UMS. There is a risk of injury to the patient and operators.
- Scrupulously observe the manufacturer's instructions for the hardware installation.
- Make provision for regular maintenance of the inner disk and checks on the operating system.
- The DIGISTAT® USB dongle must be stored and used in eligible environmental conditions (temperature, humidity, electromagnetic fields etc.), as specified by the dongle manufacturer. These conditions are equivalent to those required by common office electronic devices.
- Within "Patient Area" (see Fig 1) it is recommended to use washable waterproof devices.
- Within "Patient Area" (see Fig 1) it is recommended to use washable, sterilizable rubber keyboards and mouse devices. For "touch screens" capacitive technology (insensitive if used with gloves) is recommended because it discourages using gloves (sometimes contaminated).

5.2. Cleaning

Cleaning and disinfection procedures of hardware components must comply with the usual cleaning/disinfection procedures that the hospital adopts for all the hospital's assets (both fixed and moveable)

Check the suggested cleaning procedures in the manuals of the hardware products that accompany DIGISTAT®.

5.3. Precautions and warnings

To guarantee the reliability and security of the software during use, strictly observe the instructions given in this section of the manual.

Place the PC in order to ensure adequate anterior and posterior ventilation. Failure to meet hardware ventilation requirements may cause equipment failure, thus jeopardizing patient data management system functions.

The holder of the hardware (individual, hospital or institution) and the user of the device and the software are personally responsible for ensuring that the devices follow a meticulous maintenance schedule to guarantee safety and efficiency and reduce the risk of malfunctioning and the occurrence of possible hazards to the patient and user.

The device and software are destined for use only under the supervision of properly trained and authorized medical personnel.

5.3.1. Electrical safety

The hardware devices used together with DIGISTAT® (PC, display, barcode reader, etc...) must comply with therelevant CE mark prescriptions, in particular with those indicated by the 2006/95/EC directive and subsequent amendments.

The device complies with the characteristics envisaged by the CE marking in accordance with directive 2006/95/EC and subsequent amendments.

!

The electrical devices installed within the Patient Area must have the same security level of an electromedical device.

It is moreover recommended to perform all the the relevant measurements on the leakage currents of the electro-medical system in use (PC, display and possible connected devices). The hospital structure is responsible for these measurements.

!

The hospital structure is responsible for all the required measurements on the electrical safety of the electro-medical system in use (PC, display and other possible connected devices) taking into consideration the actual environment in which the system is used.

5.3.2. Patient Area

The term “Patient Area” or “Patient Environment” means the space in which intentional or unintentional contact may take place between the patient and parts of the system (any device) or between the patient and other people who may come into contact with parts of the system (e.g., a physician who touches the patient and other devices at the same time). This definition applies when the patient’s position is pre-determined: in other cases, all the possible positions of the patient must be taken into consideration.

!

According to IEC 60601-1 standard, every computer placed within the “Patient Area” must be a medical grade device.

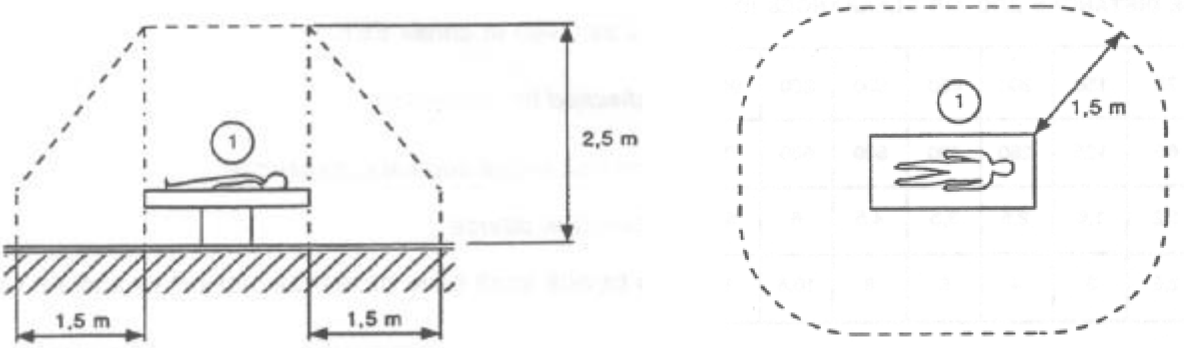


Fig 1

It is the direct responsibility of the hardware licensee (individual, hospital or institution) to perform all the required measurements on the electrical safety of the electro-medical system in use (PC, display and other possible connected devices) considering the environment in which it is used.

!

WARNING!

Should the supply cause the establishment of a "medical electrical system" through electrical and functional connection of devices, the hospital organization is in charge of the required safety verification and acceptance tests, even in case that ASCOM UMS/Distributor performed in whole or in part the wiring and the necessary connections.

5.3.3. Electromagnetic compatibility

The hardware devices used together with the DIGISTAT® system (PC, display, barcode reader, etc...) must comply with electromagnetic emission and immunity characteristics envisaged by the CE seal, in compliance with Directive 2004/108/EC and following amendments.

5.3.4. Devices eligibility

It is mandatory to use devices that are suitable for the environment in which they are installed and used (meeting, for instance, the directives LVD 2006/95/EC, EMC 2004/108/EC, penetration by liquids, et al.).

5.4. Privacy Policy

The following precautions should be taken in order to protect the privacy of users and patients, and to ensure that personal data are processed by respecting data subjects' rights, fundamental freedoms and dignity, particularly with regard to confidentiality, personal identity and the right to personal data protection.

"Sensible data" are those personal data that reveal the race, the religious and/or philosophic beliefs, the personal political opinions, the support to political parties and/or trade unions and/or associations and organizations having political, religious or philosophical aims. Moreover, "sensibile data" are those data providing information on the health conditions and/or the sexual life.

Please read the following precautions carefully and strictly observe them.

- The workstations must not be left unattended and accessible during work sessions. It is recommended to log out when leaving a workstation. See paragraph 6.5 for log out procedure.

- Sensible data saved in the system, as passwords or users' and patients' personal data, must be protected from possible unauthorized access attempts through adequate protection software (antivirus and firewall). It is the hospital structure responsibility to implement this software and keep them updated.

- The user is advised against the frequent use of the lock function (paragraph 6.5.2). Automatic log out allows to protect the system from unauthorized accesses.

In some circumstances personal and/or sensible data are transmitted in non-encrypted format and using a connection which is not phisycally secure. An example of this kind of transmission are the HL7 communications. The Responsible Organization is responsible to provide adequate security measures to comply with the local privacy laws and regulations.

5.4.1. User credentials features and use

This paragraph explains the user's DIGISTAT® credentials (username and password) features, use and update policy.

- Every precaution must be taken in order to keep personal username and password secret.

- Username and password must be kept private. Do not let anybody know your username and password.

- Each user can own one or more credentials to access the system (username and password). The same username and password must not be used by more than one user.

- Authorization profiles must be checked and renewed at least once a year.

- It is possible to group different authorization profiles considering the homogeneity of the users' tasks.

- When user accounts are created, it is recommended to always use a nominal identification. Generic users as, for instance, "ADMIN" or "NURSE" must be avoided. Every account must be used by one and only one user.

- Each user is characterized by a profile enabling him/her to access only the functionalities that are relevant for his/her working tasks. The system administrator must assign an appropriate user profile when creating the user account. The profile must be reviewed at least once a year. This revision can also be performed for classes of users. The user profile definition procedures are described in the DIGISTAT® configuration manual.

- Password must be at least 8 characters.

- The password must not refer directly to the user (containing, for instance, user's first name, family name, birthdate etc.).

- The password is given by the system administrator at user account creation time. It must be changed by the user at first access in case this procedure is defined by configuration (see paragraph 6.8.4 for the password modification procedure).

- After that, the password must be changed at least every three months.

- If username and password are left unused for more than 6 months they must be disabled. Specific credentials, used for technical maintenance purposes, are an exception. See technical manual for the configuration of this feature.

- User credentials must also be disabled if the user is not qualified anymore for those credentials (it is the case, for instance, of a user who is transferred to another department or structure). A system administrator can manually enable/disable a user. The procedure is described in the DIGISTAT® configuration manual.

The following information is reserved to system administrators:

The password must match a regular expression defined in the DIGISTAT® configuration (default is ^........* i.e. 8 characters). The password is assigned by the system administrator when a new account for a user is created. The system administrator can force the user to change the password at first access to choose a personal one. The password expires after a certain (configurable) period, after that period, the user must change the password. It is also possible (by configuration) to avoid password expiration.

See DIGISTAT®configuration manual for detailed information on user account creation procedures and password configuration.

5.4.2. System administrators

ASCOM UMS/Distributor technical staff, when performing installation, updates and/or technical assistance may have access to and deal with personal sensible data stored in the DIGISTAT® database.
ASCOM UMS srl or Distributor, for issues relating to management of personal sensible data, adopts procedures and working instructions complying with the current privacy regulation (D.Lgs 196/2003 of the 30th of June 2003).
In performing the abovementioned activities the ASCOM UMS/Distributor technical staff is configured as “System Administrator” for the DIGISTAT® system (see regulation of 25/11/2008 of the Privacy Guarantor on “System Administrators”). ASCOM UMS/Distributor staff performing this kind of procedures is appropriately trained on privacy issues and, in particular, in sensible data treatment issues.

In order to comply with the requests of the “System administrators” regulations, the responsible healthcare structure must:

- define nominal accesses;
- activate the access log both at operating system and at client and at server level;
- activate the access log to the database server Microsoft SQL Server (Audit Level);
- configure and manage all these logs to keep track of the accesses for at least one year.

5.4.3. System logs

DIGISTAT® records the system logs on the database. These logs are kept for a configurable period of time. Also, logs are kept for different times depending on their nature. Default times are:

- information logs are kept for 10 days;
- logs corresponding to warning messages are kept for 20 days;
- logs corresponding to alarm messages are kept for 30 days.

These times are configurable. See DIGISTAT® configuration manual for the configuration procedures.

5.5. Back up policy

It is recommended to regularly perform system backups.

The responsible healthcare structure using DIGISTAT® system must define a backup policy that best suits its data safety requirements.
ASCOM UMS/Distributor is available to help and support in implementing the chosen policy.

The responsible healthcare structure must ensure that backup files are stored in a way that makes them immediately available in case of need.

If data are stored on removable memory devices, the healthcare structure must protect these devices from unauthorized access. When these devices are not used anymore, they must be either definitively deleted or destroyed.

5.6. Out-of-order procedure

This paragraph describes the policy suggested by ASCOM UMS in case a DIGISTAT® workstation gets out of order. The goal of the procedure here described is to minimize the time required to replace the out-of-order workstation with one properly working.
ASCOM UMS suggests for this purpose to have at disposal, as substitute equipment, an additional PC on which DIGISTAT® is already installed.
In case of a DIGISTAT® workstation is out-of order, the substitute equipment can promptly replace the DIGISTAT® workstation.
Always remember that DIGISTAT® must only be installed by trained authorized personnel. This includes ASCOM UMS/Distributors staff and any other person specifically trained and explicitly authorized by ASCOM UMS/Distributor. Missing an explicit, direct authorization from ASCOM UMS/Distributor, the hospital staff is not authorized to perform installation procedures and/or to modify DIGISTAT® configuration.
The risk related to the DIGISTAT® workstation deactivation and substitution is that of associating the workstation with a wrong bed or room. This could lead to a “patient switch”, which is an extremely hazardous condition.
The risk related to the substituion and/or reconfiguration of network equipment involved in the DIGISTAT® data acquisition (i.e port server, docking station, etc...) is that of assigning the acquired data to a wrong patient. The patient-acquired data relation is based on the IP address. Changing it could lead either to data flow interruption or, in severe cases, to assigning data to the wrong patient.

> !
>
> ***The out-of-order and replacement of a workstation is potentially hazardous. This is the reason why it must be, mandatorily, performed only by authorized and trained personnel.***
>
> ***The risk related to this procedure is that of associating a wrong bed or room to the workstation and create this way the possibility to select a wrong patient.***

In case a DIGISTAT® workstation needs to be deactivated and replaced, the hospital staff must promptly call ASCOM UMS (or authorized Distributors) and request the execution of this task.
We suggest the hospital management (or anyone who is in charge) to define for this purpose a clear, univocal operating procedure and to share this procedure with all the staff members involved.

In order to speed up replacement times, we suggest to have at disposal one or more substitution equipment with all the necessary apllications already installed (OS, firewall, antivirus, RDP, ...) and with DIGISTAT® already installed, but disabled (i.e. not executable by a user without the assistance of an ASCOM UMS technician).

In case of out of order of a DIGISTAT® workstation, the substitution equipment availability assures the minimization of restoration times (hardware substitution) an limits at the same time the risk of patient exchange.

In case of out of order of a DIGISTAT® workstation we suggest to adopt the following procedure if a “substitution equipment” is available: guasto

1) The hospital staff replaces the out of order PC with the “substitution equipment”
2) The hospital staff calls ASCOM UMS/Distributor and requests the “substitution equipment” activation
3) The ASCOM UMS/Distributor staff disables the out of order workstation and correctly configure the “substitution equipment”
4) The out of order PC is repaired and prepare d as “sustitution equipment”

The instruction on how to enable/disable and replace a DIGISTAT® workstation, reserved to system administrators, are in the DIGISTAT® configuration manual.

5.6.1. Reconfiguration/substitution of network equipment

In case it is necessary to either reconfigure or substitute a network device involved in the DIGISTAT® data acquisition, the hospital staff must promptly call ASCOM UMS/Distributor and schedule the substitution/reconfiguration procedure to allow ASCOM UMS staff to either reconfigure DIGISTAT® as well or provide all the necessary information. It is recommended, for this purpose, to define a clear procedure and share it with all the involved personnel. Some general indications about this are in the DIGISTAT® configuration manual.

5.7. Preventive maintenance

It is suggested to perform the maintenance of DIGISTAT® system at least once a year. It must be considered, by the way, that maintenance frequency must be function of system complexity. In case of high complexity it is suggested to perform maintenances more often, up to twice a year.

This is the maintenence checklist:

Preparatory checks

- DIGISTAT® update necessity check.
- Check minimum requirements for a possible DIGISTAT® update (both HW and SW).
- Check the Server Service Pack version and state.
- Schedule the server/s restart to apply possible updates.
- Check the SQL Server Service Pack version and state.

```
SELECT SERVERPROPERTY('productversion'),
SERVERPROPERTY ('productlevel'),
SERVERPROPERTY ('edition')
```

- Schedule possible updates with the technical staff

Checks to be performed

Antivirus

- Check that an Antivirus Software is installed and updated (both the application and the virus list definition).
- If viruses are present, inform the competent technician and, if authorized, try to clean the PC.

Database

- Check that an effective DIGISTAT® database clean-up and back-up policy is configuraed.
- Check that the clean-up and back-up store procedures exist (UMSBackupComplete, UMSBackupDifferential, UMSCleanLog, UMSCleanDriver) and the related schedule.
- Check that back-up files exist (both full and differential).
- Check with the hospital technical department that back-up, configuration folders and data folders are correctly copied to another storage device.
- Restore a back-upped DB to verify its correctness.
- Delete the old back-up files (.bak) and the possible files that are not inherent to DIGISTAT® configuration on the network shared path.
- Check that the other jobs on SQL Agent or scheduled tasks (for instance those that are support to integration with third-parties systems) are present, and that their schedule is adequate.
- On SQL Agent check that the different JOBs are executed and that there are not hanging JOBs or JOBs in error.
- Check the SQL Server LOGs.
- Check the DB total size and the number of records in the main tables.
  Script for checking all the tables size:

```
USE [DATABASENAME]
GO

CREATE TABLE [#SpaceUsed]
(
    [name] [nvarchar](250) NULL,
    [rows] [nvarchar](250) NULL,
    [reserved] [nvarchar](250) NULL,
    [data] [nvarchar](250) NULL,
    [index_size] [nvarchar](250) NULL,
    [unused] [nvarchar](250) NULL
) ON [PRIMARY]

DECLARE @INS AS nvarchar(MAX)
SET @INS = '';

SELECT @INS = @INS + 'INSERT INTO #SpaceUsed exec sp_spaceused ''' +
TABLE_NAME + '''; '
FROM INFORMATION_SCHEMA.TABLES
WHERE TABLE_TYPE = 'BASE TABLE'
ORDER BY TABLE_NAME

EXEC (@INS);

SELECT *
```

```
FROM #SpaceUsed
ORDER BY CAST([rows] AS INT) DESC

DROP TABLE [#SpaceUsed]
```

Server

- Check the Windows™ server event log.
- Check the permissions on the shared folders (es: Backup folder).
- Useless files and directories clean up to free up space on server disk.
- Check the displays (if any) on the server rack and verify that there are neither visual nor sound alarms.
- Check that on the different disk units there is enough space available.
- Disk check with dedicated tools (checkdisk, defrag, etc.).
- In case there are disks in RAID, check the health conditions of the RAID unit on the RAID management software.
- Check the leds of the non-alarmed RAID units.
- If an UPS is connected, check its health conditions with its management software.
- In case of UPS schedule an electric interruption (an electric failure simulation) and check thet the server is configured ti perform a CLEAN shutdown.

Workstations

- Check if the Regional Settings on the workstations are coherent with the DIGISTAT® installation language.
- Check if every workstation has a default printer.

DIGISTAT®

- Check data presence (SELECT) Patient, Admission, Bed, Location tables and some random others.
- Check on the network table that no workstation has the ALL value in the “modules” field.
- Check and in case clean the service and/or ASCOM UMS Gateway LOG.
- Check and in case clean the DAS LOGs for the Drivers (if enabled).
- Check that the privacy policy is respected as stated in this manual in paragraph 5.4.

Connection to devices

- Check the connections (cables and wiring system) with data data acquisition devices.

Instruction for use

- Chck that the user documentation in PDF format (PDF provided together with the product) is present on the server and is coherent with DIGISTAT® version.
- Check that the folder containing the user documentation in electronic format on the server is accessible to DIGISTAT® users.
- Check that the HELP button opens the user documentation.
- Check that all the other contents provided by ASCOM UMS and integrated in the HELP of DIGISTAT® system are updated and coherent.

5.8. Compatible devices

Some DIGISTAT® modules work together with the medical devices connected to the patient (as, for instance, infusion pumps, blood-gas analyzers etc…).

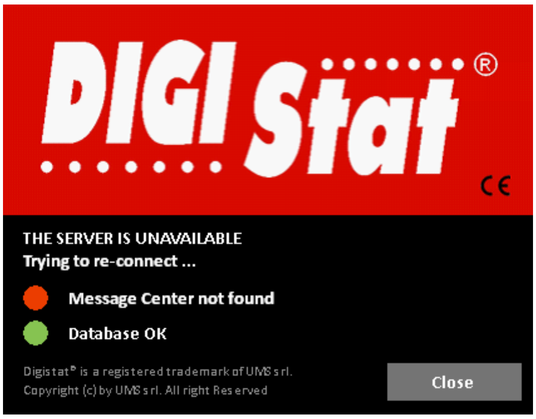
The list of compatible devices can be found on the ASCOM UMS website, at the following address

http://www.unitedms.com/ing/prodotto.asp?ID=9

Please note that new drivers and new connections are created very often, therefore the list published on the website may sometimes not be complete. It is possibile to make request of the updated list of devices to ASCOM UMS. Please use for this purpose the references (tel, e-mail, fax…) listed in paragraph 30.

5.9. System unavailability

If during start up there are problems connecting to the server the system provides a specific information message (Fig 2).



THE SERVER IS UNAVAILABLE
Trying to re-connect ...

● Message Center not found

● Database OK

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Fig 2

The connection problem is often automatically solved in a short time. If it does not happen it is necessary to contact the technical assistance (see paragraph 30 for the contacts list).

There are extreme cases, rare but possible, in which it is phisically impossible using the DIGISTAT® system (it is the case of natural disasters, or long black outs etc.).

It is responsibility of the healthcare structure using DIGISTAT® to define an emergency procedure to put into effect in those cases. This is necessary to

1) Make it possible for the departments to keep on working
2) Restore as soon as possible the system availability (back-up policy is part of this management. See paragraph 5.5).

WARNING!

It is responsibility of the healthcare structure using DIGISTAT® to define an emergency procedure to put into effect in case of system unavailability.

ASCOM UMS/Distributor offers full support for the definition of the above mentioned procedure.

See paragraph 30 for the contacts list.

6. "Control Bar" and DIGISTAT® environment

6.1. Introduction

This section of the manual describes the features and functionalities of the DIGISTAT® environment. Namely, here are described the functionalities of the system that are common to all the DIGISTAT® configurations.
Please remember that DIGISTAT® is a software environment that, depending on the modules that are actually implemented, can be used in different kinds of locations (as, for instance, intensive care, operating rooms, outpatients departments etc…) and for different goals.

6.2. Touch screen

DIGISTAT® can run both on touch and non-touch workstations. The same procedures can be performed using both fingers and mouse device. In this manual a "mouse" terminology is used (with terms as "click" instead of "tap", for instance). Here is a quick translation table making it possible to apply this manual to all kinds of workstations and user preferences. When specific gestures can be applied to specific screens/functionalities it will be highlighted in the relevant context. In general, the main actions can be translated this way:

Mouse	**Touch**
Click	Tap
Double click	Double tap
Drag	Flick
Use scrollbars	Scroll
Zoom in	Two fingers tap

6.3. Launching DIGISTAT®

To launch DIGISTAT®,

- double click the desktop icon (Fig 3).

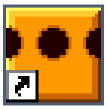
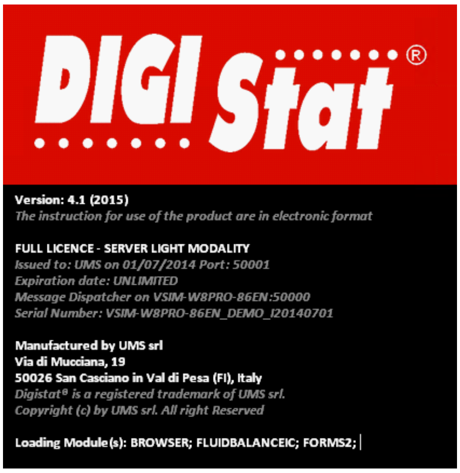


Fig 3

The following splash-screen is displayed while the system is loading.



Version: 4.1 (2015)
The instruction for use of the product are in electronic format

FULL LICENCE - SERVER LIGHT MODALITY
Issued to: UMS on 01/07/2014 Port: 50001
Expiration date: UNLIMITED
Message Dispatcher on VSIM-W8PRO-86EN:50000
Serial Number: VSIM-W8PRO-86EN_DEMO_I20140701

Manufactured by UMS srl
Via di Mucciana, 19
50026 San Casciano in Val di Pesa (FI), Italy
Digistat® is a registered trademark of UMS srl.
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Loading Module(s): BROWSER; FLUIDBALANCEIC; FORMS2;

Fig 4

6.4. DIGISTAT® Work Area

The DIGISTAT® Work Area is defined and delimited by Control Bar, a tool that is common to all and every possible DIGISTAT® installation (Fig 5).

Control Bar manages the installed modules, the patients and their data, the users and their permissions etc.

DIGISTAT® Control Bar is formed by a horizontal command bar (Fig 5 **A**), by a vertical selection bar on the left (Fig 5 **B**) and by a central Work Area. The different screens of the installed modules are displayed within the Work Area (Fig 5 **C**).

Fig 5 shows Control Bar with no module installed.

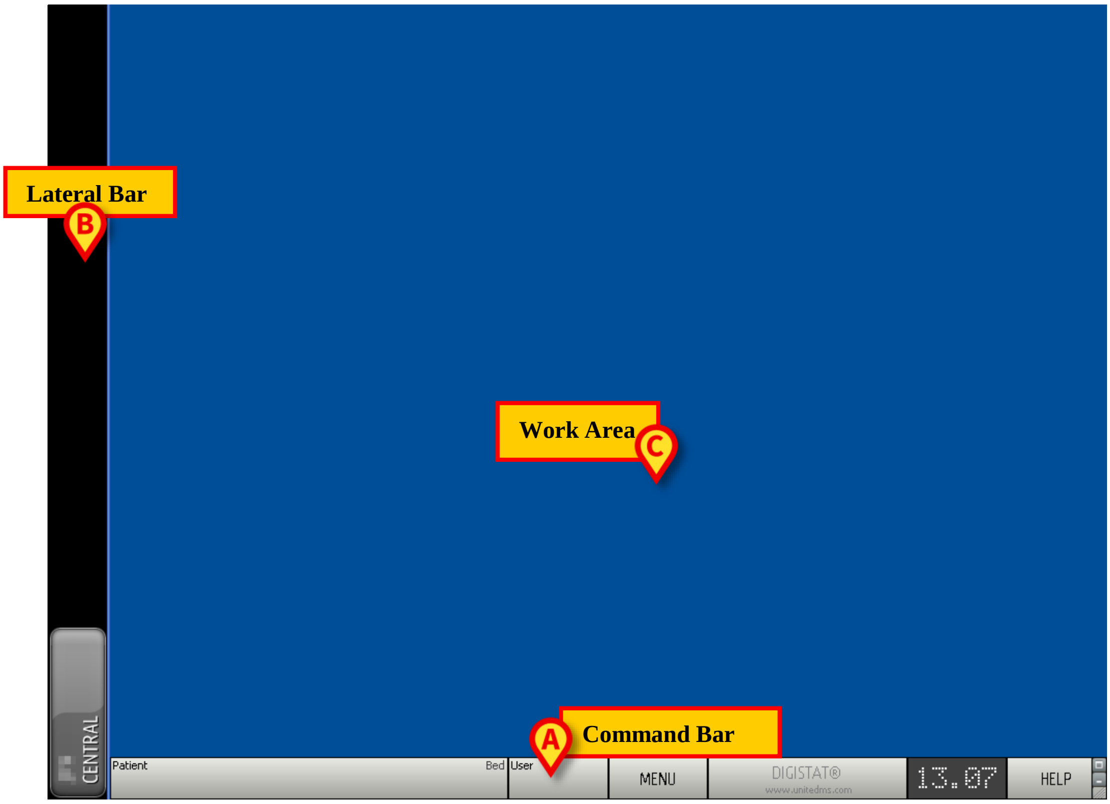


Fig 5

The command bar (Fig 5 **A**) will be described in paragraph 6.4.1 (and subsequent).

The lateral bar displays the icons of the currently available modules. See, for instance, Fig 6, that refers to a configuration implementing the “Image Bank” and “Clinical Forms” modules.

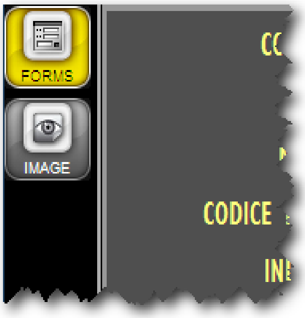


Fig 6

The module currently selected is highlighted (yellow).

6.4.1. Selecting a module

To select a module

- click the corresponding icon.

The icon is this way highlighted. The module’s functionalities are displayed within the Work Area.

It is possibile to select a specific module only after the user log in (paragraph 6.5).

6.5. Accessing the system

The DIGISTAT® system can only be accessed by entering the personal username and password ("Log in" procedure).
For this reason, at the beginning of every work session, it is necessary to click the **User** button (Fig 7 **A**).

The following page is displayed.

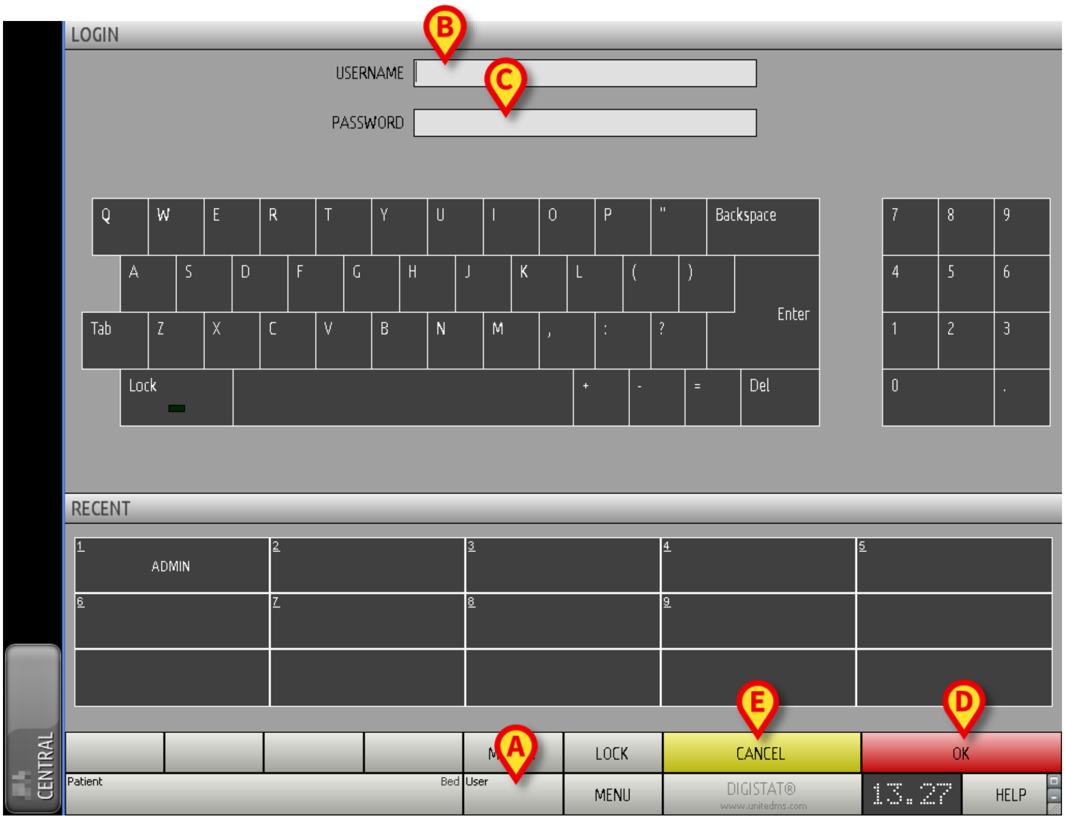


Fig 7

To access the system,

- enter the username in the "**Username**" field (Fig 7 **B**).
- Enter the password in the "**Password**" field (Fig 7 **C**).
- Click the **Ok** button (Fig 7 **D**).

The user is this way logged in. To cancel the operation

- click the **Cancel** button (Fig 7 **E**).

The username and password are issued by the system administrator. If you do not have a username and a password you are not authorized to use the* DIGISTAT® *system.

You can enter the username and password either using the virtual keyboard displayed on screen (clicking the letters with the mouse or touching them if you are using a touch screen) or the workstation keyboard.

After accessing the system, an acronym corresponding to the logged user is displayed on the **User** button on the control bar (the acronym is ADM in Fig 8 **A**).

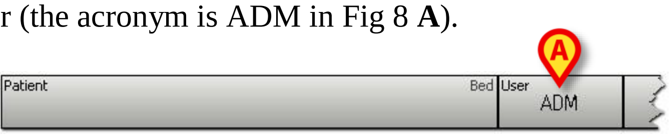


Fig 8

WARNING!

The user whose credentials are displayed on the* User *button is responsible for all the actions performed on* DIGISTAT®*. It is strongly recommended to log out before leaving the* DIGISTAT® *workstation to avoid improper use of the system.

To log out, click the **User** button during the work session. When this button is clicked the user is disconnected and the acronym of the user disappears from the button.

To log in again, click the **User** button again. The page shown in Fig 7 is displayed again.

WARNING!

DIGISTAT® does not support the Microsoft® Windows® "switch user" functionality. This means that, for instance, if

- ***a) User 1 launches DIGISTAT®,***
- ***b) User 1 switches to User 2 without logging out User 1,***
- ***c) User 2 attempts to launch DIGISTAT® again,***

then the second DIGISTAT® instance cannot be launched because the first one is still running.

6.5.1. Barcode log in

It is possible, if the functionality is implemented, to log in through barcode scanning.

To use this functionionality, when the system displays the login screen (Fig 7),

- ➢ scan the user’s personal barcode.

Fig 9

The user is immediately logged in.

Barcode technology is recommended when selecting an item. Scanning the item’s barcode (as, for instance, the user’s personal badge), instead of selecting it manually, helps the user to diminish selection errors.

6.5.2. Disabling the automatic log out

If the system remains idle for a certain length of time, the user is automatically disconnected (automatic log out). This length of time depends on a configuration parameter.

To stop this from happening it is necessary, when logging in, after username and password specification and before clicking **Ok**, to

- ➢ click the **Lock** button on the “Login” screen command bar (Fig 10 **A**)

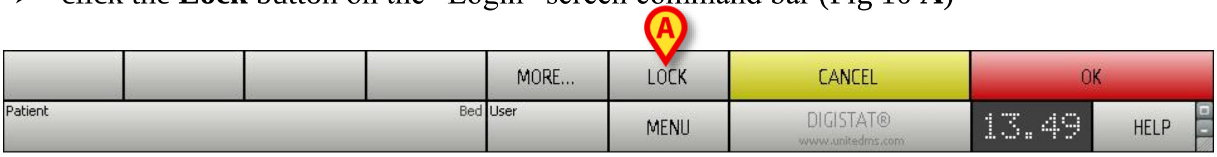


Fig 10

If the user is locked, the name of the user appears in red on the control bar (Fig 11).

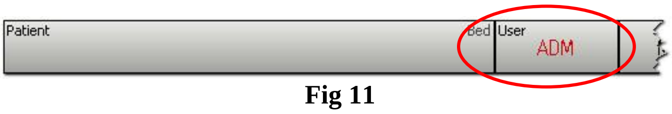


Fig 11

The user is advised against the frequent use of the lock function. Automatic log out is implemented to protect the system from unauthorized accesses.

6.5.3. Recent users

The “Recent” area of the “Login” page (Fig 12 **A**) displays the names of users who have accessed the system recently.

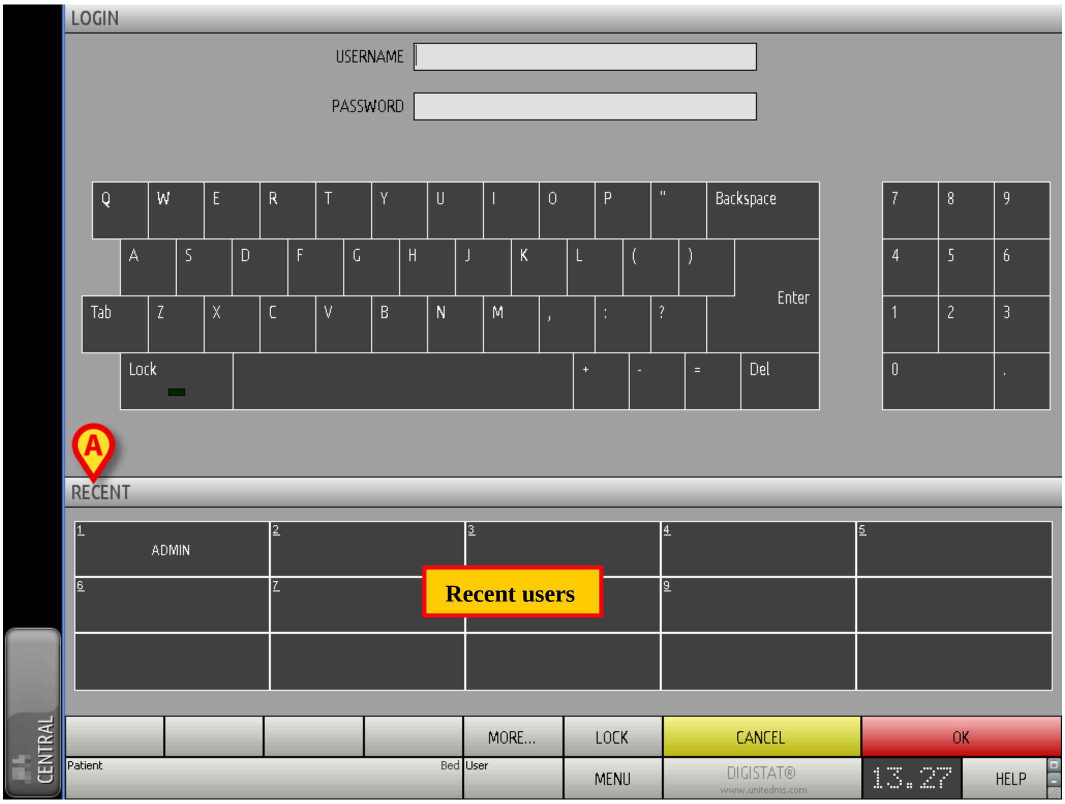


Fig 12

The area is divided into rectangles. The names of the users who accessed the system recently appear inside the rectangles. When any of these rectangles is clicked, the “Username” field is automatically filled with the name appearing inside the rectangle.

6.5.4. How to use the “User List”

The **More** button on the control bar (Fig 13) makes it possible to display the complete list of possible users.

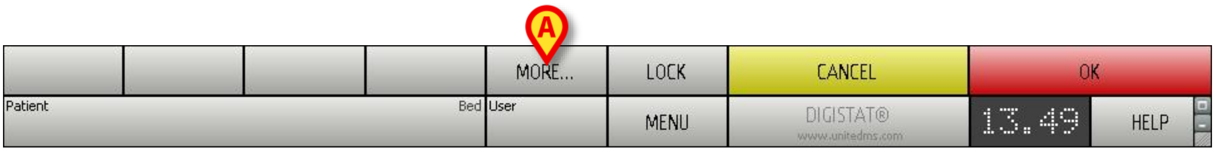


Fig 13

To display the “User List”,

- ➢ click the **More** button.

The following window is displayed (Fig 14).

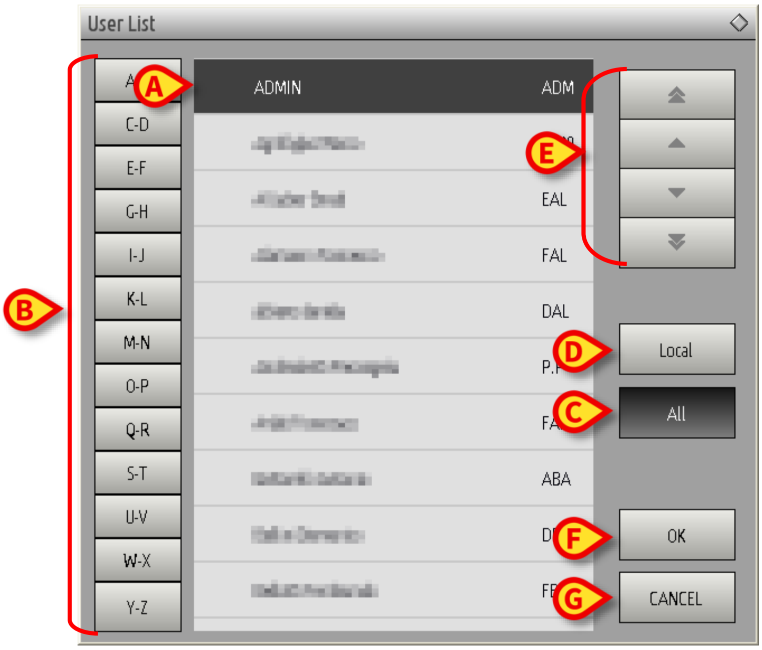


Fig 14

The window shown in Fig 14 can be used as an index book enabling to search and select a user in the list of all the possible users.

The central part of the window shows the names of possible users, in alphabetical order (Fig 14 **A**).

The letters on the left side of the window (Fig 14 **B**) work like an index and make it possible to see only the users whose names begin with a specific letter.
For example: click the **C-D** button to see the list of patients whose names begin with the letters C or D.

Use the **All** button (Fig 14 **C**) to see the list of all possible users.

Use the **Local** button (Fig 14 **D**) to see the list of users relating to the specific workstation on which you are currently working.

Use the arrows on the right side of the window (Fig 14 **E**) to scroll up and down the list of users.

To select a user

- click the name of the user.

The name will be highlighted, then

- click the **Ok** button (Fig 14 **F**).

Otherwise you can

- double-click the row displaying the name of the user.

After selection, the "**User list**" window closes and the name of the selected user appears in the "**Username**" field on the "**Login**" page (Fig 7 **A**).

Use the **Cancel** button (Fig 14 **G**) to cancel the operation and close the “User list” window without selecting any user.

6.6. DIGISTAT® Control Bar

The control bar that appears in the lower part of the screen is common to all DIGISTAT® modules. Its main characteristics are listed below. If required, a more detailed explanation of its functionalities is provided in the following paragraphs.

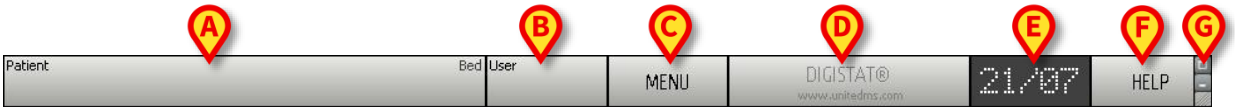


Fig 15

- The **Patient** button (Fig 15 **A**) will contain, after a patient has been selected, the patient’s name and, if the patient has been admitted, his/her bed number.

- The **User** button (Fig 15 **B**) shows the name of the user connected. See Fig 8.

- Use the **Menu** button (Fig 15 **C**) to open the following window (Fig 16).

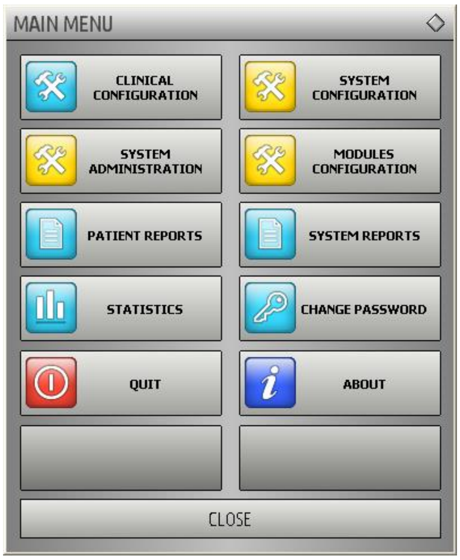


Fig 16

The buttons contained in this window give access to functionalities that will be described later.

- The button quoting the DIGISTAT® brand name and the ASCOM UMS srl web address (Fig 15 **D**) is used by the system to signal that there are alarms or warnings going on in one of the modules. This feature is explained in the context of the specific module.

- The display indicated in Fig 15 **E** alternately shows the current date and time.

- Use the **Help** button (Fig 15 **F**) to access the on-line documentation available.

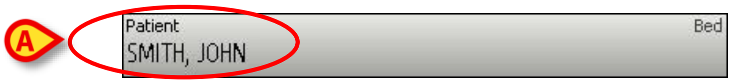
- The small buttons highlighted in Fig 15 **G** can be used to:
  1. minimize the DIGISTAT® window (🗕 button);
  2. select the full screen display mode (🗖 button);
  3. select the window display mode (🗗 button).

These three buttons are present only if enabled by configuration.

6.6.1. How to read the "Patient" button

Patient selected

When a patient is selected, the **Patient** button displays the name of the selected patient (Fig 17 **A**). See the documentation of the specific modules for the patient selection procedure.

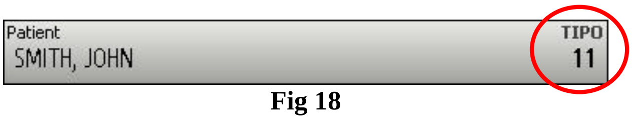


Patient
SMITH, JOHN

Fig 17

Patient admitted

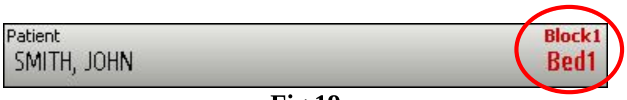
When a patient is admitted the **Patient** button displays, besides the patient name, the bed number and the name of the department where he/she is admitted (Fig 18).



Patient
SMITH, JOHN
TIPO
11

Fig 18

The department name and the bed number are black if the patient is located in a department associated to the workstation on which the user is working (see Fig 18).
The department name and the bed number are red if the patient is located in a department that was not associated to the workstation on which the user is working (Fig 19 - the workstation/department link depends on configuration choices).



Patient
SMITH, JOHN
Block1
Bed1

Fig 19

Every workstation is associated by configuration to one or more departments. The user is allowed to perform certain specific actions only if the patient is admitted to one of the associated departments. The red colour in the **Patient** *button is used to advise the user that he/she is working with a patient that is outside the associated departments.*

The signal “Other location” (Fig 20) appears when,

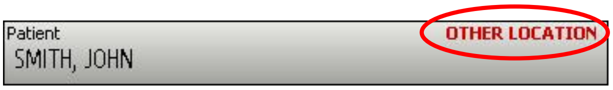

Patient
SMITH, JOHN

Fig 20

at patient admission time, in the bed selection window (Fig 21), the user specified that the patient is not in one of the configured departments. The user therefore selected the “Other location” option in the window dispayed in Fig 21.

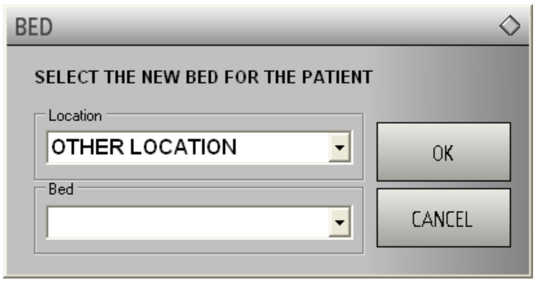

BED
SELECT THE NEW BED FOR THE PATIENT
Location: OTHER LOCATION
Bed:

Fig 21

See the specific module’s documentation for the patient admission procedure.

When the 🔒 icon is displayed alongside the patient name, it means that the user is not enabled to edit that patient’s data.

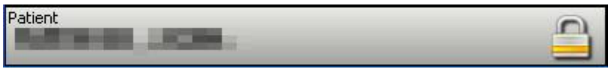

Patient
[redacted]

Fig 22

Patient management.

The patient archives management tools can change depending on the modules installed, on the user needs, on the chosen configuration etc. The related procedures change accordingly.

The DIGISTAT® module “Patient Explorer” was explicitly created to manage the patient archives. Please refer to the “Patient Explorer” module documentation for the related procedures.

If the DIGISTAT® module “Patient Explorer” is not installed the patient management functions are performed by “Control Bar”. When this is the case, the related procedures are described in the specific documentation.

If the patient archives management tool in use is not part of the DIGISTAT® environment please refer the relevant technical documentation.

WARNING!

When entering patient-relating data it is necessary to double-check that the patient identity, hospitalization department and bed displayed in DIGISTAT® match with the actual ones.
This is utterly important in case of critical actions as, for instance, drug administration.

6.7. Help

Click the **Help** button on Control Bar (Fig 15 **E**) to access the on-line documentation available. The page shown in Fig 23, or an analogous one, depending on the available documentation, will open.

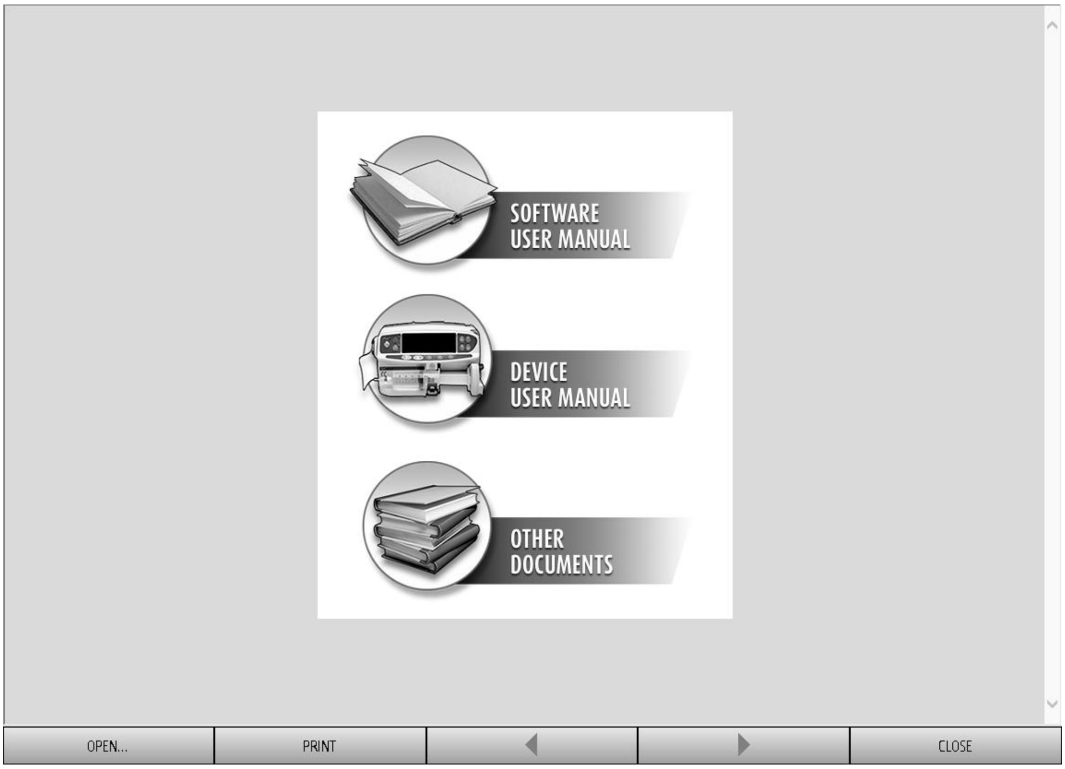


Fig 23

The command bar (Fig 24) offers some navigation possibilities.

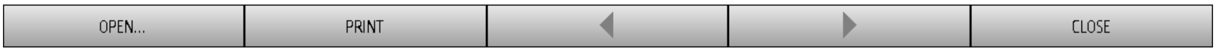


Fig 24

- the **Open** button makes it possible to open other documents (if the user has the required permissions);
- the **Print** button prints the currently displayed document;
- the < and > buttons display either the previous or the next page of the document;
- the **Close** button closes the on-line help.

6.8. DIGISTAT® Main Menu

The **Menu** button placed on the DIGISTAT® Control Bar (Fig 25)

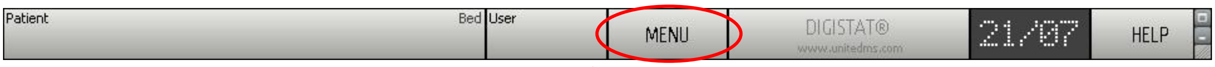


Fig 25

opens a menu containing several options (Fig 26).

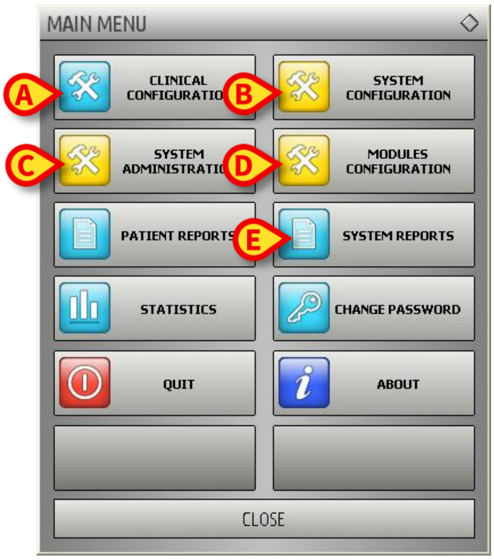


Fig 26

Each button on the menu accesses a specific set of functions.

The procedures associated to the following buttons relate to system configuration and are therefore reserved to the system administrators.

Clinical configuration - (Fig 26 **A**)

System configuration - (Fig 26 **B**)

System administration - (Fig 26 **C**)

Modules configuration- (Fig 26 **D**)

System reports - (Fig 26 **E**)

Contact your system administrator for the procedures associated to these buttons.

The other buttons, indicated in Fig 27, make it possible to access features and functions that some users can perform (according to their permission level). These will be described in the following paragraphs.

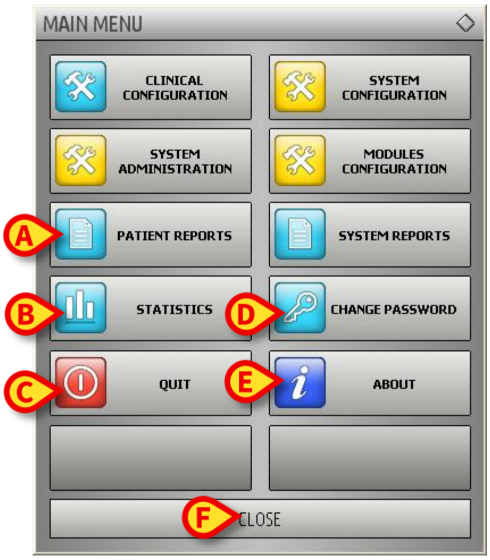


Fig 27

Patient reports - (Fig 27 **A**, paragraph 6.8.1)

Statistics - (Fig 27 **B**, paragraph 6.8.3)

Quit - (Fig 27 **C**, paragraph 6.8.6)

Change Password - (Fig 27 **D**, paragraph 6.8.4)

About - (Fig 27 **E**, paragraph 6.8.5)

The **Close** button (Fig 27 **F**) closes the “Main menu” window (Fig 27).

6.8.1. Patient reports

The “**Patient reports**” button (Fig 27 **A**) makes it possible to access a set of options enabling the user to print reports of different kinds for the selected patient.

The button opens a menu containing different options (Fig 28).

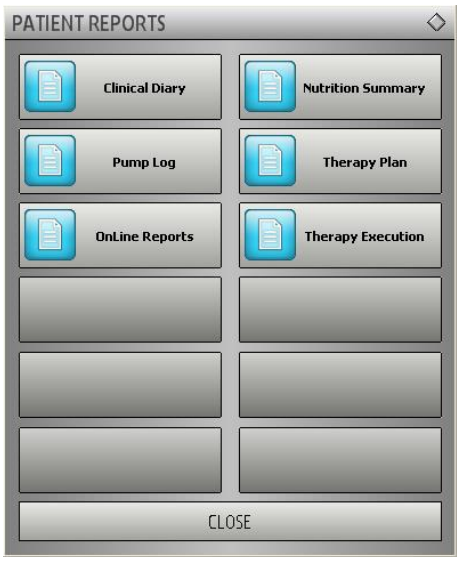


Fig 28

The number and kind of available reports depend on the modules installed and the configuration in use. Therefore the number and kind of buttons on this menu (Fig 28) change according to the configuration in use.

6.8.2. Print reports

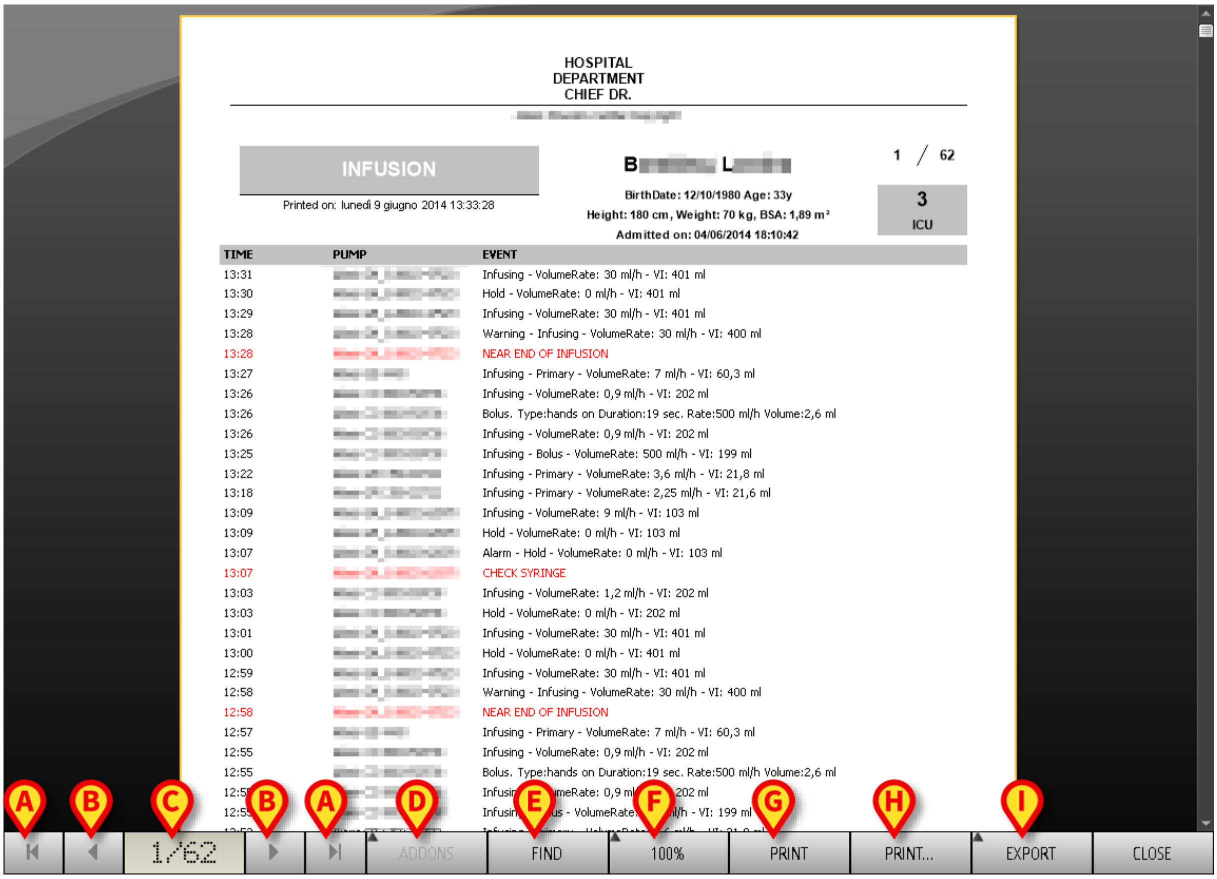
Use the buttons on the menu displayed in Fig 28 to access the system’s print functionalities.

The type and the contents of some reports are customizable. Please refer to the system administrators for any request regarding the print reports customization.

To print a patient report

- click one of the buttons on the menu**.**

A print preview of the selected document will open (Fig 29).



HOSPITAL
DEPARTMENT
CHIEF DR.
[redacted]

INFUSION
Printed on: lunedì 9 giugno 2014 13:33:28

B[redacted] L[redacted]
BirthDate: 12/10/1980 Age: 33y
Height: 180 cm, Weight: 70 kg, BSA: 1,89 m²
Admitted on: 04/06/2014 18:10:42

1 / 62

3
ICU

TIME	PUMP	EVENT
13:31	[redacted]	Infusing - VolumeRate: 30 ml/h - VI: 401 ml
13:30	[redacted]	Hold - VolumeRate: 0 ml/h - VI: 401 ml
13:29	[redacted]	Infusing - VolumeRate: 30 ml/h - VI: 401 ml
13:28	[redacted]	Warning - Infusing - VolumeRate: 30 ml/h - VI: 400 ml
13:28	[redacted]	NEAR END OF INFUSION
13:27	[redacted]	Infusing - Primary - VolumeRate: 7 ml/h - VI: 60,3 ml
13:26	[redacted]	Infusing - VolumeRate: 0,9 ml/h - VI: 202 ml
13:26	[redacted]	Bolus. Type:hands on Duration:19 sec. Rate:500 ml/h Volume:2,6 ml
13:26	[redacted]	Infusing - VolumeRate: 0,9 ml/h - VI: 202 ml
13:25	[redacted]	Infusing - Bolus - VolumeRate: 500 ml/h - VI: 199 ml
13:22	[redacted]	Infusing - Primary - VolumeRate: 3,6 ml/h - VI: 21,8 ml
13:18	[redacted]	Infusing - Primary - VolumeRate: 2,25 ml/h - VI: 21,6 ml
13:09	[redacted]	Infusing - VolumeRate: 9 ml/h - VI: 103 ml
13:09	[redacted]	Hold - VolumeRate: 0 ml/h - VI: 103 ml
13:07	[redacted]	Alarm - Hold - VolumeRate: 0 ml/h - VI: 103 ml
13:07	[redacted]	CHECK SYRINGE
13:03	[redacted]	Infusing - VolumeRate: 1,2 ml/h - VI: 202 ml
13:03	[redacted]	Hold - VolumeRate: 0 ml/h - VI: 202 ml
13:01	[redacted]	Infusing - VolumeRate: 30 ml/h - VI: 401 ml
13:00	[redacted]	Hold - VolumeRate: 0 ml/h - VI: 401 ml
12:59	[redacted]	Infusing - VolumeRate: 30 ml/h - VI: 401 ml
12:58	[redacted]	Warning - Infusing - VolumeRate: 30 ml/h - VI: 400 ml
12:58	[redacted]	NEAR END OF INFUSION
12:57	[redacted]	Infusing - Primary - VolumeRate: 7 ml/h - VI: 60,3 ml
12:55	[redacted]	Infusing - VolumeRate: 0,9 ml/h - VI: 202 ml
12:55	[redacted]	Bolus. Type:hands on Duration:19 sec. Rate:500 ml/h Volume:2,6 ml
12:5[illegible]	[redacted]	Infusi[illegible]meRate: 0,9 ml[illegible]202 ml
12:5[illegible]	[redacted]	Infusi[illegible]us - VolumeRate[illegible]l/h - VI: 199 ml

Fig 29

The buttons on the command bar of the “Print preview” screen make it possible to perform various actions, listed below.

A - Use the ⏮ and ⏭ buttons (Fig 29 **A**) to reach the beginning and the end of the document.

B - Use the ◀ and ▶ buttons (Fig 29 **B**) to go to the previous or the next page.

C - The display 1/1 (Fig 29 **C**) indicates the current page number.

D - The **Addons** button (Fig 29 **D**) activates the possible additional print management options (in this configuration the “Watermarks” option is available - see paragraph 6.8.2.1 for a description of these options).

E - The **Find** button (Fig 29 **E**) makes it possible to search the displayed document. See paragraph 6.8.2.2 for more instructions.

F – The button indicating the **100%** percentage (Fig 29 **F**) is a zoom, making it possible to change the display mode. See paragraph 6.8.2.3 for more instructions.

G - Use the **Print** button (Fig 29 **G**) to print the report.

H - Use the **Print…** button (Fig 29 **H**) to display the print options window (Fig 35). See paragraph 6.8.2.4 for a description of this window and the related procedures.

I - Use the **Export** button (Fig 29 **I**) to export the document contents to different file extensions. See paragraph 6.8.2.5 for more instructions.

L - Use the **Close** button to close the “Print preview” screen.

6.8.2.1. Addons

The **Addons** button (Fig 29 **D**) activates the possible additional print management options.

To display the available options,

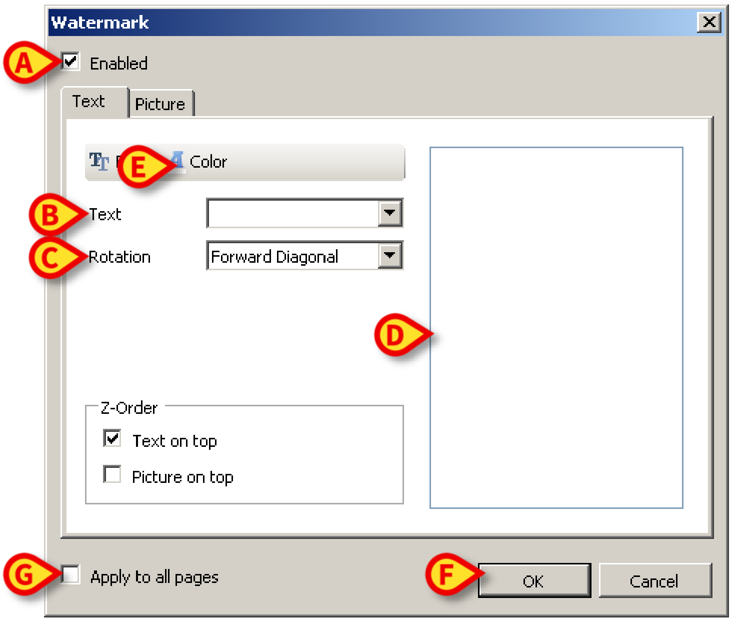
- Click the **Addons** button.
- Click the button corresponding to the functionality you want to activate.

Addons - Watermark

To add watermarks to the print report (either text or image, if the option is enabled by configuration),

- Click **Addons** and then **Mark**.

The following window is displayed (Fig 30).



☑ Enabled

Rotation: Forward Diagonal

☑ Text on top

☐ Picture on top

☐ Apply to all pages

Fig 30

To add a textual watermark,

- Ensure that the “**Enabled**” checkbox is checked (Fig 30 **A**). If not, the window’s contents cannot be edited.
- Insert the text in the “**Text**” field (Fig 30 **B**).

- Use the “**Rotation**” menu (Fig 30 **C**) to specify the watermark orientation (diagonal, horizontal, vertical).

A print preview is displayed in the area indicated in Fig 30 **D**.

- Use the buttons indicated in Fig 30 **E** to select the watermark font and color.

- Click the **Ok** button (Fig 30 **F**).

The text is this way inserted as watermark.

If the “**Apply to all pages**” checkbox is selected (Fig 30 **G**) the watermark is applied to each page in the document, otherwise it is applied only to the current page.

To insert a picture as watermark

- Click the “**Picture**” tab indicated in Fig 31 **A**.

The following window is displayed (Fig 31).

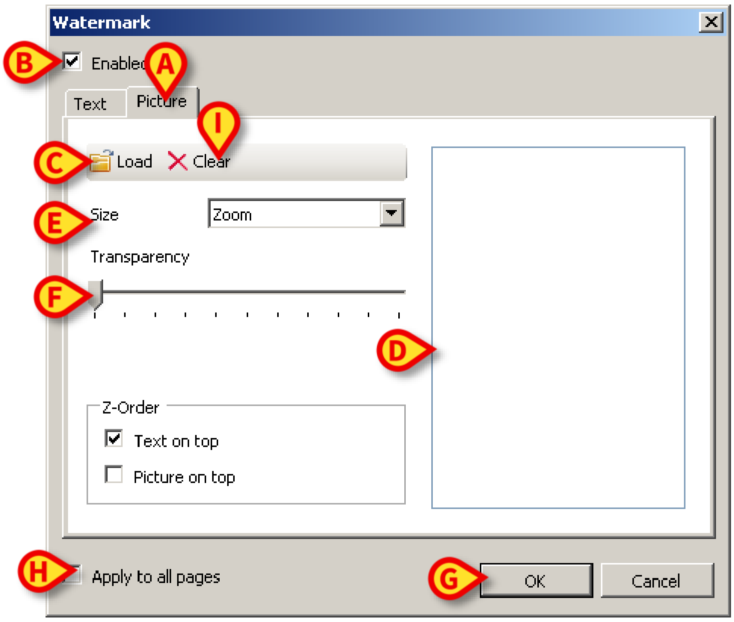


Fig 31

Follow these steps to insert an image as watermark,

- Ensure that the “**Enabled**” checkbox is checked (Fig 31 **B**). If not, the window’s contents cannot be edited.

- Click the “**Load**” button indicated in Fig 31 **C**.

This opens the window making it possible to browse the computer contents.

- Search and select the image to be uploaded.

The image is displayed in the area indicated in Fig 31 **D**.

- Use the “**Size**” drop-down menu to set the size of the image (Fig 31 **E**).

- Use the “**Transparency**” cursor to set the transparency level of the watermark image (Fig 31 **F** - maximum transparency when the cursor is aon the left).

- Click the **Ok** button (Fig 31 **G**).

The watermark image is this way inserted.

If the “**Apply to all pages**” checkbox is selected (Fig 31 **H**) the watermark is applied to each page in the document, otherwise it is applied only to the current page.

To delete an already selected image,

- Click the “**Clear**” button indicated in Fig 31 **I**.

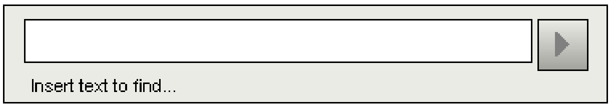
6.8.2.2. Find

The **Find** button (Fig 29 **E**) makes it possible to search the print report currently displayed.

To search the print report,

- Click the **Find** button.

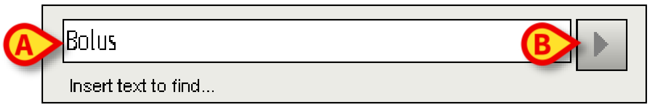
The following window opens (Fig 32).



Insert text to find...

Fig 32

- Insert in the window the text to be found in the print report (Fig 33 **A**).



Bolus

Insert text to find...

Fig 33

- Click the ▶ button (Fig 33 **B**).

The text specified, if found, will be highlighted in the print report.

- Click the ▶ button again to search for the other instances in the text.

6.8.2.3. Zoom

The **Zoom** button (on which, by default, the **100%** size is displayed - Fig 29 **F**) is a zoom, making it possible to change the display size and mode.

To change the display mode,

- click the Zoom \button. The following menu is displayed (Fig 34).

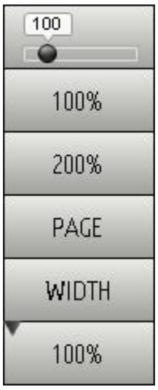


Fig 34

- Click the wanted option on the menu.

The page is displayed anccordingly. The mode currently selected is indicated on the button.

The following options are available:

The **Width** button makes it possible to display the page using the full screen width;

the **Page** button displays the whole page;

the **200%** button doubles the page size (200% zoom);

the **100%** button displays the page in its actual size (100% zoom);

the area contains a cursor that can be used to zoom the page contents (left is zoom out, right is zoom in). The percentage value corresponding to the page size is displayed above the cursor. Values range from 100 to 200 %. The selected value is also displayed on the **Zoom** button on the command bar after selection.

6.8.2.4. Print

The **Print…** button opens a window offering several print options.

- Click the **Print…** button (Fig 29 **H**) to display the print options window (Fig 35)

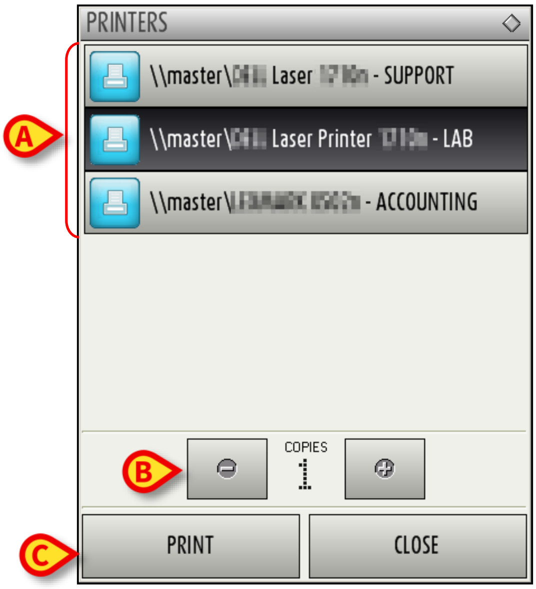

PRINTERS
\\master\[redacted] Laser [redacted] - SUPPORT
\\master\[redacted] Laser Printer [redacted] - LAB
\\master\[redacted] - ACCOUNTING
COPIES
1
PRINT
CLOSE
A
B
C

Fig 35

This window makes it possible to select the printer and the number of copies to be printed.

- Click the wanted option on the menu to select the printer (Fig 35 **A**).

- Use the ⊖ (one less copy) and the ⊕ (one more copy) buttons to specify the number of copies (Fig 35 **B**).

- Click the **Print** button (Fig 35 **C**) to print the report.

6.8.2.5. Export

The **Export** button (Fig 29 **I**) makes it possible to export the displayed document contents to different file extensions.

- Click the **Export** button to open the “Export” menu.

The menu displays all the extensions currently supported by the system in use.

- Click the option corresponding to the wanted extension.

The document is this way exported to the corresponding extension.

6.8.3. Statistics

The **Statistics** button on the main menu (Fig 36) makes it possible to access the system's statistical calculation tools.

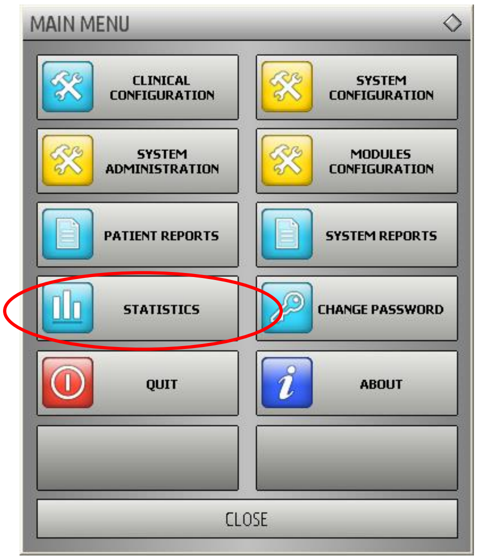


Fig 36

The button opens another menu (Fig 37) that enables to access various distinct tools.
The type and number of accessible tools depend on the configuration in use and the specific modules installed.

These tools are mainly reserved to the system administrators. Please see the specific technical documentation for a description.

The "Query assistant" tool, which is accessible for users having specific permissions, is described in paragraph 6.8.3.1.

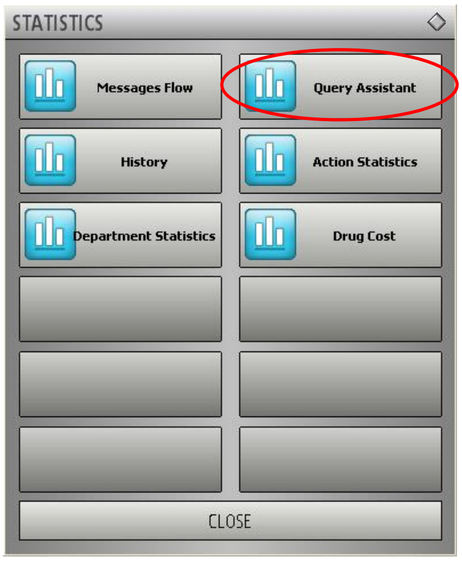
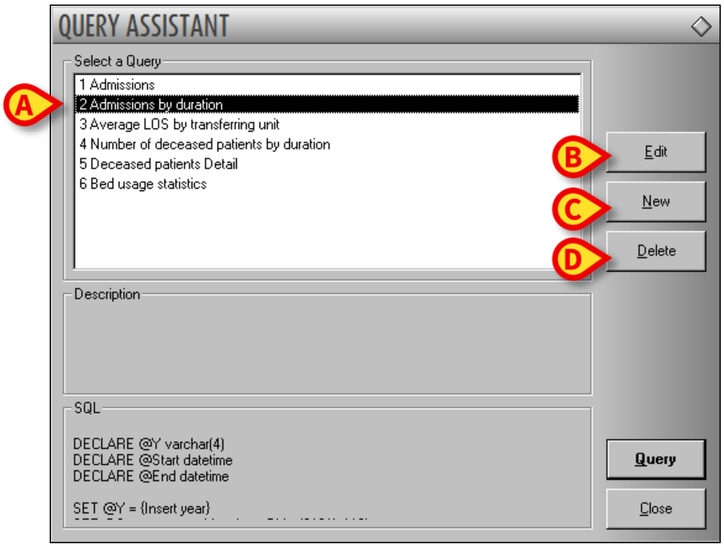


Fig 37

6.8.3.1. Query Assistant

The **Query Assistant** button (Fig 37) accesses a tool making it possible to create, save and execute queries on the DIGISTAT® database (Fig 38).



```
DECLARE @Y varchar(4)
DECLARE @Start datetime
DECLARE @End datetime

SET @Y = {Insert year}
```

Fig 38

The user can select a query from a list of pre-defined queries, to execute it and display the results in a specific window.
The “Select a Query” area displays the list of all the pre-defined queries (Fig 38 **A**).

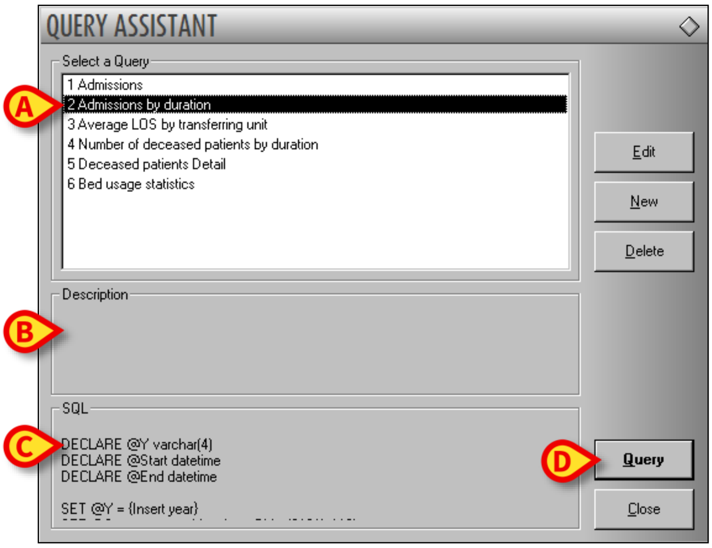
To run a query

- click the corresponding name on the list,

The name will be highlighted (Fig 39 **A**).

A textual description of the query is displayed in the “Description” area (Fig 39 **B**).
The “SQL” area (indicated in Fig 39 **C**) displays the content of the query in SQL language (Structured Query Language).

The “edit”, “cancel” and “new” query options are reserved to the system administrators.



1 Admissions
2 Admissions by duration
3 Average LOS by transferring unit
4 Number of deceased patients by duration
5 Deceased patients Detail
6 Bed usage statistics

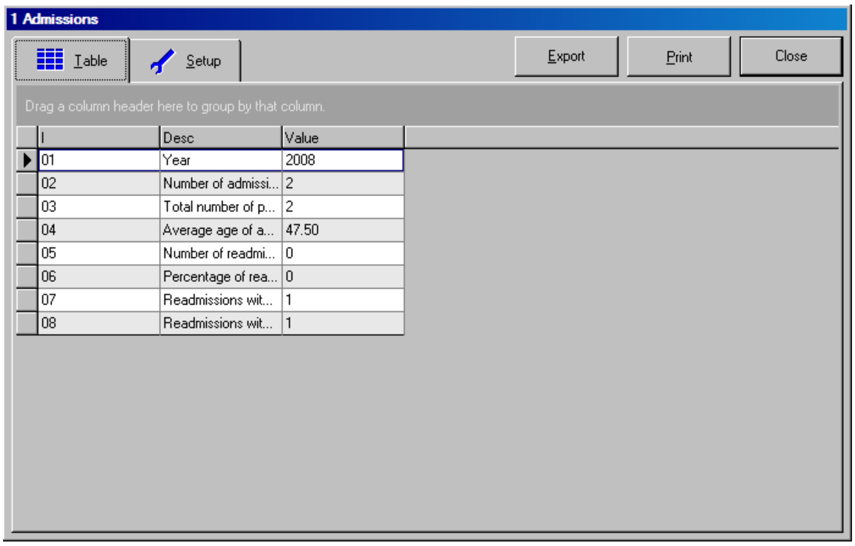
```
DECLARE @Y varchar(4)
DECLARE @Start datetime
DECLARE @End datetime

SET @Y = {Insert year}
```

Fig 39

To run the query

- click the **Query** button (Fig 39 **D** - bottom-right).

The results are displayed in a new window, as a table (Fig 40).



I	Desc	Value
01	Year	2008
02	Number of admissi...	2
03	Total number of p...	2
04	Average age of a...	47.50
05	Number of readmi...	0
06	Percentage of rea...	0
07	Readmissions wit...	1
08	Readmissions wit...	1

Fig 40

The **Edit** button placed on the right of the “Query Assistant” window (Fig 38 **B**) makes it possible to edit an existing query.

The **New** button placed on the right of the “Query Assistant” window (Fig 38 **C**) makes it possible to create a new query.

The **Delete** button placed on the right of the “Query Assistant” window (Fig 38 **D**) makes it possible to cancel an existing query.

6.8.4. Change password

The **Change Password** button on the DIGISTAT® main menu (Fig 41 **A**) opens a window making it possible to change the password of the user currently logged to the system.

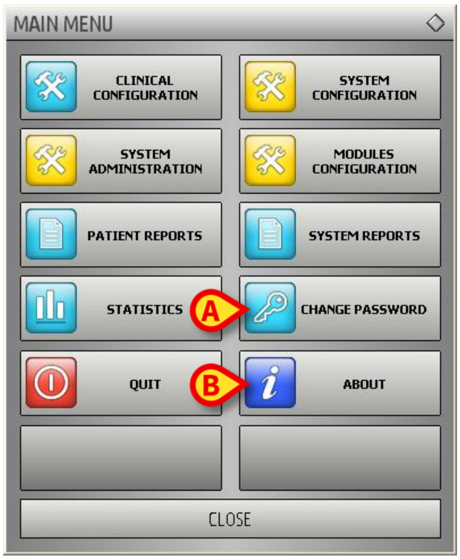
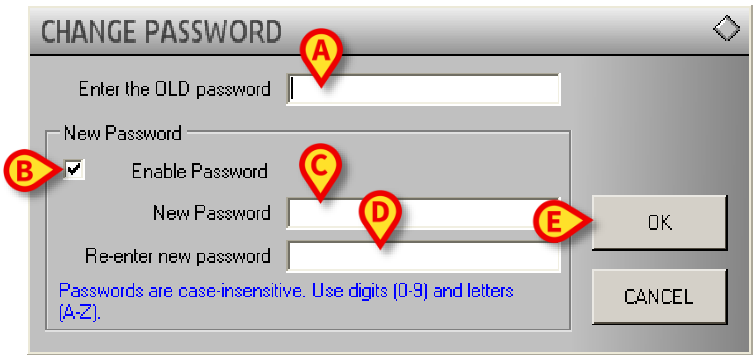


Fig 41

To change the user password

- click the **Change Password** button (Fig 41 A).

The “Change password” window will open.



☑ Enable Password

Passwords are case-insensitive. Use digits (0-9) and letters (A-Z).

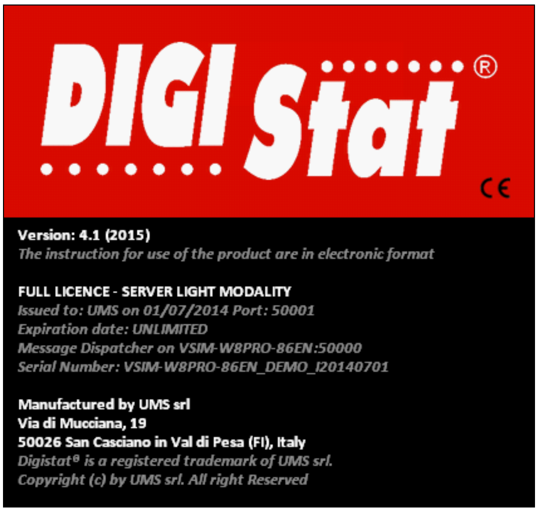
Fig 42

- Type the current password in the “**Enter the OLD password**” field (Fig 42 **A**).
- Verify that the “**Enable password**” checkbox (Fig 42 **B**) is selected.
- Type the new password in the field indicated in Fig 42 **C**.
- Type again the new password in the field “**Re-emter new password**” (Fig 42 **D**).
- Click the **Ok** button (Fig 42 **E**).

The passwords <u>are not</u> sensibile to uppercase and lowercase. The passwords can only be formed by numbers (0 to 9) and letters (A-Z).

6.8.5. About DIGISTAT®

The **About** button on the DIGISTAT® main menu (Fig 41 **B**) displays a window containing information on the DIGISTAT® version installed and the related licences (Fig 43).



Version: 4.1 (2015)
The instruction for use of the product are in electronic format

FULL LICENCE - SERVER LIGHT MODALITY
Issued to: UMS on 01/07/2014 Port: 50001
Expiration date: UNLIMITED
Message Dispatcher on VSIM-W8PRO-86EN:50000
Serial Number: VSIM-W8PRO-86EN_DEMO_I20140701

Manufactured by UMS srl
Via di Mucciana, 19
50026 San Casciano in Val di Pesa (FI), Italy
Digistat® is a registered trademark of UMS srl.
Copyright (c) by UMS srl. All right Reserved

Fig 43

6.8.6. Quit DIGISTAT®

The **Quit** button on the DIGISTAT® main menu (Fig 45 **A**) makes it possible to quit the DIGISTAT® environment.

To quit DIGISTAT®

- click the **Menu** button on the control bar (Fig 44).

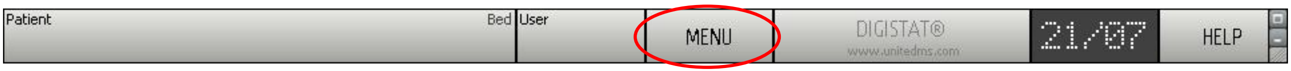


Fig 44

The DIGISTAT® main menu will open (Fig 45).

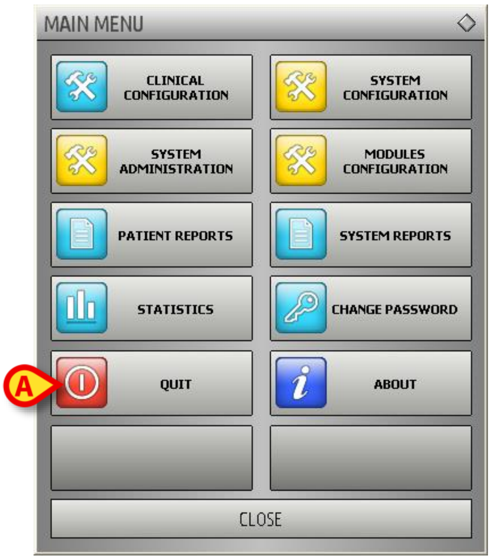


Fig 45

- Click the **Quit** button (Fig 45 **A**).

Another menu is displayed (Fig 46).

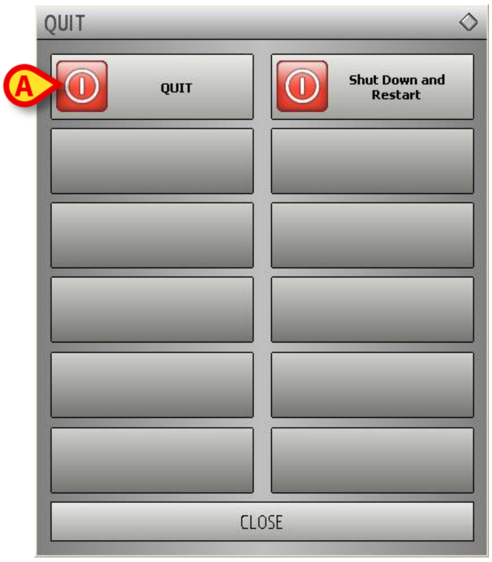


Fig 46

- ➢ Click the **Quit** button again (Fig 46 **A**).

User confirmation is required (Fig 47).

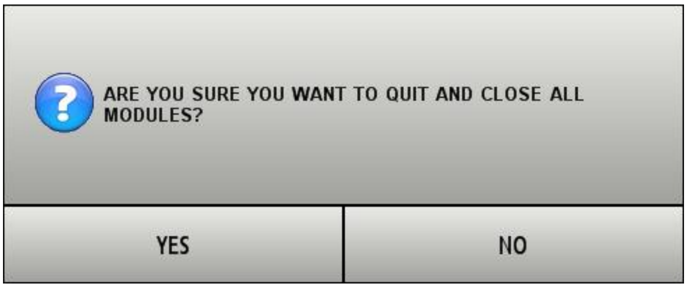

ARE YOU SURE YOU WANT TO QUIT AND CLOSE ALL MODULES?

Fig 47

- ➢ Click **Yes** to exit DIGISTAT®.

> *A user must have the required permissions level to exit DIGISTAT®.*

6.9. Warning messages

Different types of pop-up windows are used throughout the DIGISTAT® environment to provide information or warnings regarding the correct use of the software. Also, when a critical operation is being performed, they are used to request confirmation of the operation.

The possible messages are communicated by 4 different types of window, here explained.

1) Timer window with single option (Fig 48).

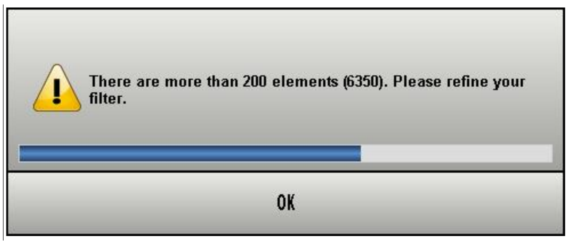

There are more than 200 elements (6350). Please refine your filter.

Fig 48

This type of window is generally used to issue warnings or error messages to the user. The bar indicated in Fig 48 is a timer indicating how much time the window remains on screen. The blue part of the bar gets shorter as time goes by.
When the blue part reaches the left side of the bar the window disappears.
To make the window disappear immediately, click the **Ok** button.

2) Timer window with double choice (YES or NO - Fig 49).

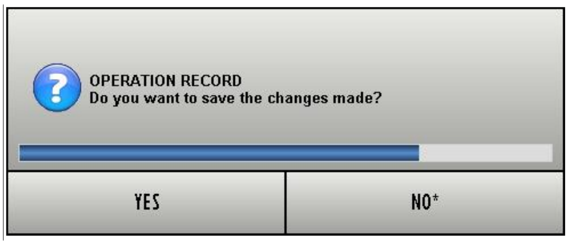

OPERATION RECORD
Do you want to save the changes made?

Fig 49

This window offers two options, usually related to an action which has just been performed. Click the **Yes** button to perform the action, click the **No** button to cancel the action.
The bar indicated in Fig 49 is a timer. The blue part of the bar gets shorter as time goes by.
When the blue part reaches the left side of the bar the window disappears. When this happens the system automatically makes a choice depending on the type of question and the context in which the message appears.

3) Window without timer with double choice (YES or NO - Fig 50).

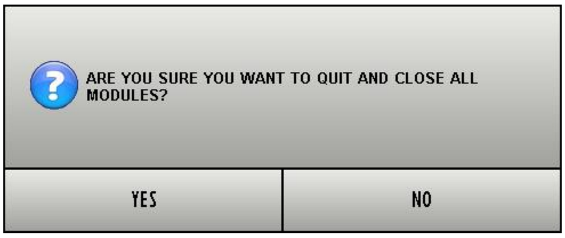

ARE YOU SURE YOU WANT TO QUIT AND CLOSE ALL MODULES?

Fig 50

The window shown in Fig 50, as the previous one, requires a choice between the options **Yes** and **No** in relation to an operation which has just been performed. Click the **Yes** button to perform the action, click the **No** button to cancel the action. This type of window has no timer and remains on screen until a choice is made.

4) Window without timer with single option (Fig 51)

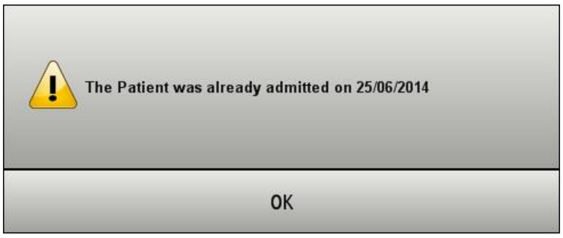

The Patient was already admitted on 25/06/2014

Fig 51

The window shown in Fig 51 provides information regarding a procedure error. No timer here, the kind of information provided requires a reading confirmation from the user (click **Ok**).

The presence or absence of the timer in a window depends on the context it appears in. Certain messages only make sense momentarily and with reference to the operation the user is performing. These messages have a timer and disappear after a certain time.

Other messages must be received by anyone using the system, even after some time, and require a reading confirmation. These messages have no timer.

The messages provided by the DIGISTAT® environment are complete and comprehensible. There is no need to refer to special codes in order to understand them. In case of unclear messages, please inform your ASCOM UMS referent as soon as possible, for reporting and clarity improvement purposes.

7. Stock Management

7.1. Introduction

The DIGISTAT® “Stock Management” system offers a set of tools dedicated to the satellite stockrooms and not centralized pharmacies management of a clinical structure.
The system, composed by several different modules, covers all the tasks and necessities relating to this specific environment.

Specifically, the “Stock Management” system covers the following work-areas:

- stock monitoring;
- materials transfer management;
- expired resources management;
- administrative discharge management;
- resource picking process management;
- returned resources (returns) management;
- picked resources and returns attribution to the correct cost center or operation;
- resources allocation management;
- order sheets creation and print;
- waste management;
- materials requests management;
- resources inventory management;
- operating kit creation, use and return management;
- generic kits creation, use and return management;
- quick retrieval and printing of the resources list for urgent operations;

7.2. The system modules

The system, in the configuration described in this manual, is formed of the following modules:

- **Stock** - Stock monitoring.

The corresponding icon on the lateral bar is STOCK. This module is described in paragraph 8 of this manual.

- **Material transfer** - Resources transferral from one stockroom to another.

The corresponding icon is TRAN… . This module is described in paragraph 9.

- **Expirations** - Management of resources either expired or near-to-expiration.

The corresponding icon is EXPI... . This module is described in paragraph 10.

- **Other pickings** - Administrative discharge management.

The corresponding icon is OTHER. This module is described in paragraph 11.

- **Movements** - Summary of all the movements of resources.

The corresponding icon is MOVE ... . This module is described in paragraph 12.

- **Cost center picking** - Cost center attribution for resources picking.

The corresponding icon is CC S... . This module is described in paragraph 13.

- **Resources picking** - Management of the resources picking procedures.

This screen can be accessed from the “Cost center picking” module (paragraph 13), after the relevant cost center has been selected. The procedures relating to the resources picking are described in paragraph 14.

- **Cost center return** - Cost center attribution for the resources returned.

The corresponding icon is CC R... . This module is described in paragraph 15.

- **Resources allocation** - Recording of the changes in the resources allocation.

The corresponding icon is ALLO... . This module is described in paragraph 16.

- **Orders** - this module makes it possible to create and print the orders sheet

The corresponding icon is ORDE... . This module is described in paragraph 17.

- **Returns** - Returned resources management.

The corresponding icon is RETU... . This module is described in paragraph 18.

- **Waste** - Wasted resources management.

The corresponding icon is WASTE. This module is described in paragraph 19.

- **Kit setup** - Aid in the kit preparation procedure.

The corresponding icon is KIT ... . This module is described in paragraph 20.

- **Returned resources from kit** - Recording of the unused resources returned from the operating kits.

The corresponding icon is KIT ... . This module is described in paragraph 21.

- **Generic kits** - Generic kits creation and management procedures.

The corresponding icon is GENE... . This module is described in paragraph 22.

- **Generic kit link** - This procedure makes it possible to link a generic kit to a specific operation (described in paragraph 23).

- **Generic kits for emergencies** - This procedure makes it possible to link a generic kit to an emergency operation.

The corresponding icon is EMER ... . This module is described in paragraph 24.

- **Requests** - Materials requests procedures management.

The corresponding icon is RESO... . This module is described in paragraph 25.

- **Emergencies** - Quick creation and print of the resources list for the emergency operations.

The corresponding icon is EMER ... . This module is described in paragraph 26.

- **Inventory** - Inventory management.

The corresponding icon is INVE... . This module is described in paragraph 27.

- **Search** - Resources and materials search functionalities.

The corresponding icon is SEAR... . This module is described in paragraph 28.

7.3. How to select a module

To select one of the modules

- click the corresponding icon on the lateral bar (Fig 52).

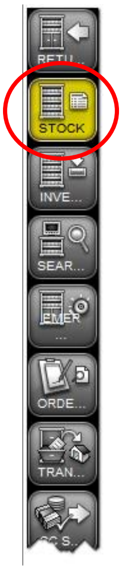


Fig 52

The icon appears highlighted yellow. The page relating to the selected module is displayed.

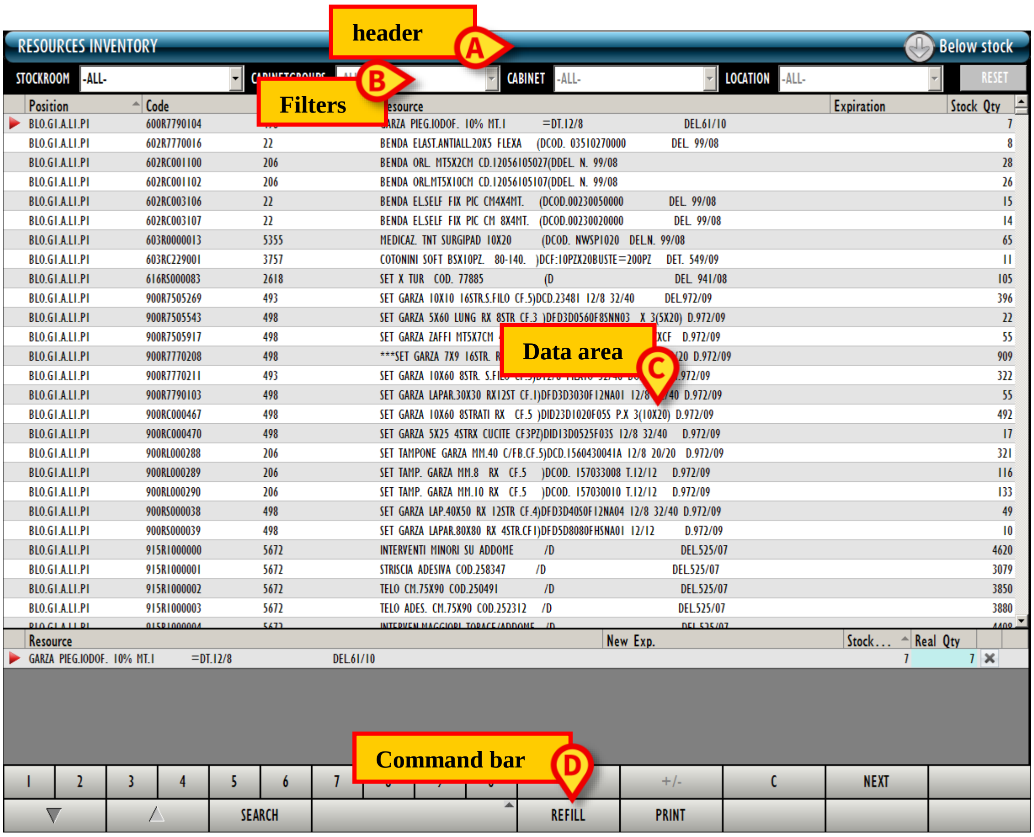
7.4. Screen structure

The screens of the different modules of the system have different appearances and functionalities but always maintain the same structure.

This paragraph shows, using a sample screen, the items forming the screen structure.

These items are:

- the header (Fig 53 **A**);
- the selection filters (Fig 53 **B**);
- the data area (Fig 53 **C**);
- the command bar (Fig 53 **D**).



Position	Code		esource	Expiration	Stock Qty
BLO.GI.A.LI.PI	600R7790104		ARZA PIEG.IODOF. 10% MT.I =DT.12/8 DEL.61/10		7
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000 DEL. 99/08		8
BLO.GI.A.LI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08		28
BLO.GI.A.LI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.12056105107(DDEL. N. 99/08		26
BLO.GI.A.LI.PI	602RC003106	22	BENDA EL.SELF FIX PIC CM4X4MT. (DCOD.00230050000 DEL. 99/08		15
BLO.GI.A.LI.PI	602RC003107	22	BENDA EL.SELF FIX PIC CM 8X4MT. (DCOD.00230020000 DEL. 99/08		14
BLO.GI.A.LI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSP1020 DEL.N. 99/08		65
BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-140.)DCF:10PZX20BUSTE=200PZ DET. 549/09		11
BLO.GI.A.LI.PI	616RS000083	2618	SET X TUR COD. 77885 (D DEL. 941/08		105
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 DEL.972/09		396
BLO.GI.A.LI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3)DFD3D0560F8SNN03 X 3(5X20) D.972/09		22
BLO.GI.A.LI.PI	900R7505917	498	SET GARZA ZAFFI MT5X7CM XCF D.972/09		55
BLO.GI.A.LI.PI	900R7770208	498	***SET GARZA 7X9 16STR. R /20 D.972/09		909
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FI .972/09		322
BLO.GI.A.LI.PI	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST CF.1)DFD3D3030F12NA01 12/8 40 D.972/09		55
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09		492
BLO.GI.A.LI.PI	900RC000470	498	SET GARZA 5X25 4STRX CUCITE CF3PZ)DID13D0525F03S 12/8 32/40 D.972/09		17
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20 D.972/09		321
BLO.GI.A.LI.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5)DCOD. 157033008 T.12/12 D.972/09		116
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09		133
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D4050F12NA04 12/8 32/40 D.972/09		49
BLO.GI.A.LI.PI	900RS000039	498	SET GARZA LAPAR.80X80 RX 4STR.CF1)DFD5D8080FHSNA01 12/12 D.972/09		10
BLO.GI.A.LI.PI	915R1000000	5672	INTERVENTI MINORI SU ADDOME /D DEL.525/07		4620
BLO.GI.A.LI.PI	915R1000001	5672	STRISCIA ADESIVA COD.258347 /D DEL.525/07		3079
BLO.GI.A.LI.PI	915R1000002	5672	TELO CM.75X90 COD.250491 /D DEL.525/07		3850
BLO.GI.A.LI.PI	915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D DEL.525/07		3880

Resource	New Exp.	Stock...	Real Qty
GARZA PIEG.IODOF. 10% MT.I =DT.12/8 DEL.61/10		7	7

Fig 53

7.4.1. Header

A blue bar is on top of every screen. On the left of the bar a header specifies the function and contents of the screen currently displayed (Fig 54 **A**). On the right three icons are displayed, if enabled by configuration, providing information on the state of the resources in stock (Fig 54 **B**).

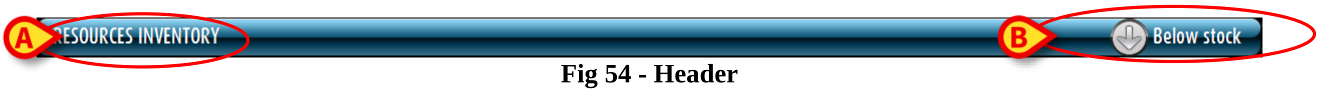


Fig 54 - Header

The ✋ icon indicates that there are resources expired still in stock.

The ⚠ icon indicates that there are resources close to expiration in stock.

The ⇩ icon indicates that there are resources under stock (i.e. less resource units than required).

> *Some configurations do not manage the resouces expiration dates. In these cases the first two icons cannot appear.*

7.4.2. Filters

Under the header bar there are various filters making it possible to select the items displayed on screen.

> *The number and kind of filters change on the different screens according to the functionalities of the specific module currently selected.*

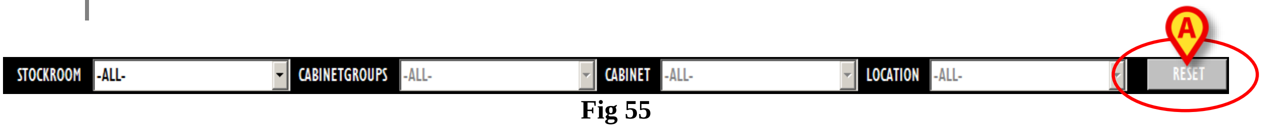


Fig 55

To use the filters

- ➢ click the ▾ button placed near the filter.

A menu containing the available options opens.

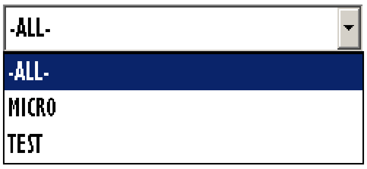


Fig 56

- Click the wanted option.

The name of the selected filter appears in the field. The list of items displayed on screen changes accordingly.
The **Reset** button on the right (Fig 55 **A**) clears all the filters and displays the items full list.

7.4.2.1. Date filter

A date filter is available in various contexts. Fig 57 shows an example.

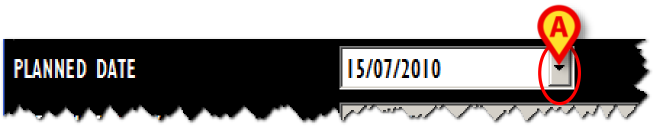


Fig 57

To set a date

- click the ▾ button placed near the date (Fig 57 **A**).

A calendar-window opens (Fig 58).

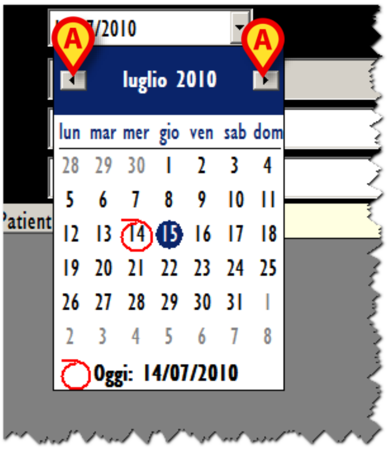


Fig 58

- Use the ◂ and ▸ buttons to select the month (Fig 58). Click the ◂ button to select the preceding month. Click the ▸ button to select the following month.

- Click the number corresponding to the day that must be selected.

The date this way selected is displayed in the field.

7.4.3. Data area

The data area (Fig 53 **C**) displays the contents of the different screens. These contents will be described contextually, with the relating module.

7.4.4. Command bar

The command bar (Fig 53 **D**) contains the buttons making it possible to perform the procedures relating to the module selected. The different command bars will be described contextually, with the different modules.

7.5. Resources' optimistic management

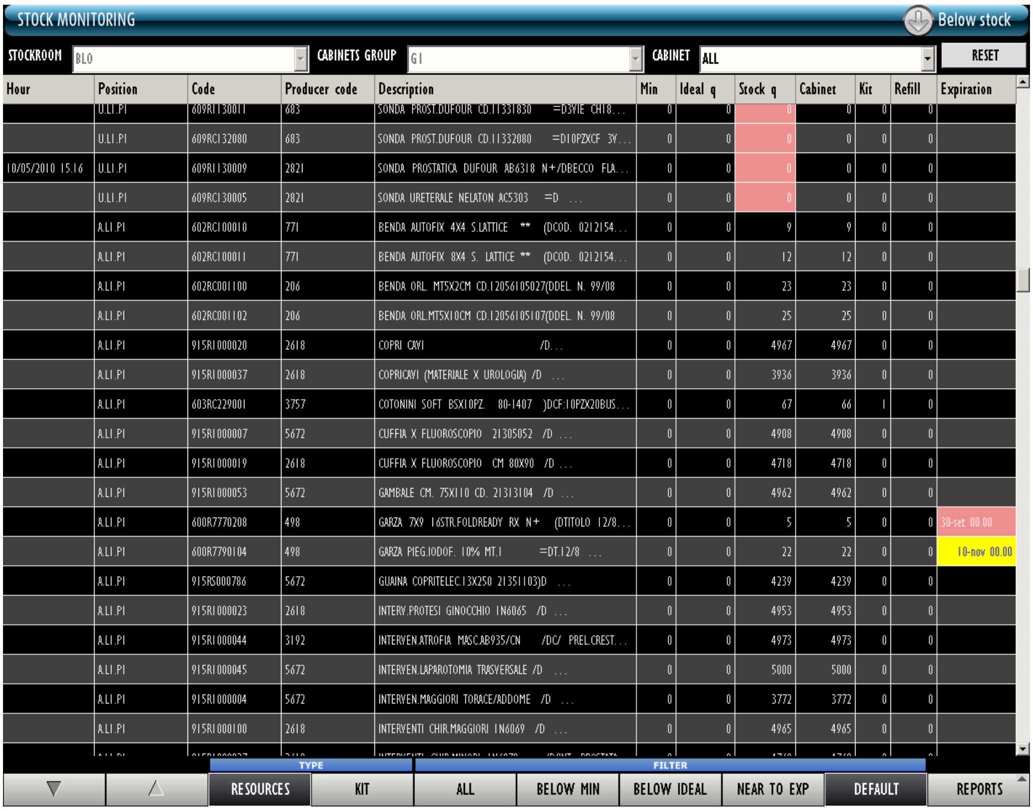
In the "Stock Management" system the phrase "Resources optimistic management" indicates that the resources expiration date editing is enabled.
The "Optimistic management" can be enabled by configuration.
This procedure makes it possible to manage the expiration date of certain resources. For instance, it can be applied to resources that are used often and in large amounts, for which the lot, serial number and expiration date specification is not strictly necessary. A generic expiration date is indicated for these resources, that is the nearest among all the existing expiration dates. This guarantees that no expired resources will be used, but it is this way possible for a resource to be labelled as expired or near-to-expiration when it is not. In these cases a new expiration date can be specified by the user.

8. Stock monitoring

The functionalities relating to stock monitoring are performed on the “Stock” module. To access this module

- click the STOCK button on the lateral bar.

The following screen opens.



STOCKROOM BLO

CABINETS GROUP G1

CABINET ALL

Hour	Position	Code	Producer code	Description	Min	Ideal q	Stock q	Cabinet	Kit	Refill	Expiration
	U.LI.PI	609RI130011	683	SONDA PROST.DUFOUR CD.11331830 =D3VIE CH18...	0	0	0	0	0	0	
	U.LI.PI	609RC132080	683	SONDA PROST.DUFOUR CD.11332080 =D10PZXCF 3Y...	0	0	0	0	0	0	
10/05/2010 15.16	U.LI.PI	609RI130009	2821	SONDA PROSTATICA DUFOUR AB6318 N+/DBECCO FLA...	0	0	0	0	0	0	
	U.LI.PI	609RC130005	2821	SONDA URETERALE NELATON AC5303 =D ...	0	0	0	0	0	0	
	A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 0212154...	0	0	9	9	0	0	
	A.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 0212154...	0	0	12	12	0	0	
	A.LI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08	0	0	23	23	0	0	
	A.LI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.12056105107(DDEL. N. 99/08	0	0	25	25	0	0	
	A.LI.PI	915RI000020	2618	COPRI CAVI /D...	0	0	4967	4967	0	0	
	A.LI.PI	915RI000037	2618	COPRICAVI (MATERIALE X UROLOGIA) /D ...	0	0	3936	3936	0	0	
	A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUS...	0	0	67	66	1	0	
	A.LI.PI	915RI000007	5672	CUFFIA X FLUOROSCOPIO 21305052 /D ...	0	0	4908	4908	0	0	
	A.LI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D ...	0	0	4718	4718	0	0	
	A.LI.PI	915RI000053	5672	GAMBALE CM. 75X110 CD. 21313104 /D ...	0	0	4962	4962	0	0	
	A.LI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8...	0	0	5	5	0	0	30-set 00.00
	A.LI.PI	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1 =DT.12/8 ...	0	0	22	22	0	0	10-nov 00.00
	A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D ...	0	0	4239	4239	0	0	
	A.LI.PI	915RI000023	2618	INTERV.PROTESI GINOCCHIO IN6065 /D ...	0	0	4953	4953	0	0	
	A.LI.PI	915RI000044	3192	INTERVEN.ATROFIA MASC.AB935/CN /DC/ PREL.CREST...	0	0	4973	4973	0	0	
	A.LI.PI	915RI000045	5672	INTERVEN.LAPAROTOMIA TRASVERSALE /D ...	0	0	5000	5000	0	0	
	A.LI.PI	915RI000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D ...	0	0	3772	3772	0	0	
	A.LI.PI	915RI000100	2618	INTERVENTI CHIR.MAGGIORI IN6069 /D ...	0	0	4965	4965	0	0	

Fig 59 - Stock monitoring

8.1. Stock monitoring: screen structure

The stock monitoring screen is structured according to the general description offered in paragraph 7.4. See paragraph 7.4 for a description of the screen general features. The present paragraph describes the screen specific features.

8.1.1. Filters

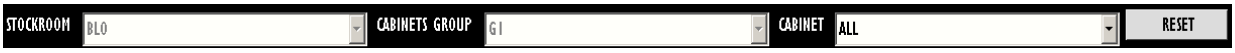

STOCKROOM BLO
CABINETS GROUP G1
CABINET ALL

Fig 60 - “Stock monitoring” screen filters

These are the filters available on this screen:

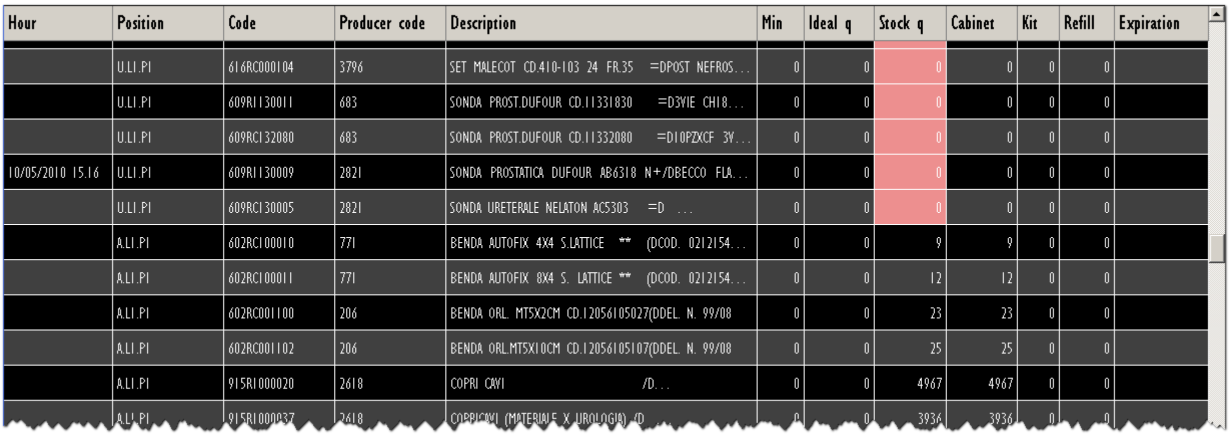
- “Stockroom” - Makes it possible to display only the resources that are in a specific stock room.
- “Cabinet group” - Makes it possible to display only the resources that are in a specific cabinet group.
- “Cabinet” - Makes it possible to display the resources that are in a specific cabinet.

See paragraph 7.4.2 for a general description of the filters used within the “Stock Management” system.

8.1.2. Data area

The data area of the “Stock Monitoring” screen makes it possible to display the list of all the resources uploaded in the system.

Each row corresponds to a resource (Fig 61).



Hour	Position	Code	Producer code	Description	Min	Ideal q	Stock q	Cabinet	Kit	Refill	Expiration
	U.LI.PI	616RC000104	3796	SET MALECOT CD.410-103 24 FR.35 =DPOST NEFROS...	0	0	0	0	0	0	
	U.LI.PI	609RI130011	683	SONDA PROST.DUFOUR CD.11331830 =D3VIE CH18...	0	0	0	0	0	0	
	U.LI.PI	609RC132080	683	SONDA PROST.DUFOUR CD.11332080 =D10PZXCF 3Y...	0	0	0	0	0	0	
10/05/2010 15.16	U.LI.PI	609RI130009	2821	SONDA PROSTATICA DUFOUR AB6318 N+/DBECCO FLA...	0	0	0	0	0	0	
	U.LI.PI	609RC130005	2821	SONDA URETERALE NELATON AC5303 =D ...	0	0	0	0	0	0	
	A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 0212154...	0	0	9	9	0	0	
	A.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 0212154...	0	0	12	12	0	0	
	A.LI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08	0	0	23	23	0	0	
	A.LI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.12056105107(DDEL. N. 99/08	0	0	25	25	0	0	
	A.LI.PI	915RI000020	2618	COPRI CAVI /D...	0	0	4967	4967	0	0	
	A.LI.PI	915RI000037	2618	COPRICAVI (MATERIALE X UROLOGIA) /D ...	0	0	3936	3936	0	0	

Fig 61 - Stock monitoring

For each resource the following information is displayed:

- **Hour** - Time of the latest “under stock” alarm generated by the resource.
- **Position** - Resource position. Indication of the resource location.
- **Code** - Resource code.
- **Producer** - Manufacturer code.
- **Description** - Resource description.

- **Min** - Minimum suggested quantity, set by configuration, of resources of a kind that should be in stock.
- **Ideal quantity** - Ideal suggested quantity, set by configuration, of resources of a kind that should be in stock.
- **Stock quantity** - Quantity in stock. If the quantity in stock is below the minimum quantity, the cell is highlighted pink. If the quantity in stock is below the ideal quantity the cell is highlighted yellow.
- **Cabinet** - amount of resources located in the cabinets.
- **Kit** - amount of resources located in the generic kits already prepared.
- **Refill** - Suggested quantity of resource that must be acquired.
- **Expiration** - Expiration date. If the expiration date is near (proximity is defined by configuration) the cell is highlighted yellow. If the resource is expired the cell is highlighted pink.

> *Some "Stock Management" configurations do not manage the resources expiration. In these cases no information is displayed in the "expiration" field.*

> *For each resource can be specified either all or part of the possible information, depending on the resources configuration.*

8.1.3. Command bar

The command bar (Fig 62) contains the buttons making it possible to change the way the items on screen are displayed.

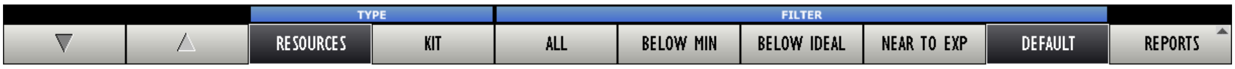


Fig 62 - Stock monitoring: command bar

Use the arrows △ and ▽ to scroll the screen content up and down.

The buttons placed under the blue bar named "TYPE" (Fig 63) can be used to select the kind of items displayed on screen.

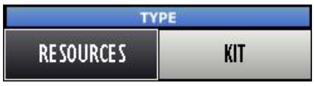
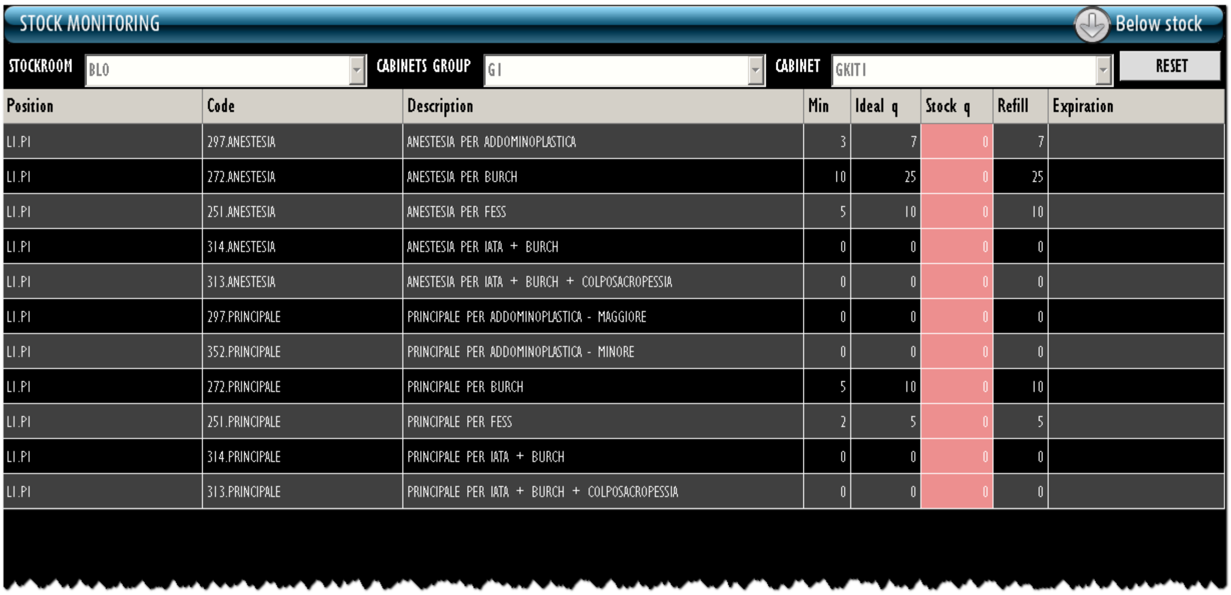


Fig 63

If the **Resources** button is selected the screen displays the list of all the resources configured in the system.
If the **Kit** button is selected the screen displays the list of all the possible generic kits (Fig 64).



STOCKROOM: BLO
CABINETS GROUP: G1
CABINET: GKIT1

Position	Code	Description	Min	Ideal q	Stock q	Refill	Expiration
LI.PI	297.ANESTESIA	ANESTESIA PER ADDOMINOPLASTICA	3	7	0	7	
LI.PI	272.ANESTESIA	ANESTESIA PER BURCH	10	25	0	25	
LI.PI	251.ANESTESIA	ANESTESIA PER FESS	5	10	0	10	
LI.PI	314.ANESTESIA	ANESTESIA PER IATA + BURCH	0	0	0	0	
LI.PI	313.ANESTESIA	ANESTESIA PER IATA + BURCH + COLPOSACROPESSIA	0	0	0	0	
LI.PI	297.PRINCIPALE	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	0	0	0	0	
LI.PI	352.PRINCIPALE	PRINCIPALE PER ADDOMINOPLASTICA - MINORE	0	0	0	0	
LI.PI	272.PRINCIPALE	PRINCIPALE PER BURCH	5	10	0	10	
LI.PI	251.PRINCIPALE	PRINCIPALE PER FESS	2	5	0	5	
LI.PI	314.PRINCIPALE	PRINCIPALE PER IATA + BURCH	0	0	0	0	
LI.PI	313.PRINCIPALE	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	0	0	0	0	

Fig 64

The buttons placed under the blue bar named “FILTERS” (Fig 65) are filters making it possible to select the subset of items displayed on screen.

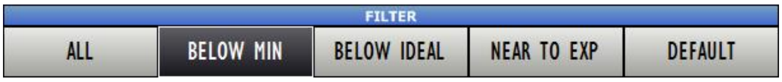


Fig 65 - Filters

The **All** button, when selected, displays all the items.
The **Below Min.** button displays only those items having a lower stock quantity than that indicated as minimum in the “Min” column.
The **Below Ideal** button displays only those items having a lower stock quantity than that indicated as ideal in the “Max” column.
The button displays the items that are close to expiration (expiration proximity is defined by configuration).
The DEFAULT button displays a default modality, chosen by configuration.

The REPORTS button makes it possible to access the module’s print functionalities. See paragraph 8.1.4 for a description of these functionalities.

8.1.4. Print documentation

To access the system’s print functionalities

- click the REPORTS button on the command bar.

A selection menu opens, making it possible to choose the kind of document to be printed (Fig 66).

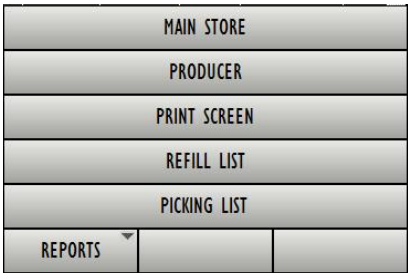


Fig 66 - Possible reports

It is possible to print:

- the main stockroom resources list,
- the manufacturers list,
- the complete list of the items displayed,
- the “picked resources” list,
- the “refill” list.

When the kits list is displayed only the “Print Screen” and “Refill list” screens options are enabled.

- Click the button corresponding to the wanted option.

A print preview is displayed. The system’s print functionalities are described in paragraph 6.8.1.

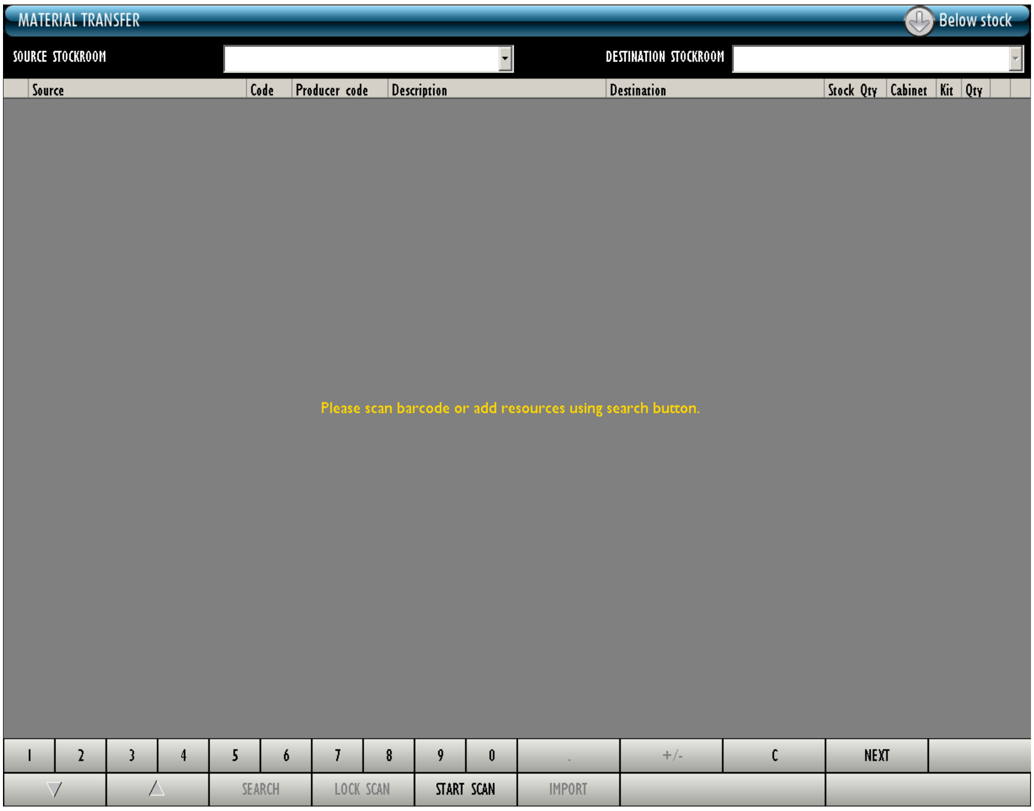
9. Materials transfer

The “Materials transfer” module makes it possible to record the transfer of materials and resources from one stockroom to another.

To select the module

- ➢ click the corresponding icon TRAN... .

The following screen opens (Fig 67):



Please scan barcode or add resources using search button.

Fig 67 - Materials transfer

9.1. Materials transfer - screen structure

The “Materials transfer” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

9.1.1. Source and destination stockroom selection

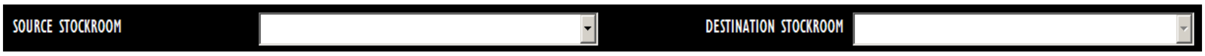


Fig 68 - Filters of the “Materials transfer” screen

The filters available on the “Materials transfer” screen (Fig 68) are:

- “Source stockroom” - It makes it possible to select the stockroom from which the resources that must be transferred come.
- “Destination stockroom” - It makes it possible to select the stockroom to which the resources are transferred.

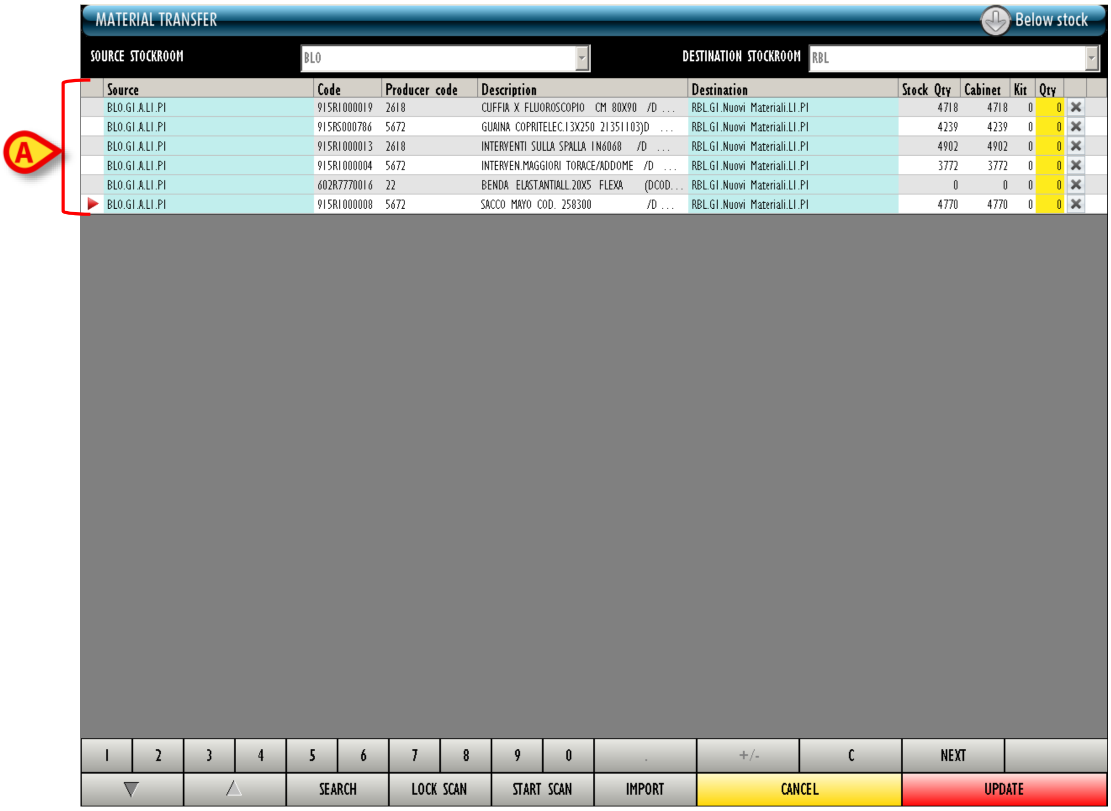
See paragraph 7.4.2 for instructions on how the filters work.

!

Both filters must be specified in order to perform the materials transfer.

9.1.2. Data area

The data area of the “Materials transfer” screen contains, once selected, the list of materials to be transferred (Fig 69 **A**).



SOURCE STOCKROOM BLO

DESTINATION STOCKROOM RBL

	Source	Code	Producer code	Description	Destination	Stock Qty	Cabinet	Kit	Qty	
	BLO.GI.A.LI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4718	4718	0	0	✕
	BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D ...	RBL.GI.Nuovi Materiali.LI.PI	4239	4239	0	0	✕
	BLO.GI.A.LI.PI	915RI000013	2618	INTERVENTI SULLA SPALLA IN6068 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4902	4902	0	0	✕
	BLO.GI.A.LI.PI	915RI000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D ...	RBL.GI.Nuovi Materiali.LI.PI	3772	3772	0	0	✕
	BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD...	RBL.GI.Nuovi Materiali.LI.PI	0	0	0	0	✕
▶	BLO.GI.A.LI.PI	915RI000008	5672	SACCO MAYO COD. 258300 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4770	4770	0	0	✕

Fig 69 - Materials transfer

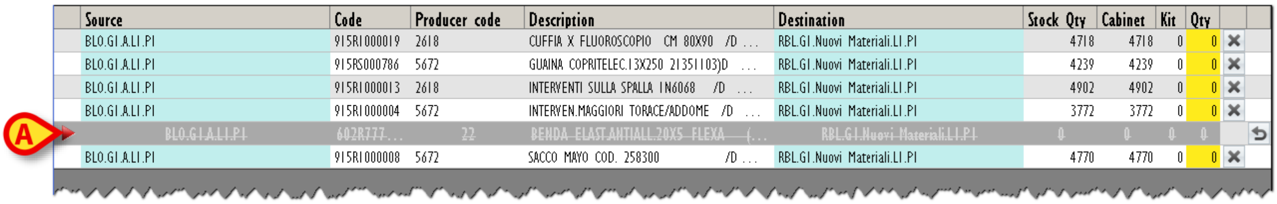
Each row corresponds to a type of resource. For each resource, in this area, the following information is displayed:

- the “source” stockroom (not editable);
- the resource code (not editable);
- the manufacturer code (not editable);
- the resource description (not editable);
- the destination stockroom (user selectable if numerous destinations are possible)
- the resource stock quantity (not editable);
- the amount of resource located in the cabinets (not editable);
- the amount of resource located in the generic kits already prepared (not editable);
- the quantity of resource that must be transferred (editable).

For each resource either all or part of the possible information can be specified, depending on the resources configuration.

The ▶ arrow possibly appearing at the beginning of a row indicates the selected resource.

The ☒ icon appearing at the end of each row makes it possible to cancel the resource. The cancelled resource appears as in Fig 70 **A**.



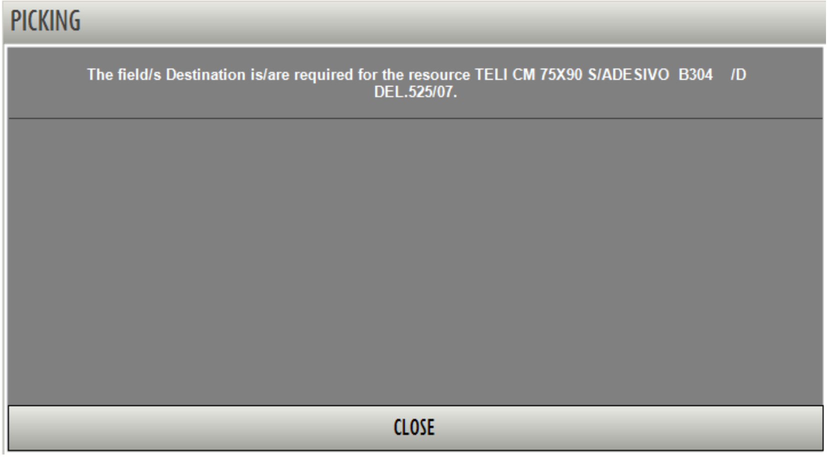
	Source	Code	Producer code	Description	Destination	Stock Qty	Cabinet	Kit	Qty		
	BLO.GI.A.LI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4718	4718	0	0	✕	
	BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D ...	RBL.GI.Nuovi Materiali.LI.PI	4239	4239	0	0	✕	
	BLO.GI.A.LI.PI	915RI000013	2618	INTERVENTI SULLA SPALLA IN6068 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4902	4902	0	0	✕	
	BLO.GI.A.LI.PI	915RI000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D ...	RBL.GI.Nuovi Materiali.LI.PI	3772	3772	0	0	✕	
▶	~~BLO.GI.A.LI.PI~~	~~602R777...~~	~~22~~	~~BENDA ELAST.ANTIALL.20X5 FLEXA (...~~	~~RBL.GI.Nuovi Materiali.LI.PI~~	~~0~~	~~0~~	~~0~~	~~0~~		↺
	BLO.GI.A.LI.PI	915RI000008	5672	SACCO MAYO COD. 258300 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4770	4770	0	0	✕	

Fig 70 - Cancelled resource

The resources corresponding to the rows cancelled this way disappear when the screen is updated.

The ↺ icon appearing at the end of each row makes it possible to annul the outcomes of the actions recently performed on the corresponding resource; it brings the resource to its original state back (it is an “Undo” button).

The fields highlighted yellow are mandatory. If a user tries to record a resource transfer without specifying one of the mandatory fields, the system stops the procedure and warns the user with a specific pop-up window (Fig 71).



The field/s Destination is/are required for the resource TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07.

Fig 71

- Click the **Close** button to hide the pop-up.

The nature and kind of mandatory information depend on the resource configuration. When a mandatory field is specified it is highlighted light-blue (Fig 72).

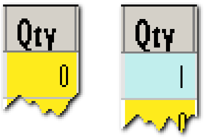


Fig 72

9.1.3. The command bar of the "Materials transfer" screen

The command bar of the materials transfer screen (Fig 73) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

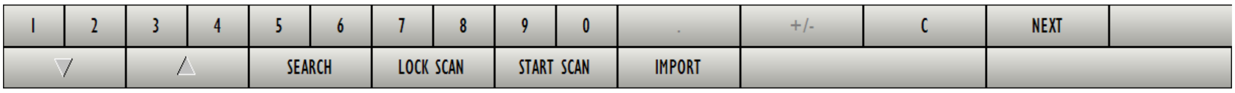


Fig 73 - Command bar

The upper line contains buttons making it possible to manage the numeric data specification.

Fig 74 - Numeric buttons

Use the numeric buttons (Fig 74) to indicate the quantities. Click one of the numbers to write the number in the "Quantity" field.

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.
The "+/-" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.
The " **C** " button brings back to zero the specified quantities.
The **Next** button selects the item following the one currently selected.

Use the arrow buttons ▼ and ▲ to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Search** button to access the system's search functionalities (described in paragraph 28). Click this button to open the screen shown in Fig 80.

Use the **Lock Scan** button to lock the workstation while reading numerous barcodes that will be recorded all together afterwards. See paragraph 9.4.1 for a description of the related procedures.

Use the **Start Scan** button to begin the reading of numerous barcodes that will be recorded later, all at the same time. See paragraph 9.4.2 for the instructions relating to this procedure.

Use the **Import** button to import the selected items using a wireless barcode reader having internal memory. See paragraph 9.4.3 for the instructions relating to this option.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

9.2. Editing the resource data

The information regarding a resource can, in certain cases, be edited by the user.

The nature and kind of editable information depend on the way the resource is configured. Editable information is highlighted either yellow or light-blue on the row corresponding to the resource.

To edit the resource data

- click the field containing the information you wish to change.

The ▾ button appears in the field (Fig 75 **A**).

- Click the ▾ button.

A menu containing the possible options opens (Fig 75 **B**).

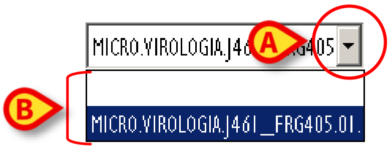


Fig 75

- Click the wanted option.

The option is displayed in the field. The available options on the different menus depend on the context. For example: the "position" field will display all and only the positions in which the resource can be found. Selecting an option affects the available choices in the other fields.

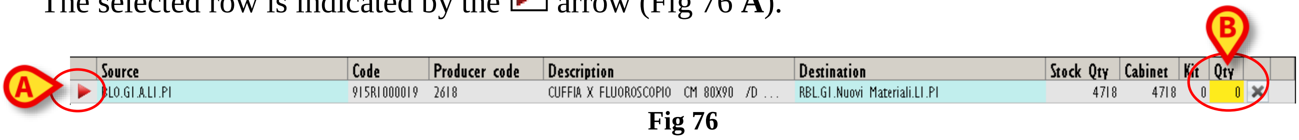
On the "Materials Transfer" screen described in this paragraph, the destination stockroom selection is available if the selected resource can be located in more than one stockroom.

9.2.1. Specifying the resource quantity

To specify the quantity of resource that must be transferred

- ➢ select the row corresponding to the resource.

The selected row is indicated by the ▶ arrow (Fig 76 **A**).



	Source	Code	Producer code	Description	Destination	Stock Qty	Cabinet	Kit	Qty	
▶	LO.GI.ALI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D ...	RBL.GI.Nuovi Materiali.LI.PI	4718	4718	0	0	✕

Fig 76

- ➢ Specify the new quantity using the numeric buttons on the command bar (Fig 77)

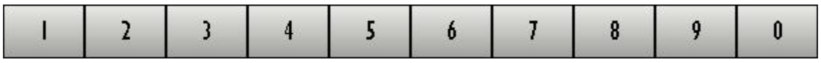


Fig 77 - Numeric buttons

Otherwise you can

- ➢ click the cell indicating the "Quantity" (Fig 76 **B**).

The quantity is highlighted.

- ➢ Set the new quantity using either the workstation keyboard or the numeric buttons on the command bar.

9.3. How to record the materials transfer

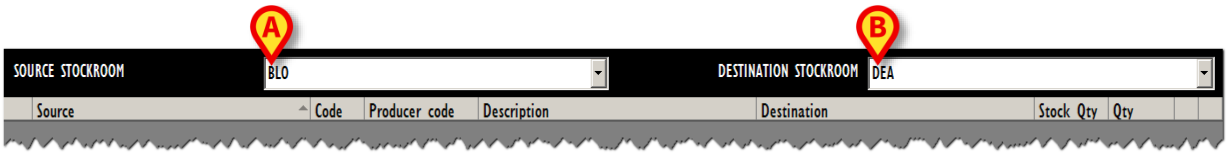
The materials transfer can be recorded either manually or using a barcode reader. The different procedures are described in the following paragraphs.

! ***Barcode technology is recommended when selecting an item. Scanning the item's barcode, instead of selecting it manually, helps the user to diminish selection errors.***

9.3.1. Manual recording

To record the material transfer manually

- select the "source" stockroom (Fig 78 **A**).
- Select the "destination" stockroom (Fig 78 **B**)


SOURCE STOCKROOM BLO

DESTINATION STOCKROOM DEA

Fig 78

- click the **Search** button on the command bar (Fig 79).

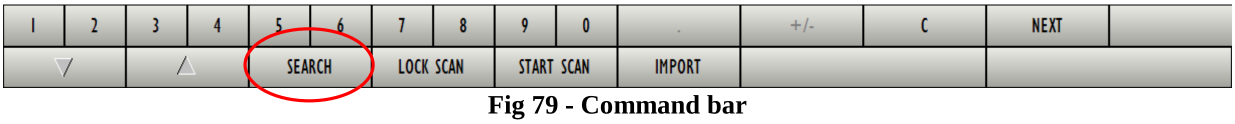
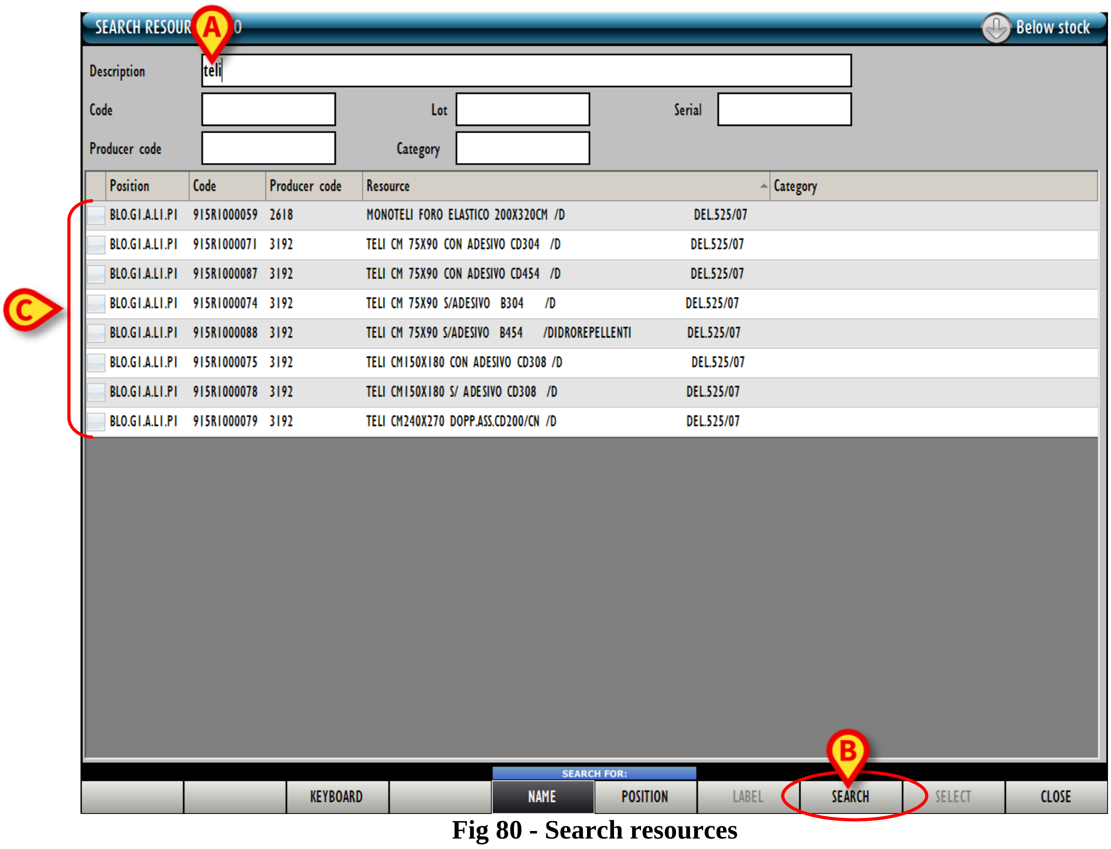


Fig 79 - Command bar

The "Search" screen opens (Fig 80). This screen is described in paragraph 28.



Description: teli

Code:

Lot:

Serial:

Producer code:

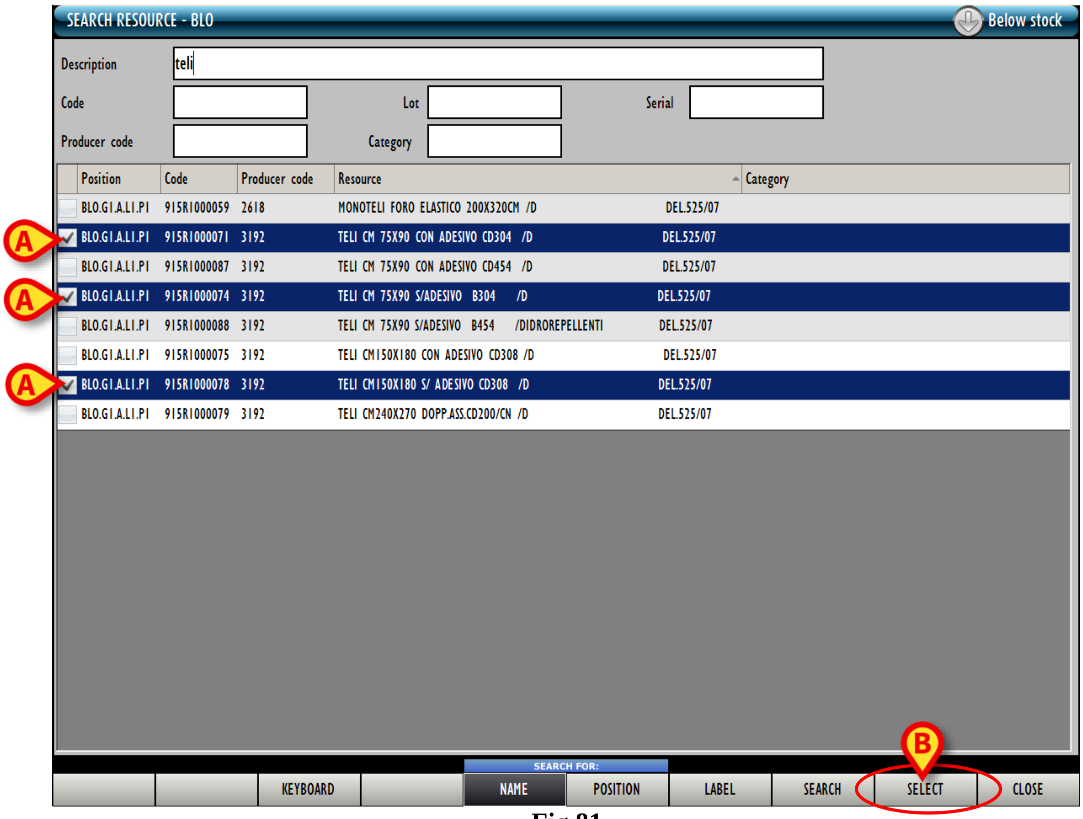
Category:

	Position	Code	Producer code	Resource	Category
☐	BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI DEL.525/07	
☐	BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D DEL.525/07	

Fig 80 - Search resources

- Insert the available information on the resource in the search fields (Fig 80 **A**).
- Click the **Search** button on the command bar (Fig 80 **B**).

The list of resources corresponding to the information specified is displayed on screen (Fig 80 **C**).



Description: teli

Code:

Lot:

Serial:

Producer code:

Category:

	Position	Code	Producer code	Resource	Category
☐	BLO.GI.A.LI.PI	915RI000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
☑	BLO.GI.A.LI.PI	915RI000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D DEL.525/07	
☑	BLO.GI.A.LI.PI	915RI000074	3192	TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000075	3192	TELI CM150X180 CON ADESIVO CD308 /D DEL.525/07	
☑	BLO.GI.A.LI.PI	915RI000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D DEL.525/07	

Fig 81

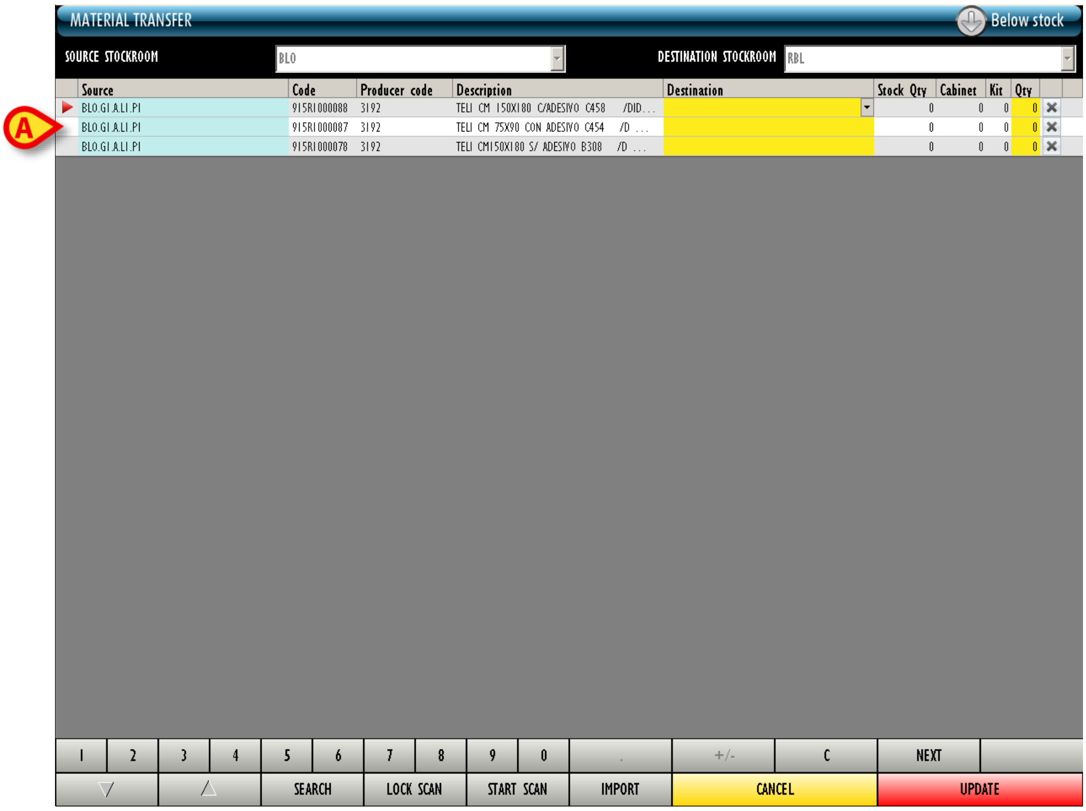
- Click the relevant item/s on the list. Multiple selection can be enabled by configuration.

The corresponding line/s is/are highlighted (Fig 81 **A**).

- Click the **Select** button on the command bar (Fig 81 **B**).

The resource/s this way selected appears in the “materials transfer” screen (Fig 82 **A**).

Double click an item to display it directly.



SOURCE STOCKROOM: BLO

DESTINATION STOCKROOM: RBL

Source	Code	Producer code	Description	Destination	Stock Qty	Cabinet	Kit	Qty
BLO.GI.ALI.PI	915RI000088	3192	TELI CM 150X180 C/ADESIVO C458 /DID...		0	0	0	0
BLO.GI.ALI.PI	915RI000087	3192	TELI CM 75X90 CON ADESIVO C454 /D ...		0	0	0	0
BLO.GI.ALI.PI	915RI000078	3192	TELI CM150X180 S/ ADESIVO B308 /D ...		0	0	0	0

Fig 82

- Set, if necessary, the resource values (destination, quantity, etc… see for instructions paragraph 9.2).
- Repeat, if necessary, the procedure to add other resources.
- Click the **Update** button on the command bar.

The resources transfer is this way recorded.

9.4. Materials transfer - barcode procedure

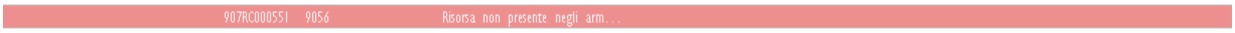
The resource selection can be performed using a barcode reader. This paragraph describes the procedures related to this functionality.

To record the transfer of materials and resources using barcode reading, when the “Materials transfer” screen is displayed (Fig 67, Fig 82),

- read the barcode of the resource that must be transferred

The rows corresponding to the resources appear on screen.

If a scanned barcode belongs to a resource that is not in the stockroom selected as “source”, a pink row is created to inform the user (Fig 83).



907RC000551 9056 Risorsa non presente negli arm...

Fig 83 - Resource is not in the stockroom

Specific buttons on the command bar make it possible to launch specific barcode reading procedures. These are described in the following paragraphs.

9.4.1. Lock scan

The **Lock Scan** button on the command bar (Fig 84) makes it possible to lock the workstation while the user reads numerous barcodes that will be read later, all at the same time.

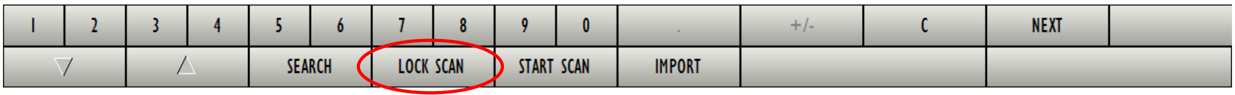


Fig 84 - Command bar

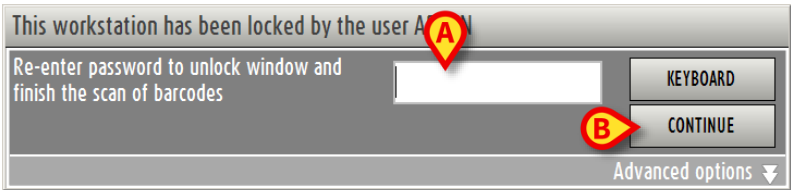
This functionality is used when it is necessary to leave the workstation alone to personally scan the barcodes of several items that are in a different place. This functionality is performed using a wireless barcode reader.

This is the procedure:

- click the **Lock Scan** button.

The button appears selected. The button remains this way while the workstation is locked.

The following window appears on screen (Fig 85).



This workstation has been locked by the user A N

Re-enter password to unlock window and finish the scan of barcodes

Fig 85

- Read the barcodes. The workstation is locked to other users.

When barcodes reading is complete,

- insert your password in the field indicated in Fig 85 **A**.
- Click the **Continue** button (Fig 85 **B**).

The workstation is this way unlocked. The rows corresponding to all the barcodes read appear on screen.

The **Keyboard** button on the window opens a virtual keyboard that can be used to insert the password (Fig 86).

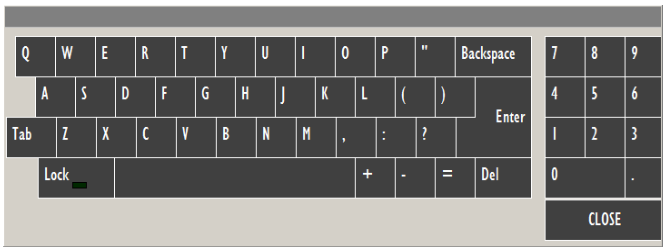


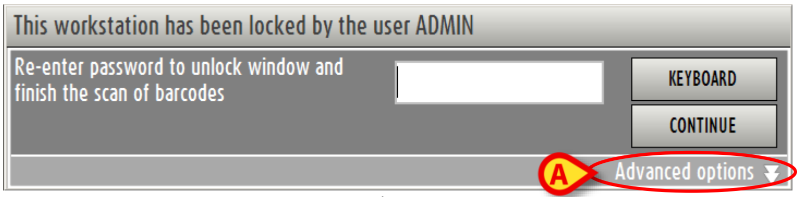
Fig 86 - Virtual keyboard

9.4.1.1. How to force the workstation unlocking

The workstation can be unlocked by another user if his/her permissions level enables him/her to do it.

To force the workstation unlocking

- click the option “Advanced options” on the window that requests password (Fig 87).

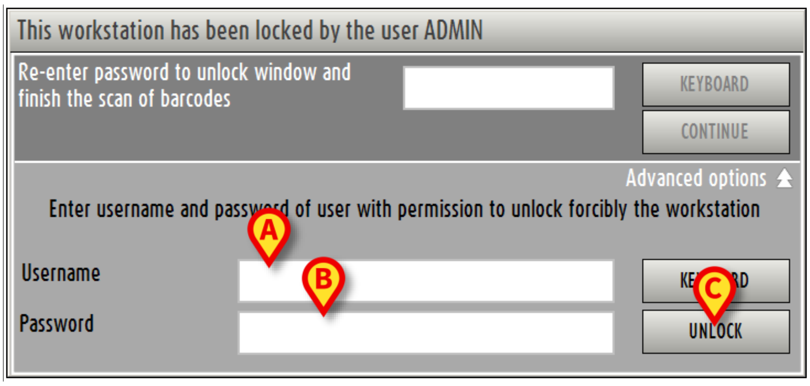


This workstation has been locked by the user ADMIN

Re-enter password to unlock window and finish the scan of barcodes

Fig 87

The window changes in the following way (Fig 88).



This workstation has been locked by the user ADMIN

Re-enter password to unlock window and finish the scan of barcodes

Enter username and password of user with permission to unlock forcibly the workstation

Fig 88 - Advanced options

- Insert the username of the new user in the “Username” field (Fig 88 **A**).
- Insert the password of the new user in the “Password” field (Fig 88 **B**).
- Click the **Unlock** button (Fig 88 **C**).

If the new user has the appropriate permissions the workstation is unlocked.

!

*The barcodes read by the original user will **not** be recorded.*

9.4.2. Start scan

The **Start Scan** button on the command bar (Fig 89) makes it possible to read numerous barcodes that will be recorded later all at the same time.

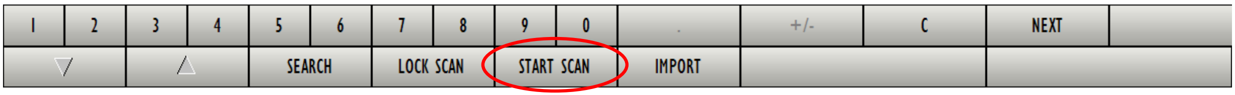


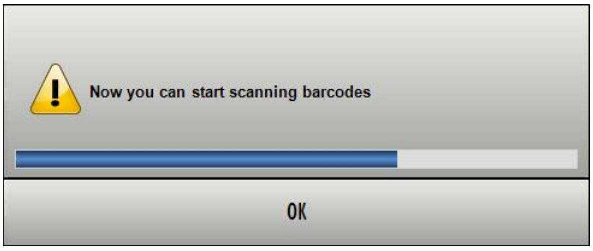
Fig 89 - Command bar

This is the procedure:

- click the **Start Scan** button.

The button changes. It appears as: **Stop Scan**.

A pop-up window informs the user that barcode reading can start (Fig 90).



Now you can start scanning barcodes

Fig 90

The user is logged out. This happens because the user now probably moves away from the workstation to read the barcodes.

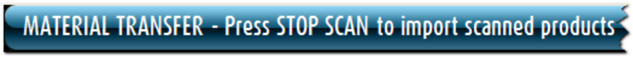
- Read the barcodes.

After barcode reading, to import the data of the scanned resources into the system,

- log in again (see paragraph 6.5 for the log in procedure).
- Click the TRAN... icon on the lateral bar to select the module “Materials transfer” again.
- Click the **Stop Scan** button.

The rows corresponding to the scanned resources barcodes appear on screen.

While scanning the blue bar on top of the screen displays the following advice “Press STOP SCAN to import the scanned products” (Fig 91).



MATERIAL TRANSFER - Press STOP SCAN to import scanned products

Fig 91

9.4.3. Import

The **Import** button on the command bar (Fig 92) makes it possible to import into the system the data read with a wireless barcode reader having internal memory.

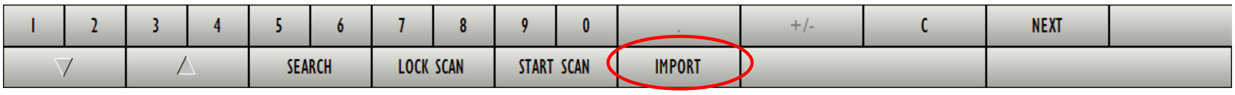
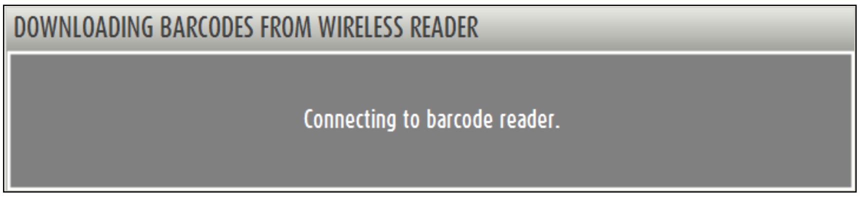


Fig 92 - Command bar

This is the procedure:

- read the barcodes using the appropriate devices, configured to connect to the system.
- Click the **Import** button.

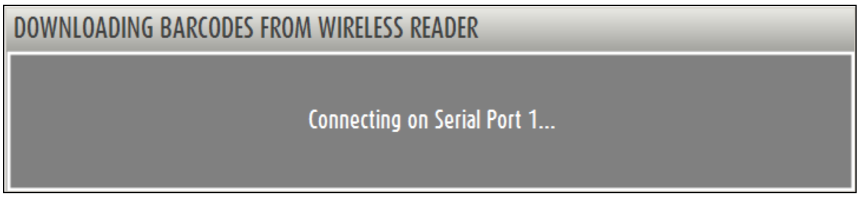
the following windows is displayed, informing the user on the import procedure state.



DOWNLOADING BARCODES FROM WIRELESS READER

Connecting to barcode reader.

Fig 93



DOWNLOADING BARCODES FROM WIRELESS READER

Connecting on Serial Port 1...

Fig 94

If the procedure succeeds the data are imported. The rows corresponding to the resources scanned appear on screen.

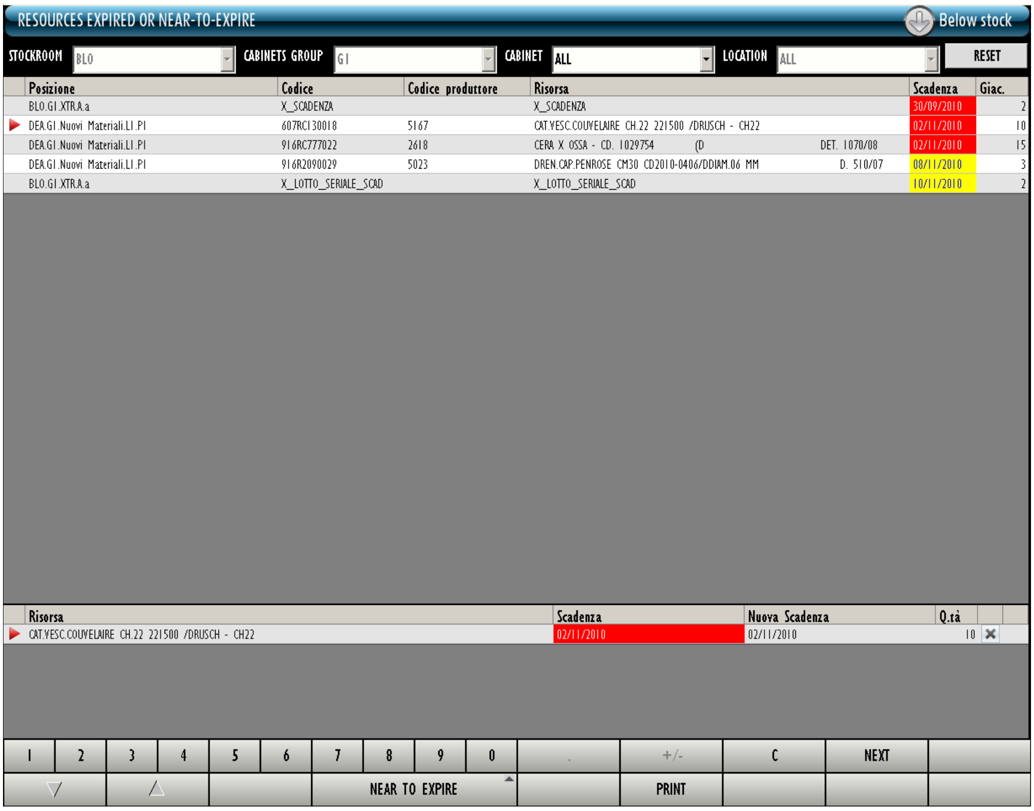
10. Expired resources management

The “Expired” module makes it possible to display and manage the resources either expired or closet o expiration.

To select the module

- click the corresponding icon .

The following screen opens (Fig 95).



STOCKROOM BLO
CABINETS GROUP G1
CABINET ALL
LOCATION ALL

	Posizione	Codice	Codice produttore	Risorsa	Scadenza	Giac.
	BLO.G1.XTR.A.a	X_SCADENZA		X_SCADENZA	30/09/2010	2
▶	DEA.G1.Nuovi Materiali.L1.P1	607RC130018	5167	CAT.VESC.COUVELAIRE CH.22 221500 /DRUSCH - CH22	02/11/2010	10
	DEA.G1.Nuovi Materiali.L1.P1	916RC777022	2618	CERA X OSSA - CD. 1029754 (D DET. 1070/08	02/11/2010	15
	DEA.G1.Nuovi Materiali.L1.P1	916R2090029	5023	DREN.CAP.PENROSE CM30 CD2010-0406/DDIAM.06 MM D. 510/07	08/11/2010	3
	BLO.G1.XTR.A.a	X_LOTTO_SERIALE_SCAD		X_LOTTO_SERIALE_SCAD	10/11/2010	2

	Risorsa	Scadenza	Nuova Scadenza	Q.tà	
▶	CAT.VESC.COUVELAIRE CH.22 221500 /DRUSCH - CH22	02/11/2010	02/11/2010	10	✕

Fig 95 - Expired resources management

10.1. Expired resources management - screen structure

The expired resources management screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

10.1.1. Filters

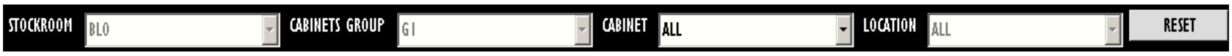

STOCKROOM: BLO
CABINETS GROUP: GI
CABINET: ALL
LOCATION: ALL

Fig 96 - Filters on the “Expired resources” screen

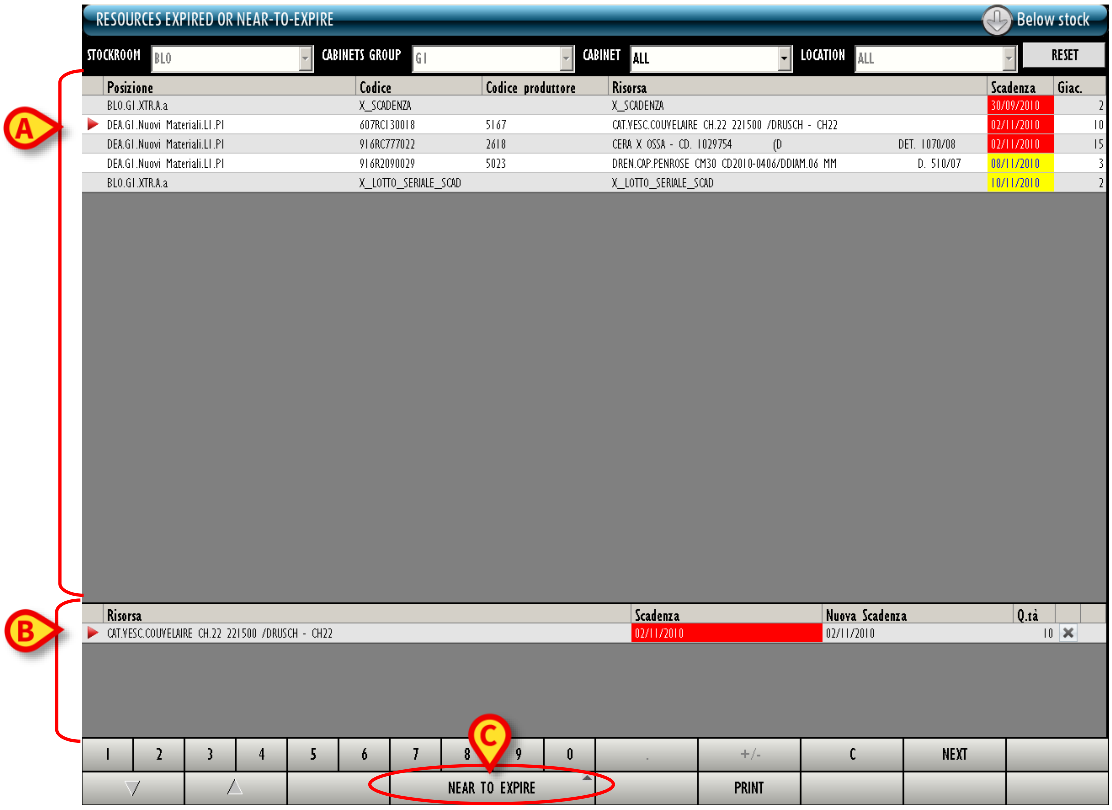
The available filters on the “Expired resources” screen (Fig 96) are:

- “Stockroom” - It makes it possible to display all the resources in a specific stockroom.
- “Cabinets group” - It makes it possible to display all the resources in a specific cabinets group.
- “Cabinet” - It makes it possible to display all the resources in a specific cabinet.
- “Location” - It makes it possible to display all the resources in a specific location.

See paragraph 7.4.2 for a general description of the filters in use in the DIGISTAT® “Stock Management” system.

10.1.2. Data area

The data area of the “Expired resources” area is formed of two parts (Fig 97).



STOCKROOM: BLO
CABINETS GROUP: GI
CABINET: ALL
LOCATION: ALL

Posizione	Codice	Codice produttore	Risorsa	Scadenza	Giac.
BLO.GI.XTR.A.a	X_SCADENZA		X_SCADENZA	30/09/2010	2
DEA.GI.Nuovi Materiali.LI.PI	607RCI30018	5167	CAT.VESC.COUVELAIRE CH.22 221500 /DRUSCH - CH22	02/11/2010	10
DEA.GI.Nuovi Materiali.LI.PI	916RC777022	2618	CERA X OSSA - CD. 1029754 (D DET. 1070/08	02/11/2010	15
DEA.GI.Nuovi Materiali.LI.PI	916R2090029	5023	DREN.CAP.PENROSE CM30 CD2010-0406/DDIAM.06 MM D. 510/07	08/11/2010	3
BLO.GI.XTR.A.a	X_LOTTO_SERIALE_SCAD		X_LOTTO_SERIALE_SCAD	10/11/2010	2

Risorsa	Scadenza	Nuova Scadenza	Q.tà
CAT.VESC.COUVELAIRE CH.22 221500 /DRUSCH - CH22	02/11/2010	02/11/2010	10

Fig 97 - Expired resources

The upper area displays a list of resources (Fig 97 **A**).

The kind of list actually displayed depends on an option selected on the command bar. This procedure is described in the next paragraph “How to select the type of resources display”. The available options are:

- the expired resources;
- the expired and near to expiration resources;
- all the resources.

The current option is indicated on the button shown in Fig 97 **C**.

Each row in the list corresponds to a resource type. For each resource type, on the upper area (Fig 97 **A**), are displayed:

- the resource position (not editable);
- the resource code (not editable);
- the manufacturer code (not editable);
- the resource name (not editable);
- the expiration date (not editable);
- the quantities in stock (both in the cabinets and in the kits - not editable).

The lower area (Fig 97 **B**) displays detailed information on the resource selected in the upper area.

In this area each row corresponds either to a single resource or to a lot of resources, depending on the resource configuration.

For each row the following information is specified:

- the name of the resource (not editable);
- the lot to which it belongs (not editable);
- the serial number (not editable);
- the expiration date (not editable);
- the new expiration date;
- the quantity in stock (both in the cabinets and in the kits - not editable).

For each resource either all or part of the possible information is displayed, depending on the configuration specification.

The ▶ arrow at the beginning of a row indicates the selected resource.

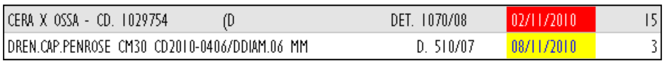
The selection of a row in the upper area displays the resources details in the lower area.
I.e. in the upper area the type of resource is displayed for the specified position, while in the lower area are displayed all the items existing for that kind (these can be items belonging to different lots, single resources having a different expiration date, or groups of items having different expiration dates).

The items displayed in the lower area are those indicated by the button shown in Fig 97 **C**. I.e. these are either “expired”, “near to expiration” or “all” the resources depending on the option selected on the command bar.

When the quantity in stock for a resource is less than the minimum quantity (indicated by configuration) the corresponding cell is highlighted red; when the quantity in stock for a resource is less than the ideal quantity (indicated by configuration) the corresponding cell is highlighted yellow.

If there are 0 items in stock for a resource, the selection of the corresponding row in the upper part of the screen does not display any item in the lower part of the screen.

If the expiration date is highlighted red it means that the resource is expired.
If the expiration date is highlighted yellow it means that the resource is close to expiration (Fig 98).



CERA X OSSA - CD. 1029754	(D	DET. 1070/08	02/11/2010	15
DREN.CAP.PENROSE CM30 CD2010-0406/DDIAM.06 MM		D. 510/07	08/11/2010	3

Fig 98 - expired and closet o expiration resources

The ✖ icon on the right cancels the corresponding row. The procedure is described in paragraph 10.2.2.

The ↶ icon placed at the end of the row is an “Undo” button bringing back the row to its original state.

How to select the type of resources displayed on screen

The button on the command bar shown in Fig 97 **C** makes it possible to select the set of items displayed on screen.

To change the set of items displayed,

- click the button.

The following options appear

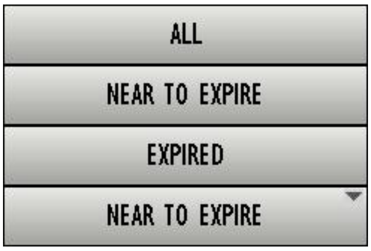


Fig 99

The **Expired** option displays only the expired items (the expiration date is highlighted red).
The **Near to Expire** option displays both the expired and the “near to expiration” items (the expiration dates can be highlighted either red or yellow.

The **All** option displays all the configured items.

- Click the wanted option.

The button indicates the selected option. the list of items displayed changes accordingly.

10.1.3. The command bar of the “Expired” screen

The command bar of the “Expired” screen (Fig 100) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

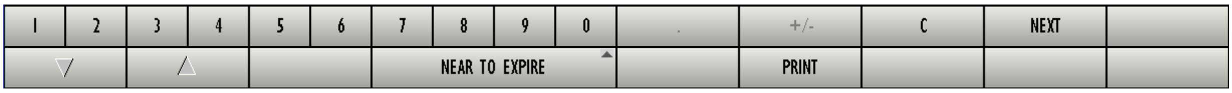


Fig 100 - Command bar

The upper line contains the buttons making it possible to manage the numeric data specification.

Fig 101 - Numeric buttons

Use the numeric buttons (Fig 100) to indicate the quantities. Click one of the numbers to write the number in the “Quantity” field, if editable.

The “ **.** ” button is a decimal divider. The button is active only if decimal specification is relevant.
The “**+/-**” button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The “ **C** ” button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons ▽ and △ to scroll up and down the screen contents in case the items are too many to be displayed all together.

The **Near to Expire** button makes it possible the list of items displayed. See the previous paragraph “How to select the type of resources displayed on screen” for instructions.

Use the **Print** button to print the list of resources currently displayed. See paragraph 6.8.1 for the system’s print functionalities.
When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

10.2. Editing the screen contents

The “Expired resources” module makes it possible to manage some of the values of the resources displayed. I.e. it is possible to change the expiration dates if necessary. It is moreover possible to delete a resource from the list.

For each resource the values that can be changed are highlighted light blue.

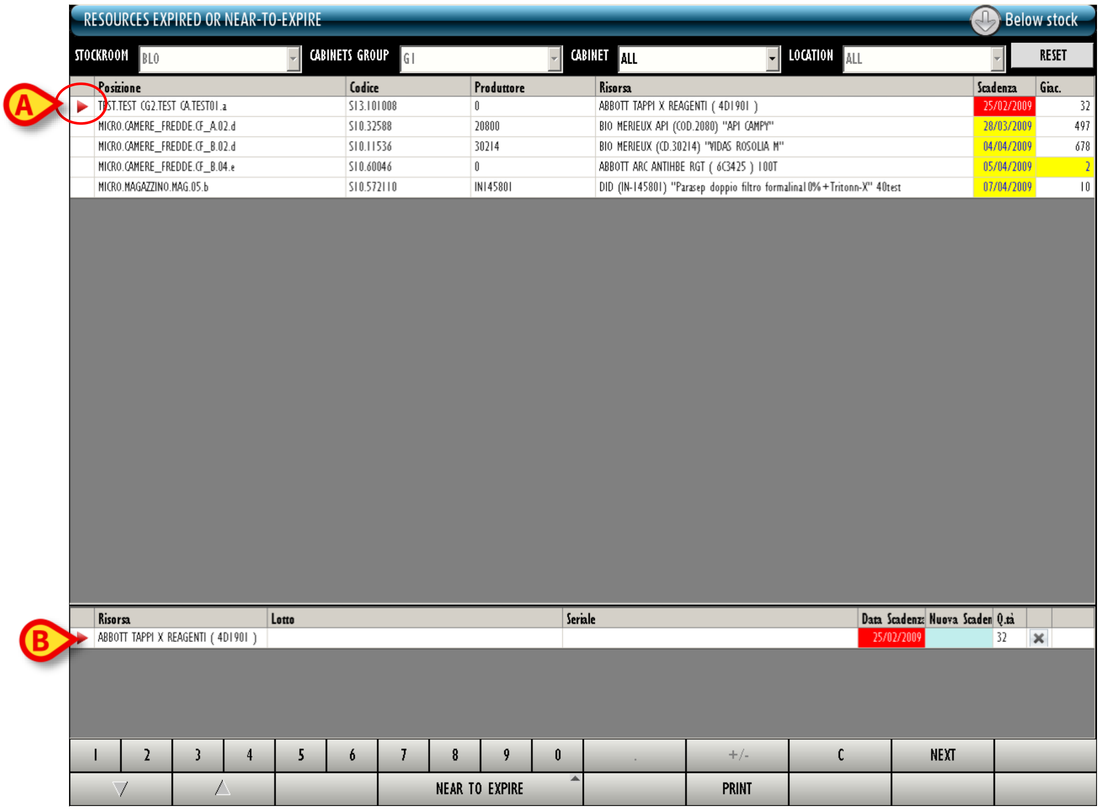
10.2.1. How to change the expiration date

The expiration date can only be changed to the “optimistic management” resources. See paragraph 7.5 for a description of this kind of resources management.

To specify a new expiration date for a resource it is necessary, in the upper area,

- click the row corresponding to the kind of resource for which the expiration date must be changed.

The kind of resources is selected; the ▶ icon appears on the left (Fig A).



STOCKROOM BLO
CABINETS GROUP G1
CABINET ALL
LOCATION ALL

	Posizione	Codice	Produttore	Risorsa	Scadenza	Giac.
▶	TEST.TEST CG2.TEST CA.TEST01.a	S13.101008	0	ABBOTT TAPPI X REAGENTI (4D190I)	25/02/2009	32
	MICRO.CAMERE_FREDDE.CF_A.02.d	S10.32588	20800	BIO MERIEUX API (COD.2080) "API CAMPY"	28/03/2009	497
	MICRO.CAMERE_FREDDE.CF_B.02.d	S10.11536	30214	BIO MERIEUX (CD.30214) "VIDAS ROSOLIA M"	04/04/2009	678
	MICRO.CAMERE_FREDDE.CF_B.04.e	S10.60046	0	ABBOTT ARC ANTIHBE RGT (6C3425) 100T	05/04/2009	2
	MICRO.MAGAZZINO.MAG.05.b	S10.572110	IN145801	DID (IN-145801) "Parasep doppio filtro formalina10%+Tritonn-X" 40test	07/04/2009	10

	Risorsa	Lotto	Seriale	Data Scadenz	Nuova Scaden	Q.tà	
▶	ABBOTT TAPPI X REAGENTI (4D190I)			25/02/2009		32	✕

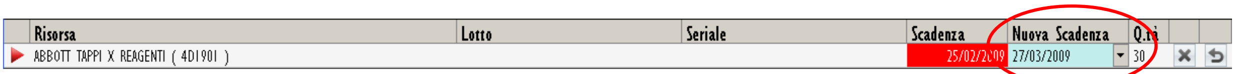
Fig

The details of the clicked resource are displayed in the lower area (Fig B).

In the lower part of the screen, on the row corresponding to the resource whos values must be changed,

- ➢ click the cell indicating the resources' "new expiration date" (Fig 102).

The corresponding row is selected; the ▶ icon appears at the beginning of the row. The ▼ button appears in the cell. The current date is automatically displayed.

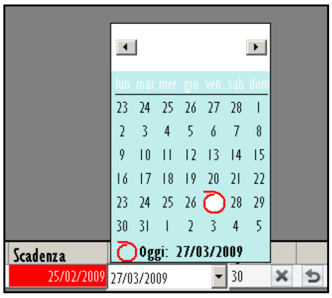


	Risorsa	Lotto	Seriale	Scadenza	Nuova Scadenza	Q.tà
▶	ABBOTT TAPPI X REAGENTI (4D1901)			25/02/2009	27/03/2009 ▼	30

Fig 102

- ➢ Click the ▼ button.

A calendar-window appears (Fig 103).



lun	mar	mer	gio	ven	sab	dom
23	24	25	26	27	28	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		28	29
30	31	1	2	3	4	5

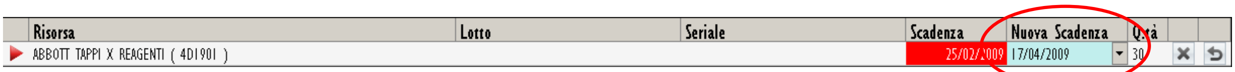
Oggi: 27/03/2009

Scadenza: 25/02/2009 | 27/03/2009 ▼ | 30

Fig 103

- ➢ Select the date on the calendar (day and month).

The new date appears in the "New expiration date" cell (Fig 104)

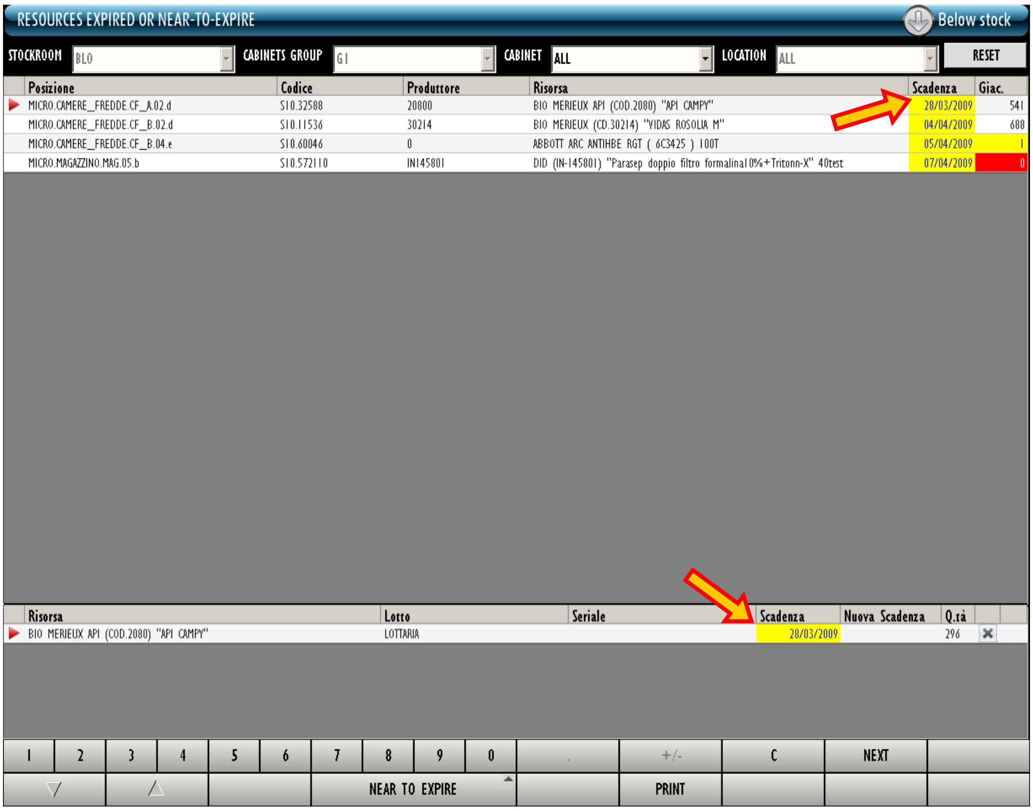


	Risorsa	Lotto	Seriale	Scadenza	Nuova Scadenza	Q.tà
▶	ABBOTT TAPPI X REAGENTI (4D1901)			25/02/2009	17/04/2009 ▼	30

Fig 104

- ➢ Click the UPDATE button on the command bar.

The expiration date is updated according to the new values (Fig 105).



STOCKROOM BLO
CABINETS GROUP G1
CABINET ALL
LOCATION ALL

Posizione	Codice	Produttore	Risorsa	Scadenza	Giac.
MICRO.CAMERE_FREDDE.CF_A.02.d	S10.32588	20800	BIO MERIEUX API (COD.2080) "API CAMPY"	28/03/2009	541
MICRO.CAMERE_FREDDE.CF_B.02.d	S10.11536	30214	BIO MERIEUX (CD.30214) "VIDAS ROSOLIA M"	04/04/2009	688
MICRO.CAMERE_FREDDE.CF_B.04.e	S10.60046	0	ABBOTT ARC ANTIHBE RGT (6C3425) 100T	05/04/2009	1
MICRO.MAGAZZINO.MAG.05.b	S10.572110	IN145801	DID (IN-145801) "Parasep doppio filtro formalina10%+Tritonn-X" 40test	07/04/2009	0

Risorsa	Lotto	Seriale	Scadenza	Nuova Scadenza	Q.tà	
BIO MERIEUX API (COD.2080) "API CAMPY"	LOTTARIA		28/03/2009		296	✕

Fig 105

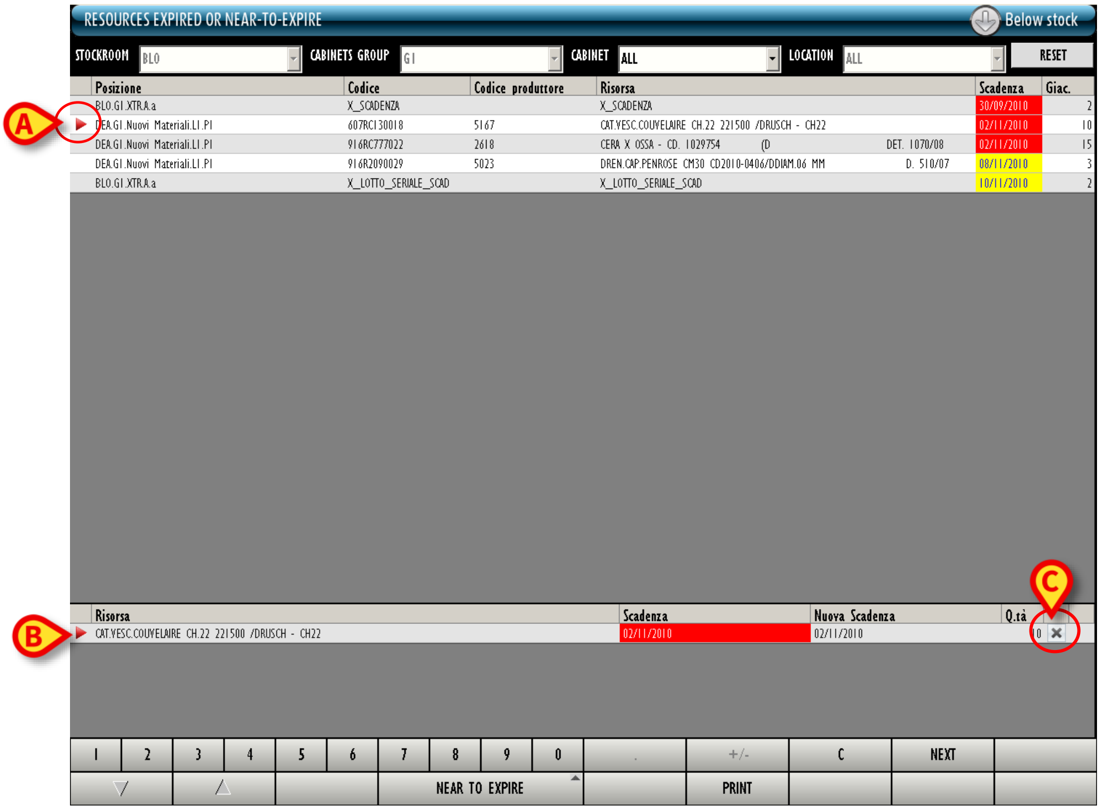
The ↶ icon makes it possible to annul the changes made ("Undo" button).

10.2.2. How to delete an item from the list

To delete an item, in the upper area,

- click the row corresponding to the kind of resource that must be deleted.

The kind of resource is selected; the ▶ icon appears at the beginning of the row (Fig **A**).



	Posizione	Codice	Codice produttore	Risorsa	Scadenza	Giac.
	BLO.GI.XTR.A.a	X_SCADENZA		X_SCADENZA	30/09/2010	2
▶	DEA.GI.Nuovi Materiali.LI.PI	607RCI30018	5167	CAT.VESC.COUVELAIRE CH.22 221500 /DRUSCH - CH22	02/11/2010	10
	DEA.GI.Nuovi Materiali.LI.PI	916RC777022	2618	CERA X OSSA - CD. 1029754 (D DET. 1070/08	02/11/2010	15
	DEA.GI.Nuovi Materiali.LI.PI	916R2090029	5023	DREN.CAP.PENROSE CM30 CD2010-0406/DDIAM.06 MM D. 510/07	08/11/2010	3
	BLO.GI.XTR.A.a	X_LOTTO_SERIALE_SCAD		X_LOTTO_SERIALE_SCAD	10/11/2010	2

	Risorsa	Scadenza	Nuova Scadenza	Q.tà	
▶	CAT.VESC.COUVELAIRE CH.22 221500 /DRUSCH - CH22	02/11/2010	02/11/2010	10	✕

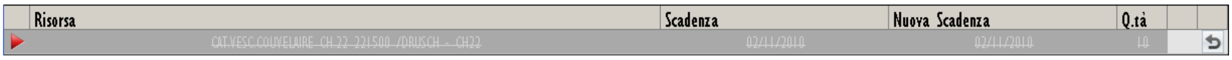
Fig

The details of the clicked resource are displayed in the lower area (Fig **B**).

In the lower area, on the row corresponding to the resource that must be deleted,

- click the ✕ button at the end of the row (Fig **C**).

The row appears in strike-through characters (Fig 106).



	Risorsa	Scadenza	Nuova Scadenza	Q.tà		
▶	~~CAT.VESC.COUVELAIRE CH.22 221500 /DRUSCH - CH22~~	~~02/11/2010~~	~~02/11/2010~~	~~10~~		↶

Fig 106

- Click the **Update** button on the command bar.

The row disappears.

The ↶ icon makes it possible to annul the changes made ("Undo" button).

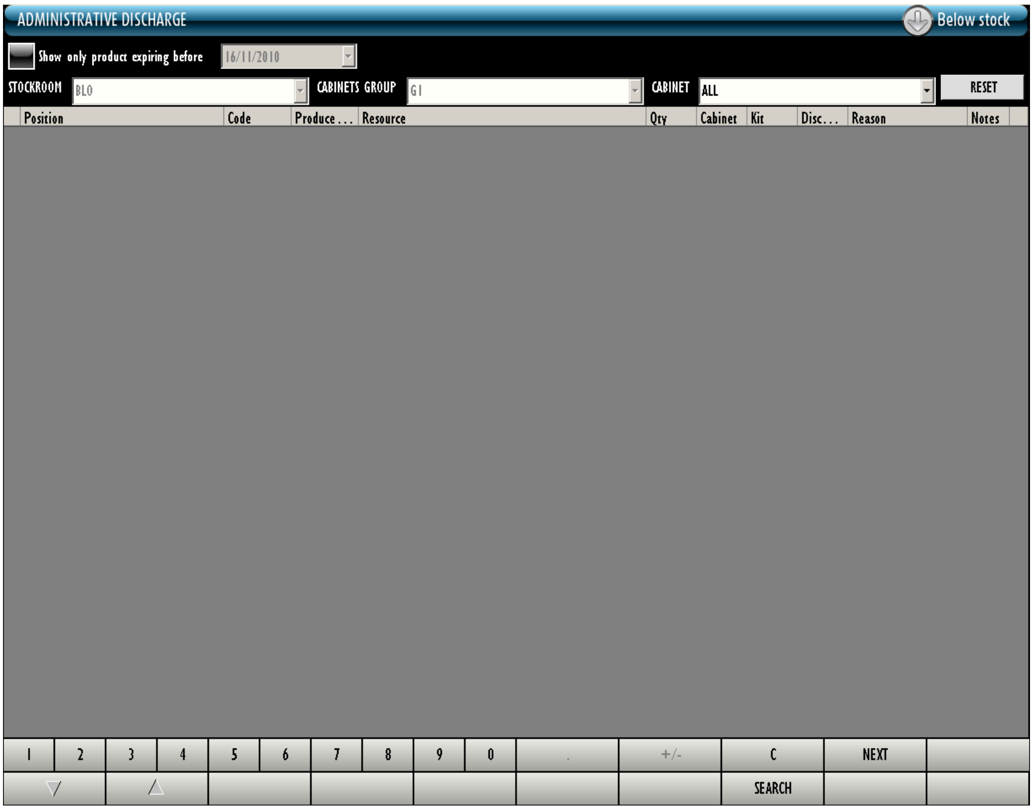
11. Administrative discharge

The administrative discharge screen makes it possible to manage those pickings that are not covered by the other picking procedures described in this manual (cost center picking, picking for operation, materials transfer etc…).
The various reasons for picking materials are defined by configuration and depend on the actual procedures in use.

To access the administrative discharge screen

- click the OTHER on the lateral bar.

The following screen opens (Fig 107).



ADMINISTRATIVE DISCHARGE

☐ Show only product expiring before 16/11/2010

STOCKROOM BLO

CABINETS GROUP G1

CABINET ALL

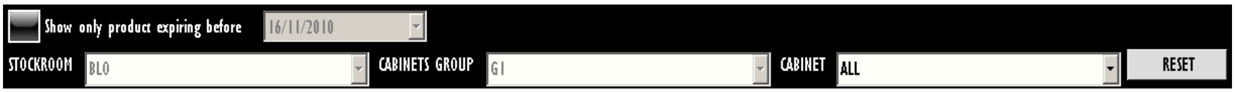
Fig 107 - Administrative discharge screen

This screen makes it possible to manage the material's administrative discharge.

11.1. "Administrative discharge" - screen structure

The administrative discharge management screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

11.1.1. Filters



☐ Show only product expiring before 16/11/2010

STOCKROOM BLO

CABINETS GROUP G1

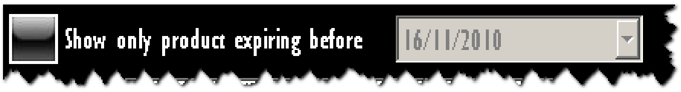
CABINET ALL

Fig 108 - Filters on the “Administrative discharge” screen

The available filters on the “Administrative discharge” screen (Fig 108) are:

- “Stockroom” - It makes it possible to specify the stockroom in which the items on screen are located.
- “Cabinets group” - It makes it possible to specify the cabinets group in which the items on screen are located.
- “Cabinet” - It makes it possible to specify the cabinet in which the items on screen are located.

The checkbox enlarged in Fig 109, if checked, makes it possible to display only those materials expiring before a specified date. A configuration parameter either enables or disabile the data specification possibility. If selection is disabled this filter is not active.



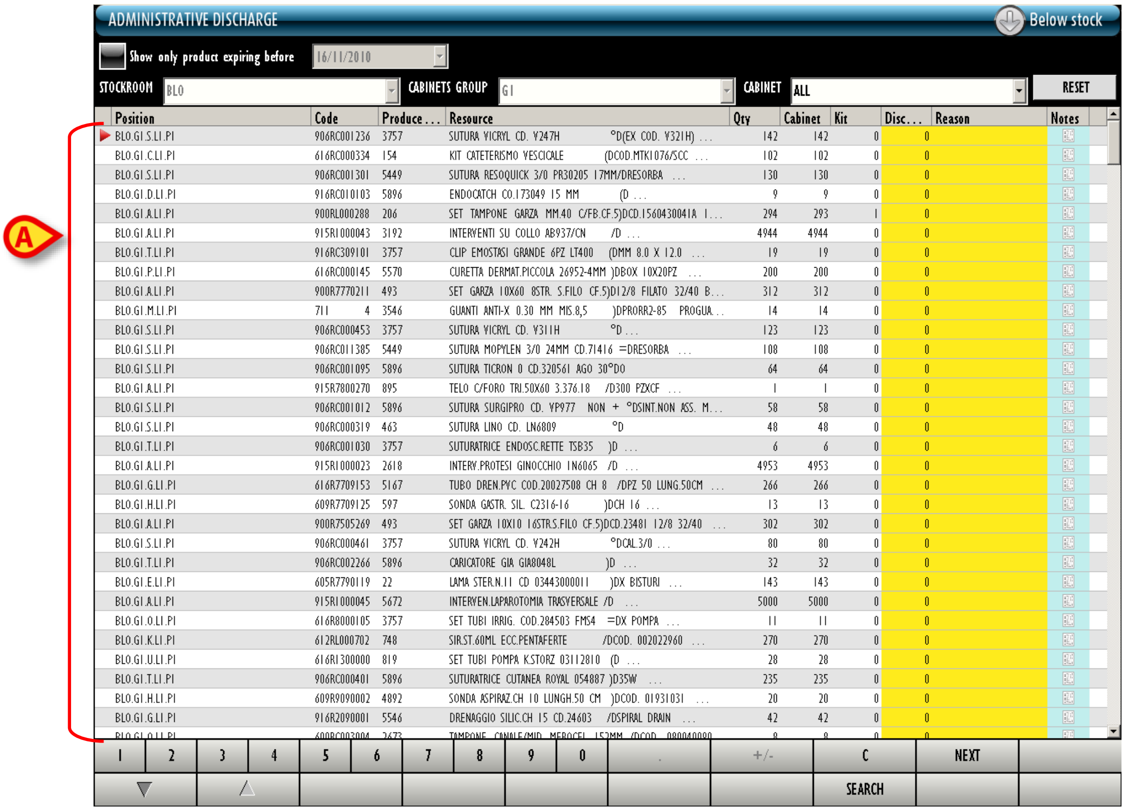
☐ Show only product expiring before 16/11/2010

Fig 109

See paragraph 7.4.2 for general instructions on how the filters work.

11.1.2. Data area

The data area of the “Administrative discharge” screen displays the list of the materials having the features specified in the filters (Fig 110 **A**).



☐ Show only product expiring before 16/11/2010

STOCKROOM BLO
CABINETS GROUP GI
CABINET ALL

Position	Code	Produce...	Resource	Qty	Cabinet	Kit	Disc...	Reason	Notes
BLO.GI.S.LI.PI	906RC001236	3757	SUTURA VICRYL CD. V247H °D(EX COD. V321H) ...	142	142	0	0		
BLO.GI.C.LI.PI	616RC000334	154	KIT CATETERISMO VESCICALE (DCOD.MTK1076/SCC ...	102	102	0	0		
BLO.GI.S.LI.PI	906RC001301	5449	SUTURA RESOQUICK 3/0 PR30205 17MM/DRESORBA ...	130	130	0	0		
BLO.GI.D.LI.PI	916RC010103	5896	ENDOCATCH CO.173049 15 MM (D ...	9	9	0	0		
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.156043004IA I...	294	293	1	0		
BLO.GI.A.LI.PI	915RI000043	3192	INTERVENTI SU COLLO AB937/CN /D ...	4944	4944	0	0		
BLO.GI.T.LI.PI	916RC309101	3757	CLIP EMOSTASI GRANDE 6PZ LT400 (DMM 8.0 X 12.0 ...	19	19	0	0		
BLO.GI.P.LI.PI	616RC000145	5570	CURETTA DERMAT.PICCOLA 26952-4MM)DBOX 10X20PZ ...	200	200	0	0		
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 B...	312	312	0	0		
BLO.GI.M.LI.PI	711 4	3546	GUANTI ANTI-X 0.30 MM MIS.8,5)DPRORR2-85 PROGUA...	14	14	0	0		
BLO.GI.S.LI.PI	906RC000453	3757	SUTURA VICRYL CD. V311H °D ...	123	123	0	0		
BLO.GI.S.LI.PI	906RC011385	5449	SUTURA MOPYLEN 3/0 24MM CD.71416 =DRESORBA ...	108	108	0	0		
BLO.GI.S.LI.PI	906RC001095	5896	SUTURA TICRON 0 CD.320561 AGO 30°D0	64	64	0	0		
BLO.GI.A.LI.PI	915R7800270	895	TELO C/FORO TRI.50X60 3.376.18 /D300 PZXCF ...	1	1	0	0		
BLO.GI.S.LI.PI	906RC001012	5896	SUTURA SURGIPRO CD. VP977 NON + °DSINT.NON ASS. M...	58	58	0	0		
BLO.GI.S.LI.PI	906RC000319	463	SUTURA LINO CD. LN6809 °D	48	48	0	0		
BLO.GI.T.LI.PI	906RC001030	3757	SUTURATRICE ENDOSC.RETTE TSB35)D ...	6	6	0	0		
BLO.GI.A.LI.PI	915RI000023	2618	INTERV.PROTESI GINOCCHIO IN6065 /D ...	4953	4953	0	0		
BLO.GI.G.LI.PI	616R7709153	5167	TUBO DREN.PVC COD.20027508 CH 8 /DPZ 50 LUNG.50CM ...	266	266	0	0		
BLO.GI.H.LI.PI	609R7709125	597	SONDA GASTR. SIL. C2316-16)DCH 16 ...	13	13	0	0		
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 ...	302	302	0	0		
BLO.GI.S.LI.PI	906RC000461	3757	SUTURA VICRYL CD. V242H °DCAL.3/0 ...	80	80	0	0		
BLO.GI.T.LI.PI	906RC002266	5896	CARICATORE GIA GIA8048L)D ...	32	32	0	0		
BLO.GI.E.LI.PI	605R7790119	22	LAMA STER.N.11 CD 03443000011)DX BISTURI ...	143	143	0	0		
BLO.GI.A.LI.PI	915RI000045	5672	INTERVEN.LAPAROTOMIA TRASVERSALE /D ...	5000	5000	0	0		
BLO.GI.O.LI.PI	616R8000105	3757	SET TUBI IRRIG. COD.284503 FMS4 =DX POMPA ...	11	11	0	0		
BLO.GI.K.LI.PI	612RL000702	748	SIR.ST.60ML ECC.PENTAFERTE /DCOD. 002022960 ...	270	270	0	0		
BLO.GI.U.LI.PI	616RI300000	819	SET TUBI POMPA K.STORZ 03112810 (D ...	28	28	0	0		
BLO.GI.T.LI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W ...	235	235	0	0		
BLO.GI.H.LI.PI	609R9090002	4892	SONDA ASPIRAZ.CH 10 LUNGH.50 CM)DCOD. 01931031 ...	20	20	0	0		
BLO.GI.G.LI.PI	916R2090001	5546	DRENAGGIO SILIC.CH 15 CD.24603 /DSPIRAL DRAIN ...	42	42	0	0		

Fig 110 - Administrative discharge

Each row corresponds to a resource. For each resource the following information can be displayed:

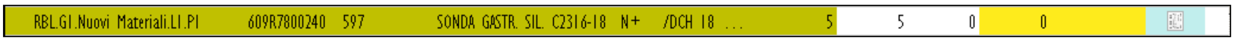
- position;
- resource code;
- producer code;
- resource name;
- lot (if enabled by configuration);
- expiration date (if enabled by configuration);
- serial number (if enabled by configuration);
- the total quantity in stock;
- the quantity of resource located in the cabinets;
- the quantity of resource located in the generic kits already prepared.
- the resource quantity to be discharged;
- the discharge reason;
- possible notes.

The quantity to be discharged, the discharge reason and the notes must be specified by the user.

The ▶ icon on the left indicates the selected resource.

When the quantity in stock for a resource is less than the minimum quantity (indicated by configuration) the corresponding cell is highlighted pink; when the quantity in stock for a resource is less than the ideal quantity (indicated by configuration) the corresponding cell is highlighted yellow.

The rows highlighted green indicate resources that are not anymore in use for the current healthcare needs and procedures, but still there is a ceratin amount of resource in stock.



RBL.GI.Nuovi Materiali.LI.PI	609R7800240	597	SONDA GASTR. SIL. C2316-18 N+ /DCH 18 ...	5	5	0	0

Fig 111

11.1.3. The “Administrative discharge” screen command bar

The command bar of the “Administrative discharge” screen (Fig 112) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

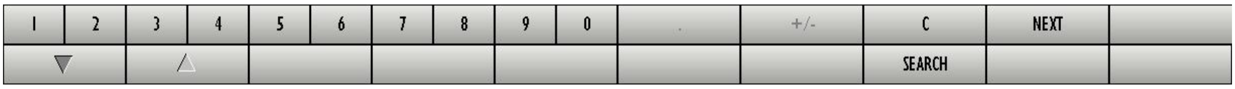


Fig 112 - Command bar

The upper line contains the buttons making it possible to manage the numeric data specification.

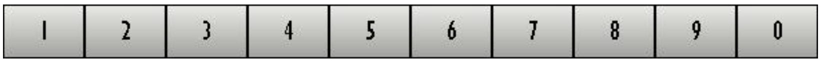


Fig 113 - Numeric buttons

Use the numeric buttons (Fig 113) to indicate the quantities. Click one of the numbers to write the number in the “Quantity” field, if editable.

The “ **.** ” button is a decimal divider. The button is active only if decimal specification is relevant.
The “+/-” button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The “ **C** ” button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons ▽ and △ to scroll up and down the screen contents in case the items are too many to be displayed all together.

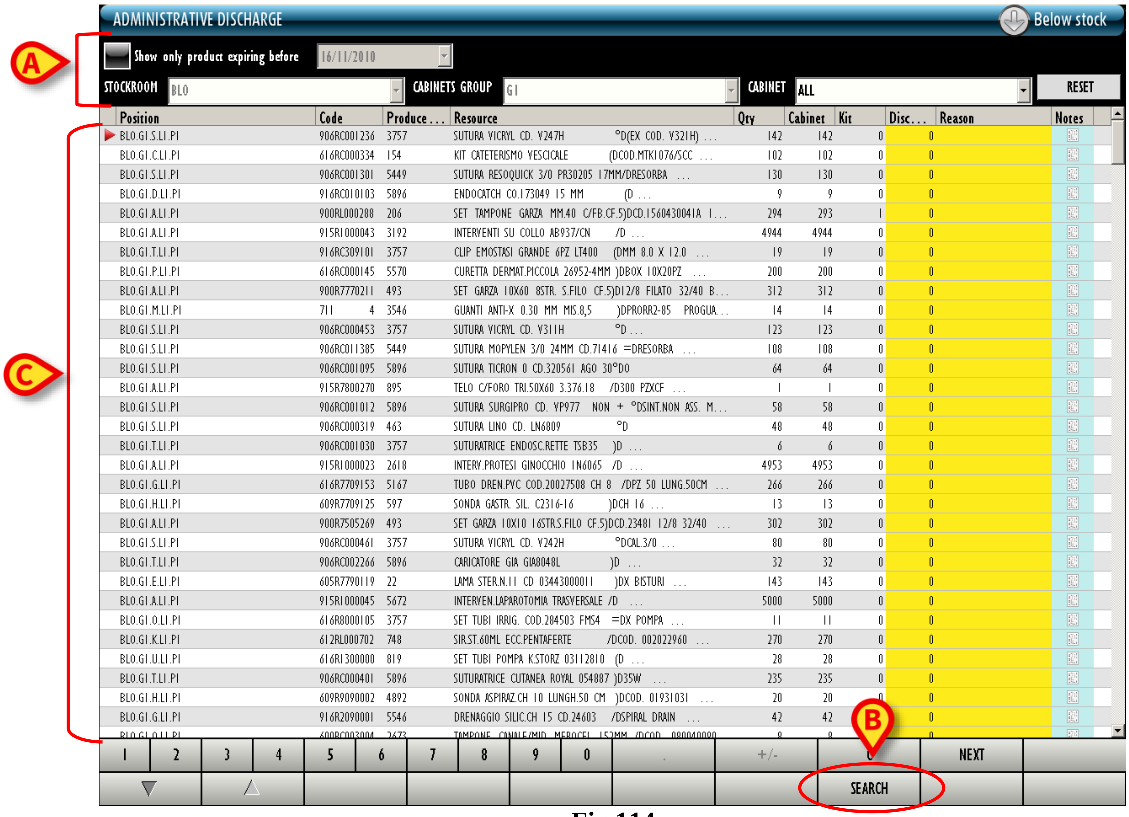
Use the **Search** button to display the list of resources whose features match those specified in the filters. See paragraph 11.2 for instructions.

11.2. How to record the resource discharge

To record the discharge of a resource

- insert the resource data in the selection filters (Fig 114 **A** - if no filter is specified the search result is the full list of all the resources configured in the system).

- Click the **Search** button on the command bar (Fig 114 **B**).



☐ Show only product expiring before: 16/11/2010

STOCKROOM: BLO

CABINETS GROUP: GI

CABINET: ALL

Position	Code	Produce ...	Resource	Qty	Cabinet	Kit	Disc...	Reason	Notes
▶ BLO.GI.S.LI.PI	906RC001236	3757	SUTURA VICRYL CD. V247H °D(EX COD. V321H) ...	142	142	0	0		
BLO.GI.C.LI.PI	616RC000334	154	KIT CATETERISMO VESCICALE (DCOD.MTK1076/SCC ...	102	102	0	0		
BLO.GI.S.LI.PI	906RC001301	5449	SUTURA RESOQUICK 3/0 PR30205 17MM/DRESORBA ...	130	130	0	0		
BLO.GI.D.LI.PI	916RC010103	5896	ENDOCATCH CO.173049 15 MM (D ...	9	9	0	0		
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.156043004IA I...	294	293	1	0		
BLO.GI.A.LI.PI	915RI000043	3192	INTERVENTI SU COLLO AB937/CN /D ...	4944	4944	0	0		
BLO.GI.T.LI.PI	916RC309101	3757	CLIP EMOSTASI GRANDE 6PZ LT400 (DMM 8.0 X 12.0 ...	19	19	0	0		
BLO.GI.P.LI.PI	616RC000145	5570	CURETTA DERMAT.PICCOLA 26952-4MM)DBOX 10X20PZ ...	200	200	0	0		
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 B...	312	312	0	0		
BLO.GI.M.LI.PI	711 4	3546	GUANTI ANTI-X 0.30 MM MIS.8,5)DPRORR2-85 PROGUA...	14	14	0	0		
BLO.GI.S.LI.PI	906RC000453	3757	SUTURA VICRYL CD. V311H °D ...	123	123	0	0		
BLO.GI.S.LI.PI	906RC011385	5449	SUTURA MOPYLEN 3/0 24MM CD.71416 =DRESORBA ...	108	108	0	0		
BLO.GI.S.LI.PI	906RC001095	5896	SUTURA TICRON 0 CD.320561 AGO 30°D0	64	64	0	0		
BLO.GI.A.LI.PI	915R7800270	895	TELO C/FORO TRI.50X60 3.376.18 /D300 PZXCF ...	1	1	0	0		
BLO.GI.S.LI.PI	906RC001012	5896	SUTURA SURGIPRO CD. VP977 NON + °DSINT.NON ASS. M...	58	58	0	0		
BLO.GI.S.LI.PI	906RC000319	463	SUTURA LINO CD. LN6809 °D	48	48	0	0		
BLO.GI.T.LI.PI	906RC001030	3757	SUTURATRICE ENDOSC.RETTE TSB35)D ...	6	6	0	0		
BLO.GI.A.LI.PI	915RI000023	2618	INTERV.PROTESI GINOCCHIO IN6065 /D ...	4953	4953	0	0		
BLO.GI.G.LI.PI	616R7709153	5167	TUBO DREN.PVC COD.20027508 CH 8 /DPZ 50 LUNG.50CM ...	266	266	0	0		
BLO.GI.H.LI.PI	609R7709125	597	SONDA GASTR. SIL. C2316-16)DCH 16 ...	13	13	0	0		
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 ...	302	302	0	0		
BLO.GI.S.LI.PI	906RC000461	3757	SUTURA VICRYL CD. V242H °DCAL.3/0 ...	80	80	0	0		
BLO.GI.T.LI.PI	906RC002266	5896	CARICATORE GIA GIA8048L)D ...	32	32	0	0		
BLO.GI.E.LI.PI	605R7790119	22	LAMA STER.N.11 CD 0344300011)DX BISTURI ...	143	143	0	0		
BLO.GI.A.LI.PI	915RI000045	5672	INTERVEN.LAPAROTOMIA TRASVERSALE /D ...	5000	5000	0	0		
BLO.GI.O.LI.PI	616R8000105	3757	SET TUBI IRRIG. COD.284503 FMS4 =DX POMPA ...	11	11	0	0		
BLO.GI.K.LI.PI	612RL000702	748	SIR.ST.60ML ECC.PENTAFERTE /DCOD. 002022960 ...	270	270	0	0		
BLO.GI.U.LI.PI	616RI300000	819	SET TUBI POMPA K.STORZ 03112810 (D ...	28	28	0	0		
BLO.GI.T.LI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W ...	235	235	0	0		
BLO.GI.H.LI.PI	609R9090002	4892	SONDA ASPIRAZ.CH 10 LUNGH.50 CM)DCOD. 01931031 ...	20	20	0	0		
BLO.GI.G.LI.PI	916R2090001	5546	DRENAGGIO SILIC.CH 15 CD.24603 /DSPIRAL DRAIN ...	42	42	0	0		

Fig 114

The list of resources matching the specified values appears on screen (Fig 114 **C**).

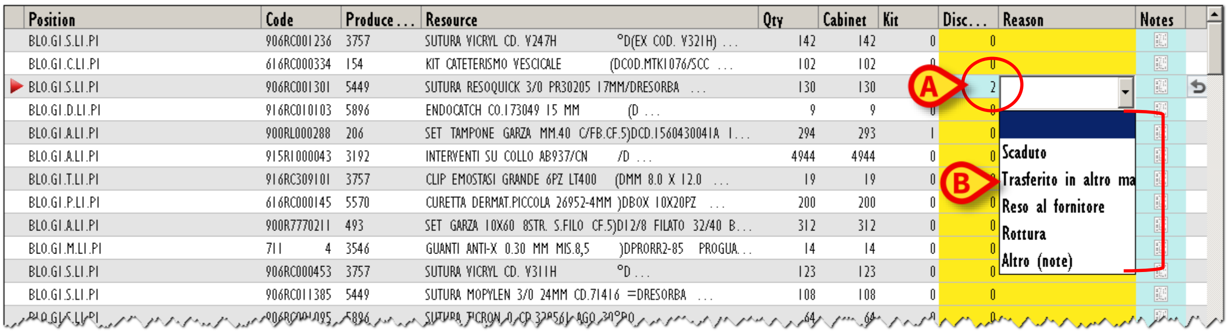
- Click the row corresponding to the resource that must be discharged.

The resource is this way selected. The ▶ icon appears on the left.

- Specify the resource quantity using the numeric buttons on the command bar.

Otherwise, click the “Discharge” cell on the row corresponding to the resource to be discharged and then use the workstation keyboard to specify the quantity.

The specified quantity appears in the “Discharge” cell (Fig 115 **A**).



	Position	Code	Produce...	Resource	Qty	Cabinet	Kit	Disc...	Reason	Notes
	BLO.GI.S.LI.PI	906RC001236	3757	SUTURA VICRYL CD. V247H °D(EX COD. V321H) ...	142	142	0	0		
	BLO.GI.C.LI.PI	616RC000334	154	KIT CATETERISMO VESCICALE (DCOD.MTK1076/SCC ...	102	102	0	0		
▶	BLO.GI.S.LI.PI	906RC001301	5449	SUTURA RESOQUICK 3/0 PR30205 17MM/DRESORBA ...	130	130		2		
	BLO.GI.D.LI.PI	916RC010103	5896	ENDOCATCH C0.173049 15 MM (D ...	9	9	0	0		
	BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A I...	294	293	1	0		
	BLO.GI.A.LI.PI	915RI000043	3192	INTERVENTI SU COLLO AB937/CN /D ...	4944	4944	0	0		
	BLO.GI.T.LI.PI	916RC309101	3757	CLIP EMOSTASI GRANDE 6PZ LT400 (DMM 8.0 X 12.0 ...	19	19	0	0		
	BLO.GI.P.LI.PI	616RC000145	5570	CURETTA DERMAT.PICCOLA 26952-4MM)DBOX 10X20PZ ...	200	200	0	0		
	BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 B...	312	312	0	0		
	BLO.GI.M.LI.PI	711 4	3546	GUANTI ANTI-X 0.30 MM MIS.8,5)DPRORR2-85 PROGUA...	14	14	0	0		
	BLO.GI.S.LI.PI	906RC000453	3757	SUTURA VICRYL CD. V311H °D ...	123	123	0	0		
	BLO.GI.S.LI.PI	906RC011385	5449	SUTURA MOPYLEN 3/0 24MM CD.71416 =DRESORBA ...	108	108	0	0		

Fig 115

- ➢ Click the “Reason” cell to specify the discahrge reason. The reason specification is mandatory.

A drop down menu appears, offering various options (Fig 115 **B** - the options are defined by configuration).

- ➢ Click the wanted option.

The selected reason appears in the “Reason” cell.

The ↶ icon makes on the right it possible to annul the changes made (“Undo” button).

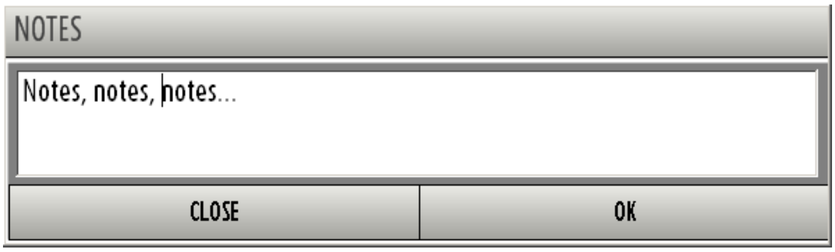
- ➢ Click the **Update** button on the command bar.

11.2.1. How to insert a note

To insert a note, after the resource discharge is recorded,

- ➢ click the “Note” cell on the row corresponding to the resource (▤ icon).

The window shown in Fig 116 appears.



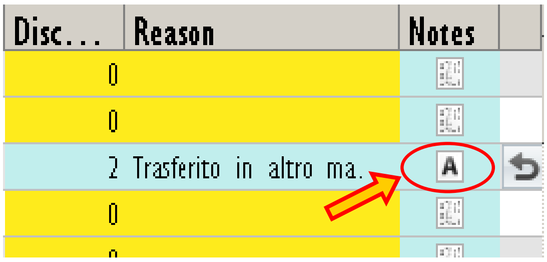
Notes, notes, notes...

Fig 116

- ➢ Insert the note (free text).

- ➢ Click the **Ok** button.

The note is this way recorded. The corresponding icon changes in the following way: A (Fig 117).



Disc...	Reason	Notes
0		
0		
2	Trasferito in altro ma.	A
0		

Fig 117

To read the note again

- click the A icon (Fig 117).

The window shown in Fig 116 is displayed again.

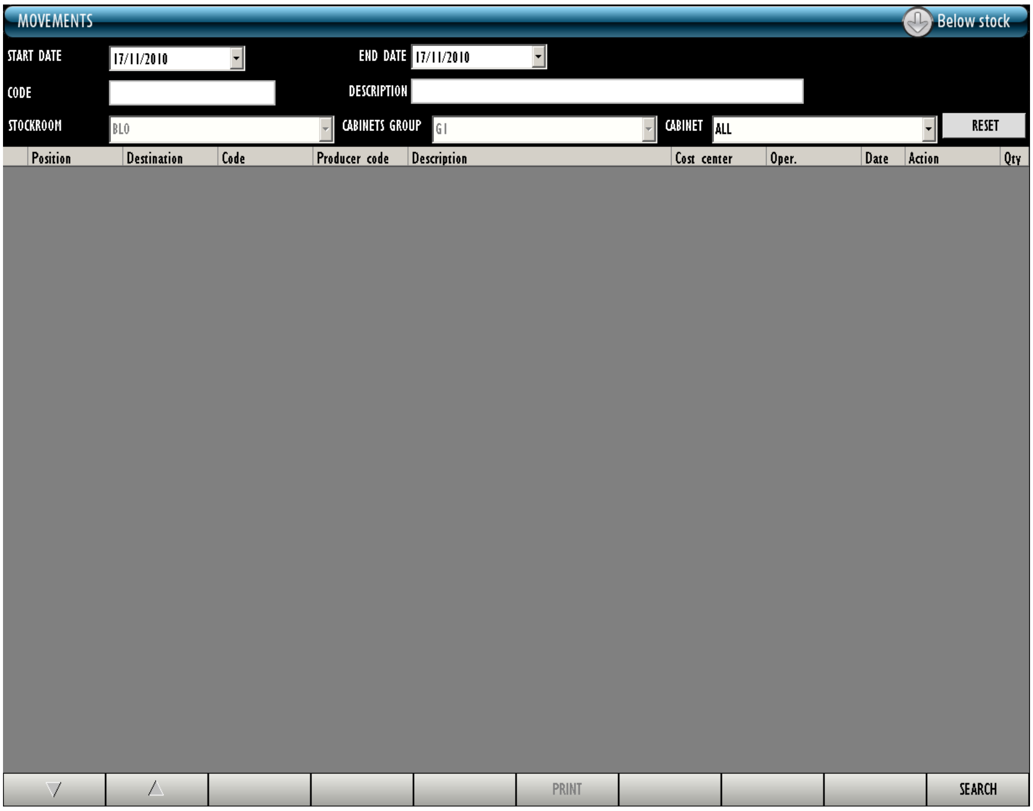
12. Movements summary

The “Movements summary” module makes it possible to display all the resources movements in a specific period. riepilogo

To access this module

- click the MOVE icon on the lateral bar.

The following screen opens (Fig 118).



START DATE 17/11/2010

END DATE 17/11/2010

STOCKROOM BLO

CABINETS GROUP G1

CABINET ALL

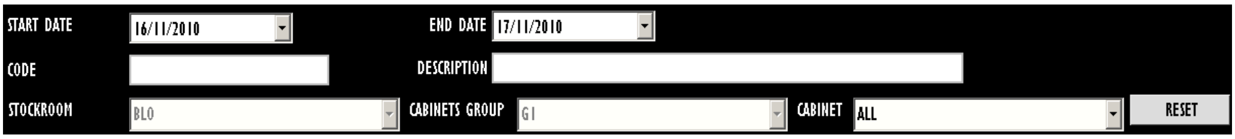
Position	Destination	Code	Producer code	Description	Cost center	Oper.	Date	Action	Qty

Fig 118

12.1. “Movements summary” - screen structure

The “Movements summary” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

12.1.1. Filters



START DATE 16/11/2010
END DATE 17/11/2010
STOCKROOM BLO
CABINETS GROUP G1
CABINET ALL

Fig 119 - Filters in the “Movements” screen

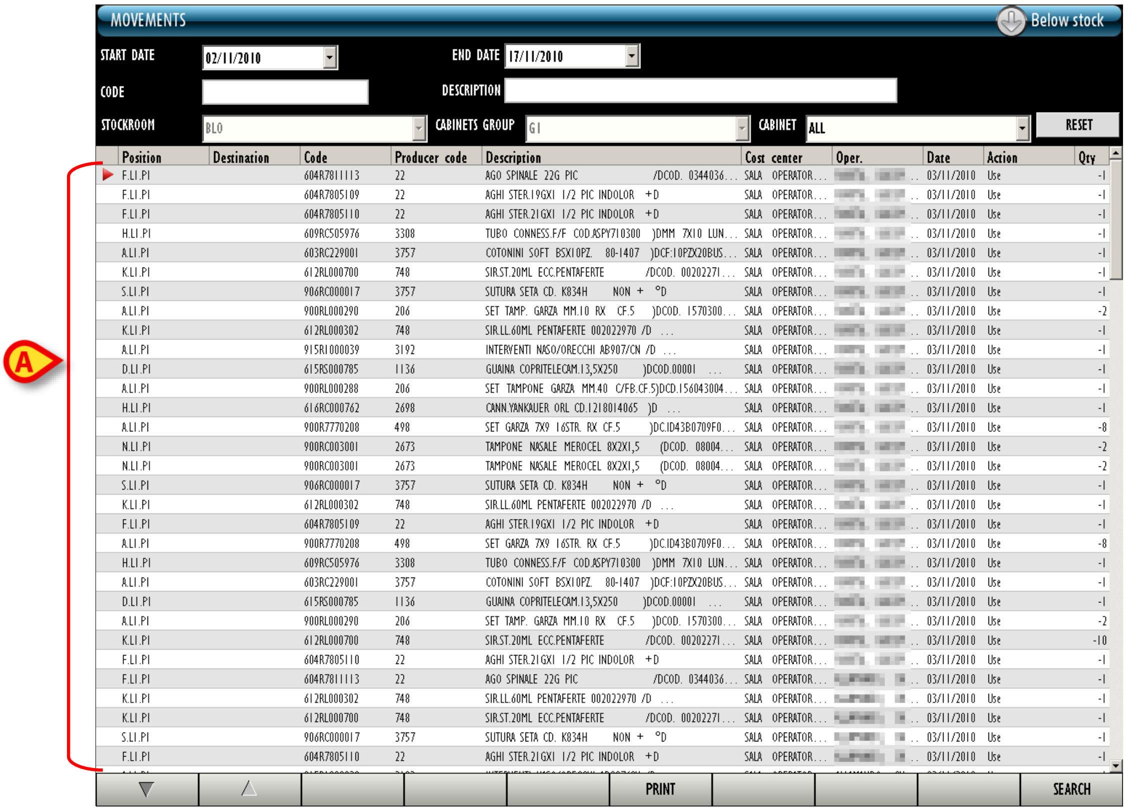
The available filters on the “Movements summary” screen (Fig 118) are:

- “Start date” and “End date” - these filters make it possible to display the list of movements recorde in the time span defined by the two dates.
- “Code” - it makes it possible to display the code of the resource whose movements will be displayed.
- “Description” - it makes it possible to display the name of the resource whose movements will be displayed.
- “Stockroom” - it displays only the movements of the resources located in a specific stockroom.
- “Cabinets group” - it displays only the movements of the resources located in a specific cabinets group.
- “Cabinet” - it displays only the movements of the resources located in a specific cabinet.

See paragraph 7.4.2 for general instructions on the filters in the “Stock Management” system.

12.1.2. Data area

The data area of the “Movements” screen displays the list of all the movements whose features match with those specified in the filters and that were recorded during the time period comprised between the specified “Start” and “End” date (Fig 120 **A**).



START DATE 02/11/2010
END DATE 17/11/2010
CODE
DESCRIPTION
STOCKROOM BLO
CABINETS GROUP G1
CABINET ALL

Position	Destination	Code	Producer code	Description	Cost center	Oper.	Date	Action	Qty
F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC /DCOD. 0344036...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
F.LI.PI		604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
F.LI.PI		604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUN...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
A.LI.PI		603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUS...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 00202271...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
A.LI.PI		900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 1570300...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-2
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D ...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
A.LI.PI		915RI000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D ...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
D.LI.PI		615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 ...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
A.LI.PI		900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.156043004...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
H.LI.PI		616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D ...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
A.LI.PI		900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F0...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-8
N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 08004...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-2
N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 08004...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-2
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D ...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
F.LI.PI		604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
A.LI.PI		900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F0...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-8
H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUN...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
A.LI.PI		603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUS...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
D.LI.PI		615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 ...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
A.LI.PI		900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 1570300...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-2
K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 00202271...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-10
F.LI.PI		604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC /DCOD. 0344036...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D ...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 00202271...	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1
F.LI.PI		604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted]	03/11/2010	Use	-1

Fig 120 - Movements

Each row corresponds to the movement of a resource. Each single action is displayed separately, even thoug the resource is the same. For each movement the following information is displayed:

- the position;
- the destination (indicated in case of resource transfer from a position to another);
- the resource code;
- the producer code;
- the name of the resource;
- the lot (if enabled by configuration);
- the expiration date (if enabled by configuration);
- the serial number (if enabled by configuration);
- the relevant cost center (it is indicated if the movemente is attributed to a cost center, for instance a cost center picking);
- the relevant operation (it is indicated if the movemente is attributed to a cost center, for instance a picking for operation);
- the date in which the movement was recorded;
- the specific action performed (for example: use of the resource, change of quantity, resource transfer etc…);
- the quantity of resource moved.

This is a read-only screen. None of the values can be edited.

12.1.3. The command bar of the “Movements” screen

The command bar of the “Movements summary” screen (Fig 121) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

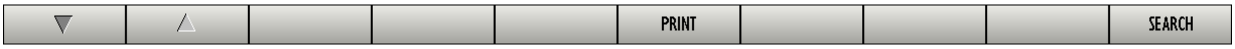


Fig 121 - Command bar

Use the arrow buttons ▼ and ▲ to scroll up and down the screen contents in case the items are too many to be displayed all together.

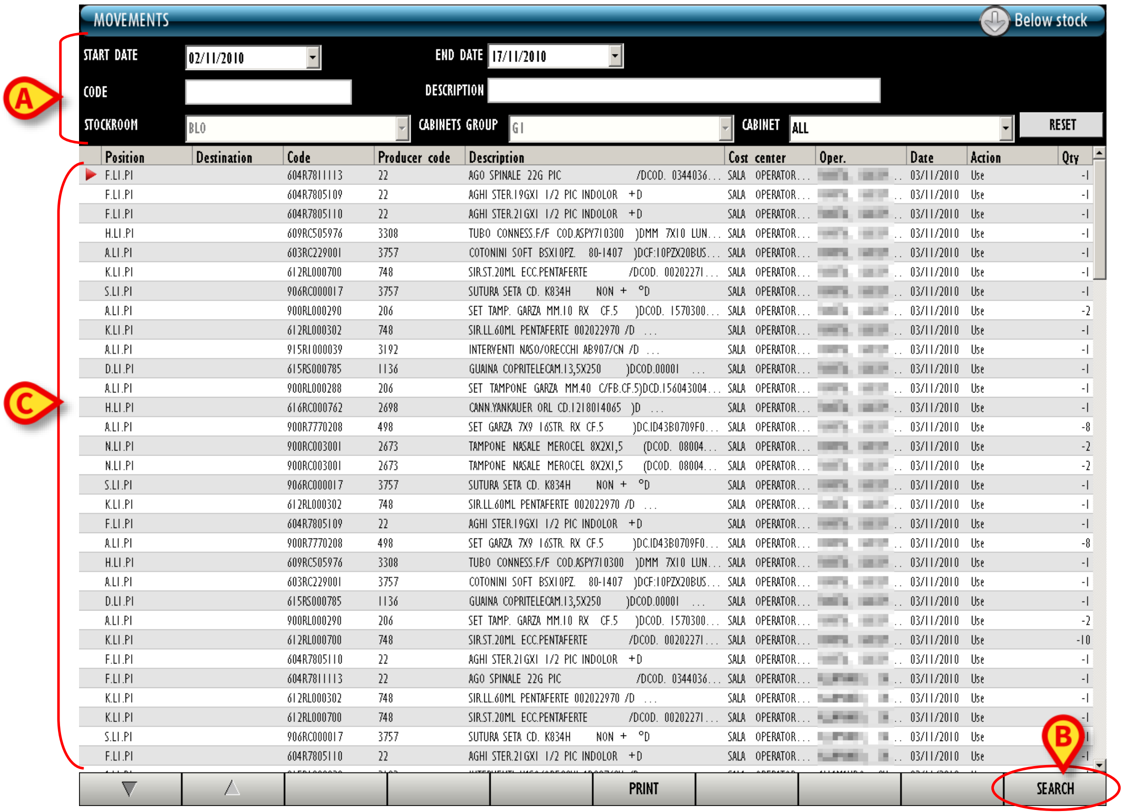
Use the **Print** button to print the list of movements currently displayed. See paragraph 6.8.1 for the system’s print functionalities.

Use the **Search** button to display the list of movements after the values in the selection filters are set.

12.2. How to display the list of movements

To display the list of movements,

- insert the values in the search fields (Fig 122 **A**).



START DATE 02/11/2010
END DATE 17/11/2010
CODE
DESCRIPTION
STOCKROOM BLO
CABINETS GROUP G1
CABINET ALL

Position	Destination	Code	Producer code	Description	Cost center	Oper.	Date	Action	Qty
F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC /DCOD. 0344036...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
F.LI.PI		604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
F.LI.PI		604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUN...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
A.LI.PI		603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUS...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 00202271...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
A.LI.PI		900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 1570300...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-2
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D ...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
A.LI.PI		915RI000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D ...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
D.LI.PI		615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 ...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
A.LI.PI		900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.156043004...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
H.LI.PI		616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D ...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
A.LI.PI		900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F0...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-8
N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 08004...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-2
N.LI.PI		900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 08004...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-2
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D ...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
F.LI.PI		604R7805109	22	AGHI STER.19GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
A.LI.PI		900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F0...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-8
H.LI.PI		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUN...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
A.LI.PI		603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUS...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
D.LI.PI		615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 ...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
A.LI.PI		900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 1570300...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-2
K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 00202271...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-10
F.LI.PI		604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
F.LI.PI		604R7811113	22	AGO SPINALE 22G PIC /DCOD. 0344036...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
K.LI.PI		612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D ...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
K.LI.PI		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 00202271...	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1
S.LI.PI		906RC000017	3757	SUTURA SETA CD. K834H NON + °D	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	[illegible]
F.LI.PI		604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D	SALA OPERATOR...	[redacted] ..	03/11/2010	Use	-1

Fig 122 - Movements summary

- Click the **Search** button on the command bar (Fig 122 **B**).

The list of movements corresponding to the values specified in the search fields is displayed (Fig 122 **C**).

13. Cost center for resource picking

It is possible to record the picking of a resource and attribute it to a cost center.

To do that it is necessary, first of all, to select the cost center.

To select the cost center

- click the CC S... icon on the lateral bar.

The “Cost center selection” module opens (Fig 123).

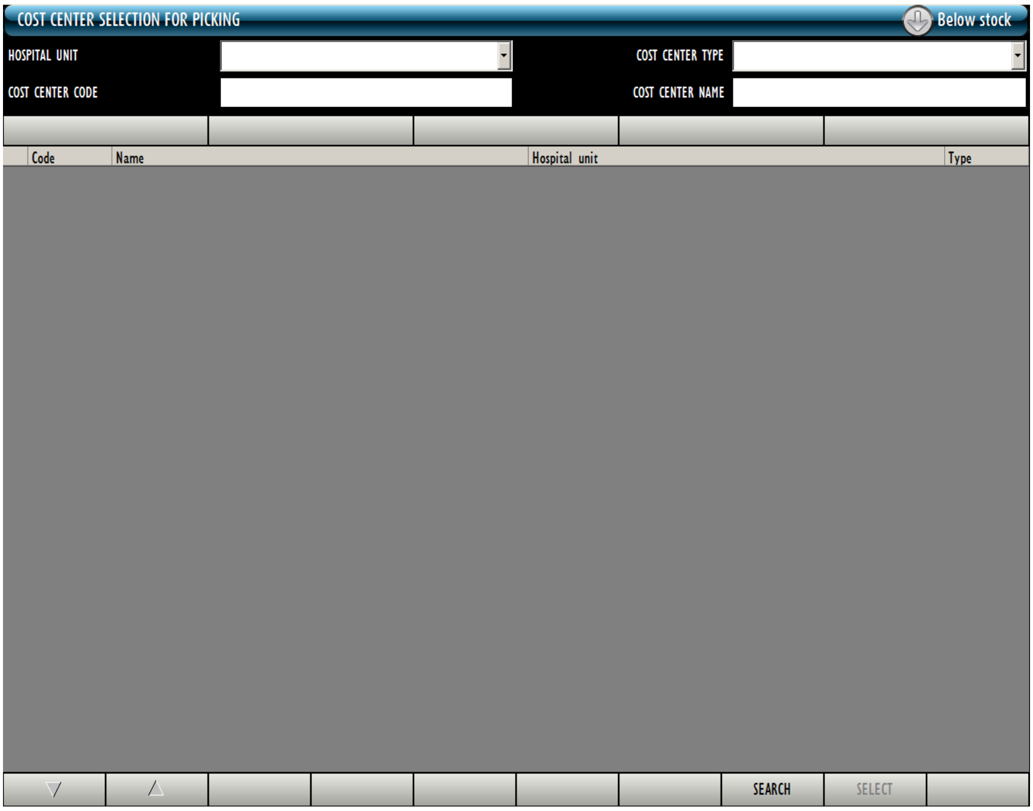


Fig 123 - Cost center attibution for resource picking

Paragraph 13.1 describes the screen shown in Fig 123.
Paragraph 13.2 describes the cost center attibution procedure.

13.1. Cost center: screen structure

The “Cost center” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features.
An additional button bar is here available, displaying the recent selections and making it possible to quick select the cost center previously selected (Fig 130).The present paragraph describes the screen specific features.

13.1.1. Filters

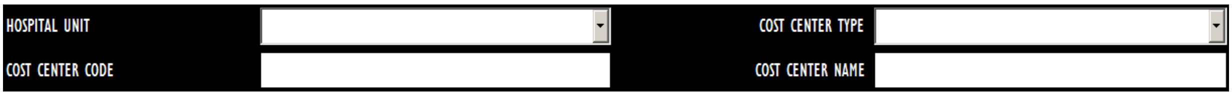


Fig 124 - Filters on the “Cost center” screen

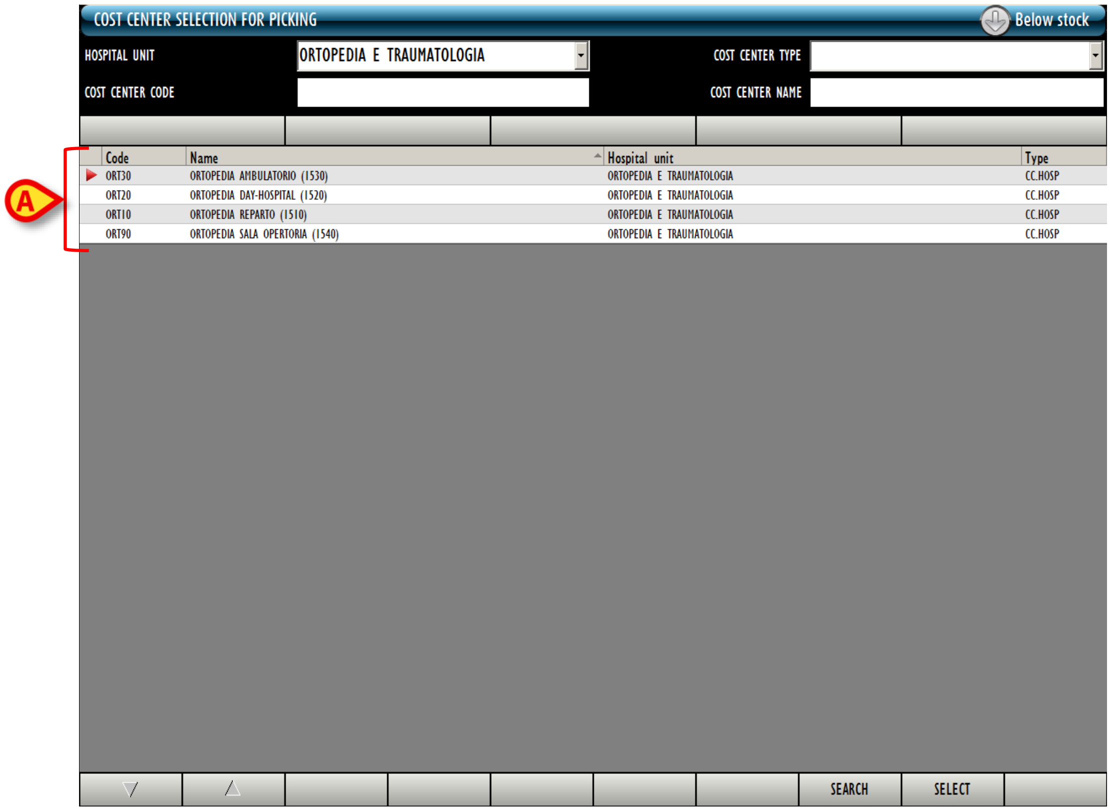
The available filters on the “Cost center” screen (Fig 124) are:

- “Hospital Unit” - Specifies the hospital unit that is referent for the cost center that will be selected.
- “Cost center type” - Specifies the cost center type.
- “Cost center code” - Specifies the cost center code.
- “Cost center name” - Specifies the cost center name.

See paragraph 7.4.2 for instructions on how the filters work in the “Stock Management” system. In this specific case the filters “Hospital Unit” and “Type” are selected on a menu containing a list of pre-defined options, while the filters “Code” and “Name” are specified typing the name/code on the workstation keyboard.

13.1.2. Data area

The data area contains the list of all the cost centers having the features specified in the filters (In Fig 125 **A** the “Ortopedia and Traumatologia” Hospital Unit is specified).



HOSPITAL UNIT: ORTOPEDIA E TRAUMATOLOGIA

COST CENTER TYPE:

COST CENTER CODE:

COST CENTER NAME:

	Code	Name	Hospital unit	Type
▶	ORT30	ORTOPEDIA AMBULATORIO (1530)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
	ORT20	ORTOPEDIA DAY-HOSPITAL (1520)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
	ORT10	ORTOPEDIA REPARTO (1510)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
	ORT90	ORTOPEDIA SALA OPERTORIA (1540)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP

Fig 125 - Cost centers for resource picking

Each row corresponds to a cost center. For each cost center the following information can be displayed:

- cost center code;
- cost center name;
- the referent hospital unit;
- the cost center type.

None of the above information is editable.

For each cost center either all or part of the possible information can be present, depending on the way the cost center is configured.

The ▶ icon, possibly appearing at the beginning of a row, indicates the selected cost center.

13.1.3. The command bar of the “Cost center selection for picking” screen

This paragraph describes the buttons on the command bar (Fig 126) of the screen.

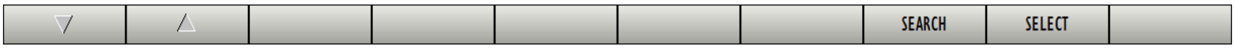


Fig 126 - Command bar

Use the arrow buttons ▽ and △ to scroll up and down the screen contents in case the items are too many to be displayed all together.

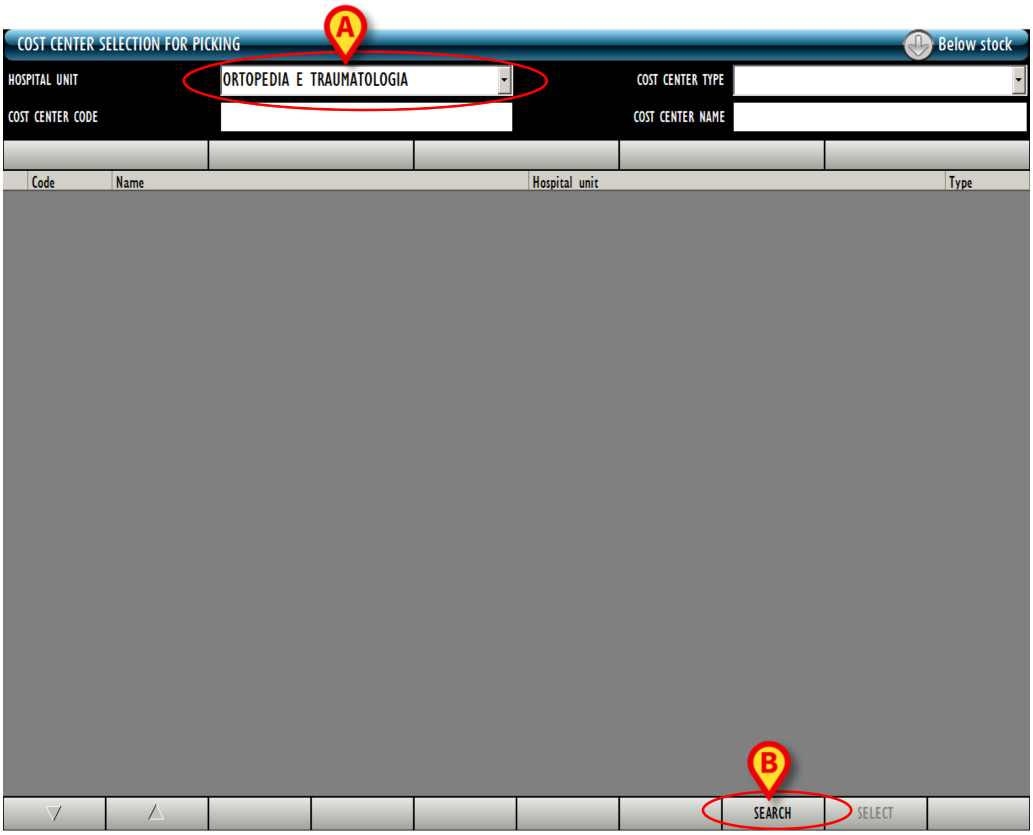
Use the **Search** button to search and display the list of items having the features specified in the filters described in paragraph 13.1.1.

Use the **Select** button to select the cost center to which the picking must be attributed. The detailed procedure is described in paragraph 13.2.

13.2. Cost center for picking selection procedure

This paragraph describes the procedure that must be performed to select the cost center to which the resource/s picking will be attributed.

- Click the CC S... icon on the lateral bar to access the cost center selection screen (Fig 127).



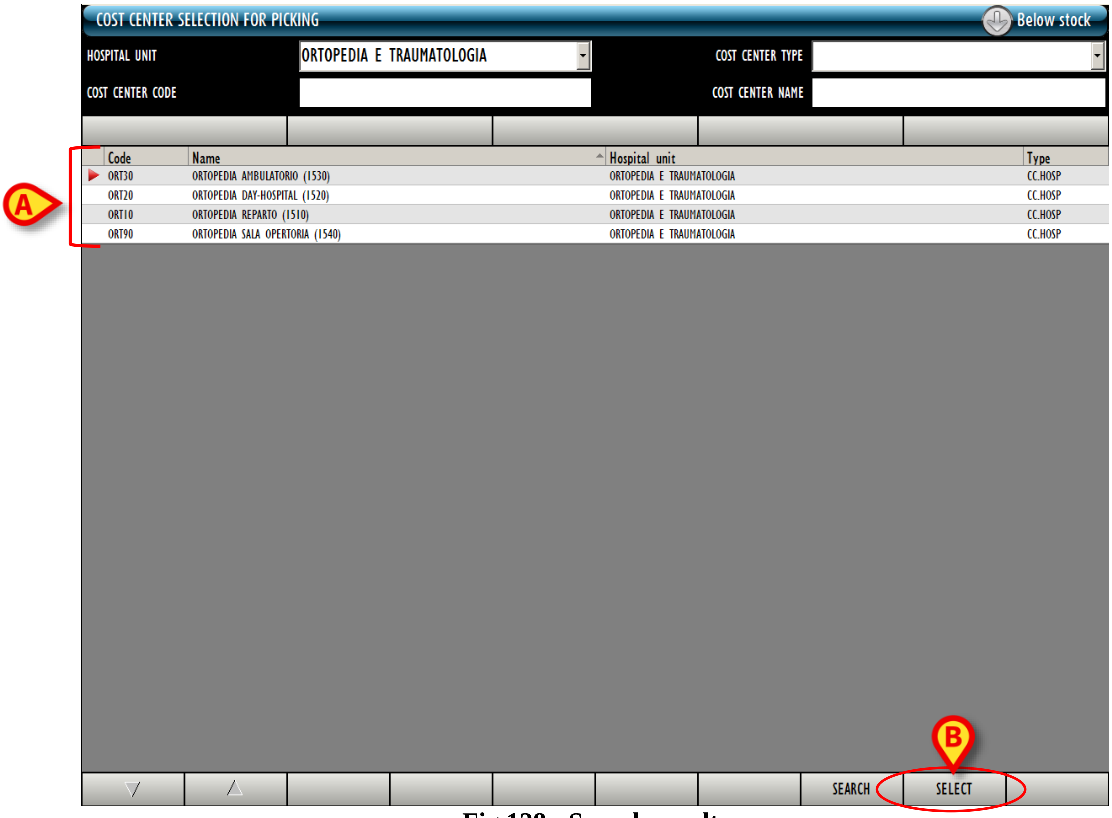
HOSPITAL UNIT ORTOPEDIA E TRAUMATOLOGIA

Fig 127 - Cost centers attribution for resource picking

- Specify, in the filters, the available data of the wanted cost center. In Fig 127 **A** the Hospital Unit “Ortopedia e Traumatologia” is specified.

- Click the **Search** button on the command bar (Fig 127 **B**).

The list of cost centers having the features specified will be displayed on screen (Fig 128 **A**).



HOSPITAL UNIT: ORTOPEDIA E TRAUMATOLOGIA

COST CENTER TYPE:

COST CENTER CODE:

COST CENTER NAME:

Code	Name	Hospital unit	Type
▶ ORT30	ORTOPEDIA AMBULATORIO (1530)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
ORT20	ORTOPEDIA DAY-HOSPITAL (1520)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
ORT10	ORTOPEDIA REPARTO (1510)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
ORT90	ORTOPEDIA SALA OPERTORIA (1540)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP

Fig 128 - Search results

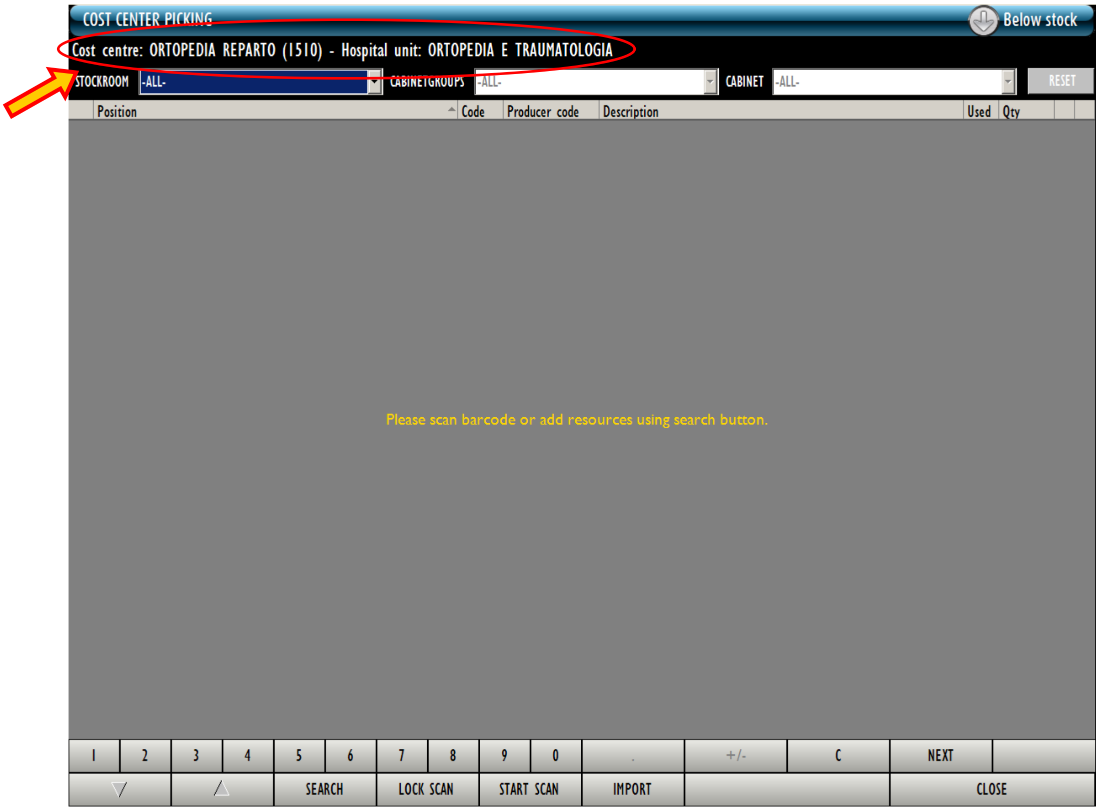
- Click the row corresponding to the wanted cost center.

The ▶ arrow appears at the beginning of the clicked row.

- Click the **Select** button on the command bar (Fig 128 **B**).

The screen making it possible to record the picking of materials will open ("Picking"), described in paragraph 14. On this screen, the name of the cost center selected appears under the screen header (Fig 129).

See paragraph 14 for the screen description on the materials picking procedure.



Cost centre: ORTOPEDIA REPARTO (1510) - Hospital unit: ORTOPEDIA E TRAUMATOLOGIA

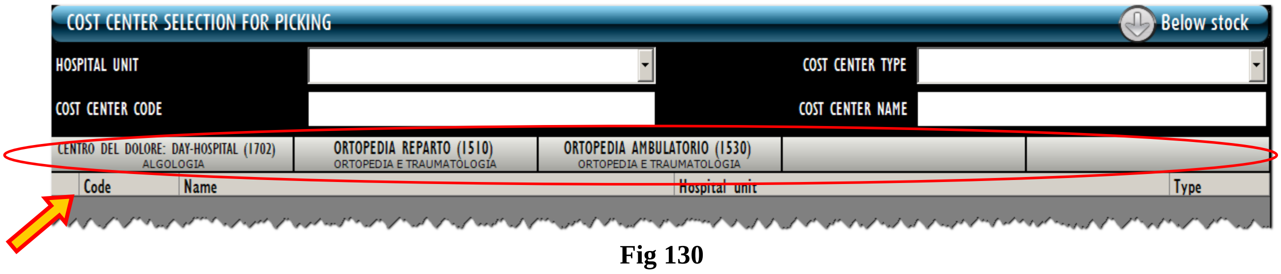
STOCKROOM -ALL- CABINETGROUPS -ALL- CABINET -ALL-

Please scan barcode or add resources using search button.

Fig 129 - “Picking” screen with cost center specification

13.2.1. “Recent” cost centers

The bar indicated in Fig 130 is formed of five buttons displaying the five most recent cost center selections.



CENTRO DEL DOLORE: DAY-HOSPITAL (1702) ALGOLOGIA | ORTOPEDIA REPARTO (1510) ORTOPEDIA E TRAUMATOLOGIA | ORTOPEDIA AMBULATORIO (1530) ORTOPEDIA E TRAUMATOLOGIA

Fig 130

To select one of those cost centers again

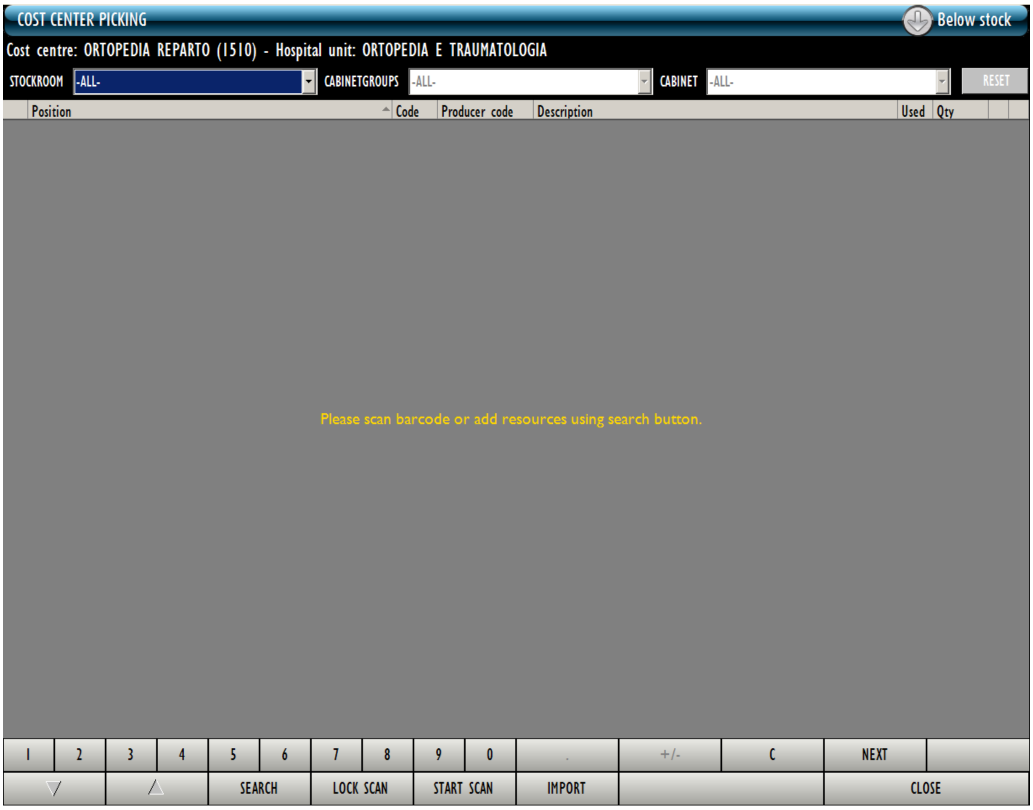
- click the corresponding button.

The “Picking” module screen, described in paragraph 14, will open, displaying under the header the name of the chosen cost center (Fig 129).

14. Resource picking

The “Picking” module can be used every time the picking of a resource must be recorded. The picking can be attributed to a cost center, to an operation or to any other relevant entity, depending on the procedures in use and the configuration chosen.

The configuration here described attributes the resource picking to a cost center.
In this configuration the resource picking is enabled only after cost center selection. Therefore the procedure described in paragraph 14.3 and subsequent (resource selection) follows the procedure described in paragraph 13.2 (cost center for picking selection).



Cost centre: ORTOPEDIA REPARTO (1510) - Hospital unit: ORTOPEDIA E TRAUMATOLOGIA

STOCKROOM -ALL-
CABINETGROUPS -ALL-
CABINET -ALL-

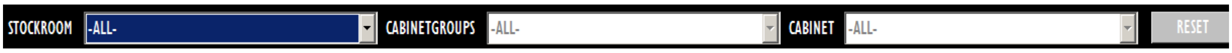
Please scan barcode or add resources using search button.

Fig 131 - Picking screen with cost center specification

The screen shown in Fig 131 is described in paragraph 14.1.
The related procedures are described in paragraph 14.2 (data editing), 14.3 (picking recording) and 14.4 (barcode picking recording).

14.1. “Picking” screen description

14.1.1. Filters



STOCKROOM -ALL-
CABINETGROUPS -ALL-
CABINET -ALL-

Fig 132 - Filters on the “Resources picking” screen

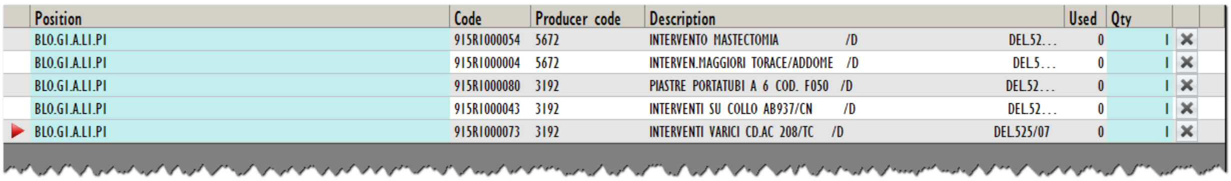
The filters available on the “Resources picking” screen (Fig 132) are:

- “Stockroom” - Displays only the resources of a specific stockroom.
- “Cabinet group” - Displays only the resources of a specific cabinet group.
- “Cabinet” - Displays only the resources of a specific cabinet.

See paragraph 7.4.2 for a general description of the filters in the “Stock Management” system.

14.1.2. Data area

The different resources are listed on screen in the way shown in Fig 133.



	Position	Code	Producer code	Description	Used	Qty	
	BLO.GI.A.LI.PI	915RI000054	5672	INTERVENTO MASTECTOMIA /D DEL52...	0	1	✕
	BLO.GI.A.LI.PI	915RI000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D DEL5...	0	1	✕
	BLO.GI.A.LI.PI	915RI000080	3192	PIASTRE PORTATUBI A 6 COD. F050 /D DEL52...	0	1	✕
	BLO.GI.A.LI.PI	915RI000043	3192	INTERVENTI SU COLLO AB937/CN /D DEL52...	0	1	✕
▶	BLO.GI.A.LI.PI	915RI000073	3192	INTERVENTI VARICI CD.AC 208/TC /D DEL525/07	0	1	✕

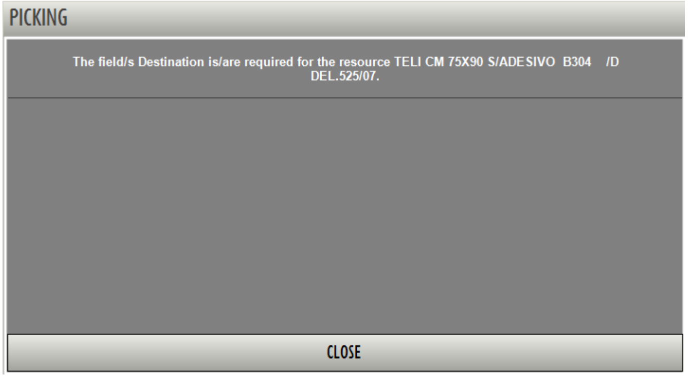
Fig 133

For each resource the following data can be displayed:

- resource position;
- resource code (not editable);
- manufacturer code (not editable);
- description (not editable);
- the lot (if enabled by configuration);
- the expiration date (if enabled by configuration);
- the serial number (if enabled by configuration);
- used resource quantity;
- quantity of resources to be picked.

Not all the information is always specified. The kind of information available (or mandatory) depends on the configuration chosen and the procedures in use.

The information highlighted yellow is mandatory. In case of missing mandatory information the system stops the picking procedure and warns the user with a specific pop-up message (Fig 134).



The field/s Destination is/are required for the resource TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07.

Fig 134

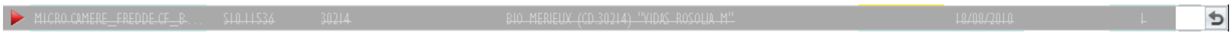
- ➢ Click **Close** to hide the pop-up window.

The kind and number of mandatory information for a resource depends on the resource configuration. When one of the mandatory information is specified the cell colour turns from yellow to light-blue

The ▶ arrow appearing at the beginning of a row indicates the selected resource.

The ✖ icon at the end of the row makes it possible to cancel the resource.

When the icon is clicked the row changes in the way shown in Fig 135.



~~MICRO.CAMERE_FREDDE.CF_B...~~ ~~S10.11536~~ ~~30214~~ ~~BIO MERIEUX (CD.30214) "VIDAS ROSOLIA M"~~ ~~18/08/2010~~ ~~1~~

Fig 135 - Cancelled resource

When the screen is updated the rows cancelled this way are not considered as picked resources. This functionality makes it possible to rapidly cancel and possibly insert again the items of the picked resources list.

The ↶ icon is an "Undo" button. Click the icon to annul the editing performed since and to bring back the row to its original state.

14.1.3. The “resource picking” screen command bar

The command bar of the “resource picking” screen (Fig 136) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

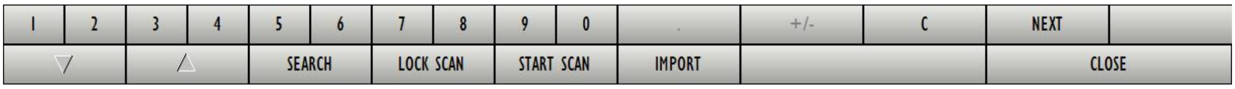


Fig 136 - Command bar

The upper line contains buttons making it possible to manage the numeric data specification.

Fig 137 - Numeric buttons

Use the numeric buttons (Fig 137) to indicate the quantities. Click one of the numbers to write the number in the “Quantity” field.

The “ **.** ” button is a decimal divider. The button is active only if decimal specification is relevant. The “**+/-**” button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The “ **C** ” button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

In the lower line:

Use the arrow buttons ▽ and △ to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Search** button to access the system’s search functionalities (described in paragraph 28). Click this button to open the screen shown in Fig 142.

Use the **Lock Scan** button to lock the workstation while reading numerous barcodes that will be recorded all together afterwards. See paragraph 14.4.1 for a description of the related procedures.

Use the **Start Scan** button to begin the reading of numerous barcodes that will be recorded all together afterwards. See paragraph 14.4.2 for the instructions relating to this procedure.

Use the **Import** button to import the selected items using a wireless barcode reader having internal memory. See paragraph 14.4.3 for the instructions relating to this option.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

14.2. Resource data editing

The information regarding a resource can, in certain cases, be edited by the user.

To edit the resource data

- click the field containing the information you wish to change.

The ▾ button appears in the field (Fig 138 **A**).

- Click the ▾ button.

A menu containing the possible options opens (Fig 138 **B**).

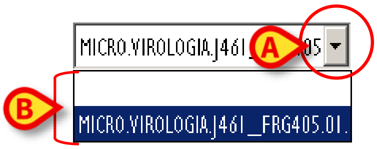


Fig 138

- Click the wanted option.

The option appears in the field.

The available options on the different menus depend on the context. For example: for the “position” field will display all and only the positions in which the resource can be found.

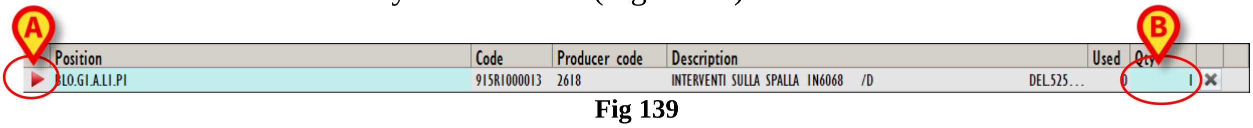
Selecting an option affects the available choices in the other fields. In the “lot” field, for example, only those lots corresponding to the resource and the position selected before will be available for selection.

14.2.1. Specifying the resource quantity

To specify the quantity of resource that must be transferred

- select the row corresponding to the resource.

The selected row is indicated by the ▶ arrow (Fig 139 **A**).



	Position	Code	Producer code	Description	Used	Qty	
▶	BLO.GI.A.LI.PI	915R1000013	2618	INTERVENTI SULLA SPALLA IN6068 /D DEL525...	0	1	✕

Fig 139

- Specify the new quantity using the numeric buttons on the command bar (Fig 140)

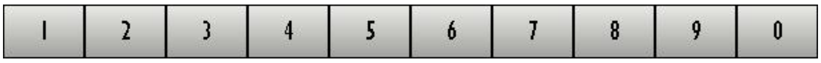


Fig 140 - Numeric buttons

Otherwise you can

- click the cell indicating the “Quantity” (Fig 140 **B**).

The quantity will be highlighted.

- Set the new quantity using either the workstation keyboard or the numeric buttons on the command bar.

14.3. How to record the resource picking

The materials transfer can be recorded both manually, using the buttons on screen, and using a barcode reader.

The different procedures are described in the following paragraphs.

!

Barcode technology is recommended when selecting an item. Scanning the item’s barcode, instead of selecting it manually, helps the user to diminish selection errors.

14.3.1. Manual procedure

To record the resource picking using a manual procedure

- click the **Search** button on the command bar (Fig 141).

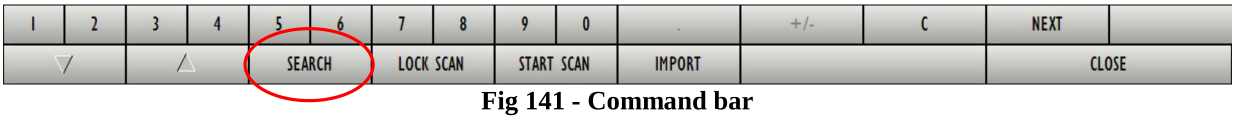
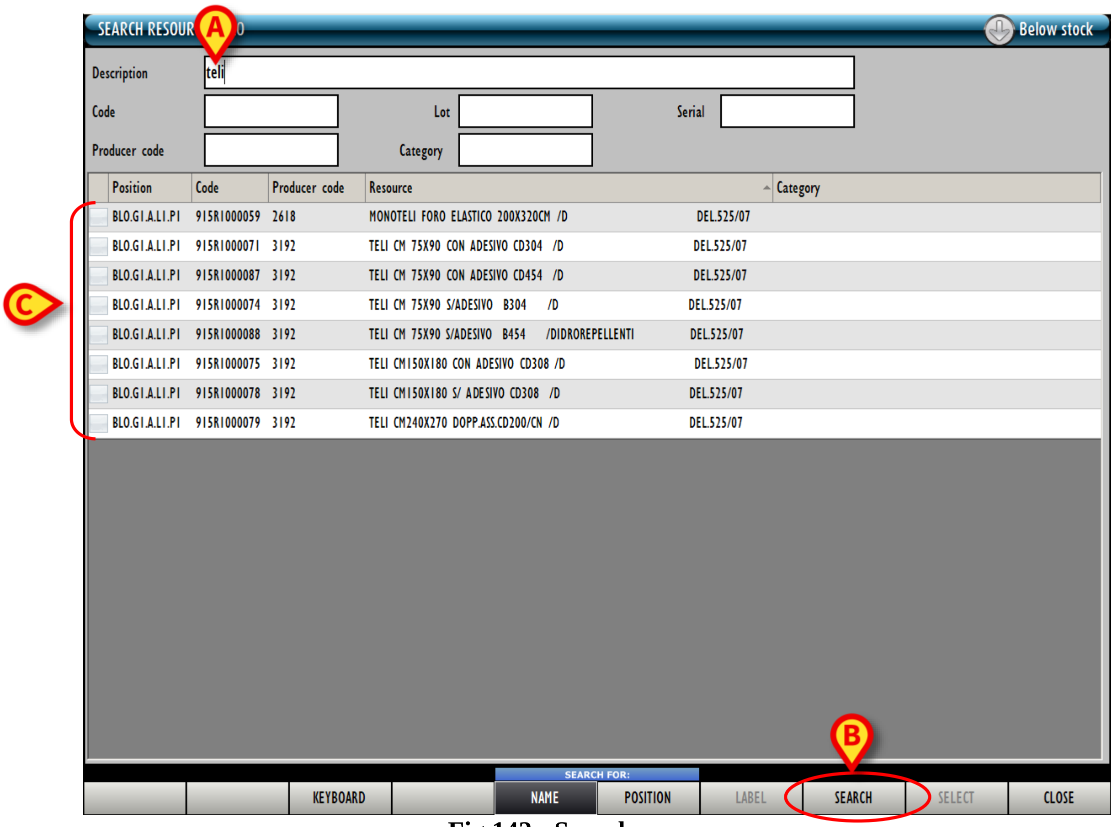


Fig 141 - Command bar

The “Search” screen opens (Fig 142). The screen is described in paragraph 28.



Description: teli

Code

Lot

Serial

Producer code

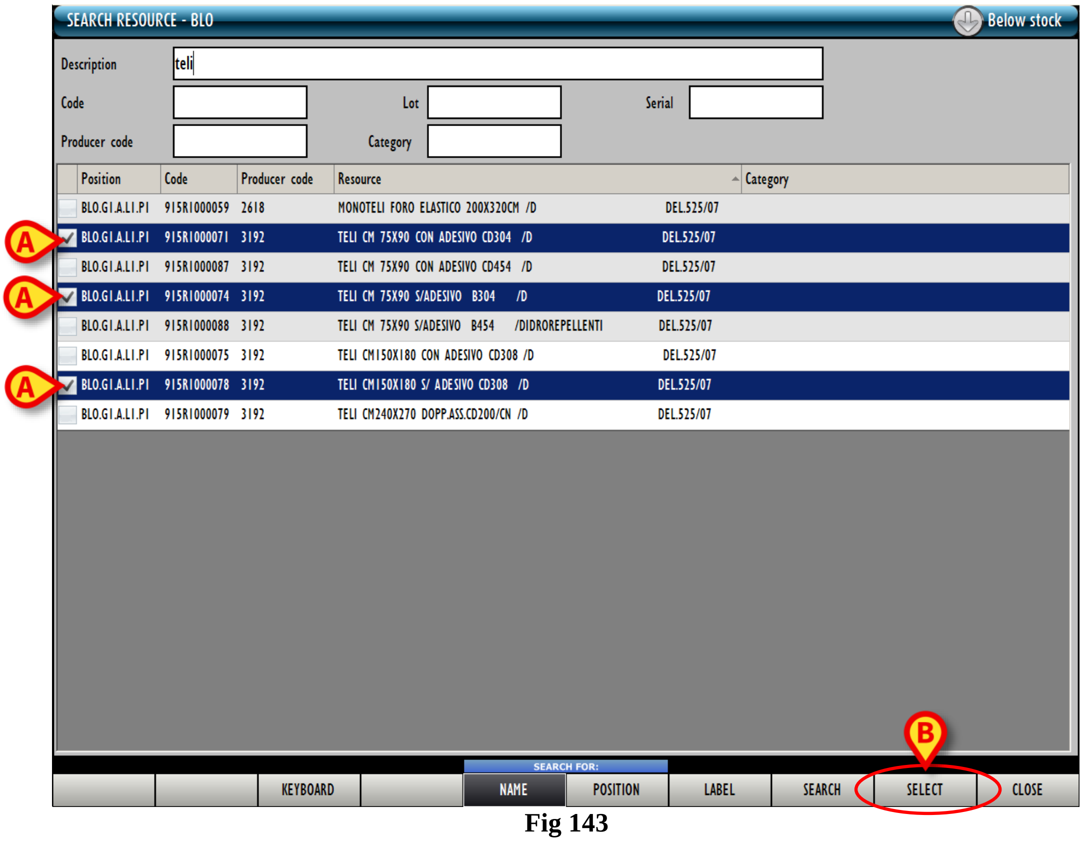
Category

Position	Code	Producer code	Resource	Category
BLO.GI.A.LI.PI	915RI000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000074	3192	TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI DEL.525/07	
BLO.GI.A.LI.PI	915RI000075	3192	TELI CM150X180 CON ADESIVO CD308 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D DEL.525/07	

Fig 142 - Search resources

- Insert the available information on the resource in the search fields (Fig 142 **A**).
- Click the **Search** button on the command bar (Fig 142 **B**).

The list of resources corresponding to the information specified is displayed on screen (Fig 142 **C**).



Description: teli
Code:
Lot:
Serial:
Producer code:
Category:

	Position	Code	Producer code	Resource	Category
☐	BLO.GI.A.LI.PI	915RI000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
☑	BLO.GI.A.LI.PI	915RI000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D DEL.525/07	
☑	BLO.GI.A.LI.PI	915RI000074	3192	TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000075	3192	TELI CM150X180 CON ADESIVO CD308 /D DEL.525/07	
☑	BLO.GI.A.LI.PI	915RI000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D DEL.525/07	

Fig 143

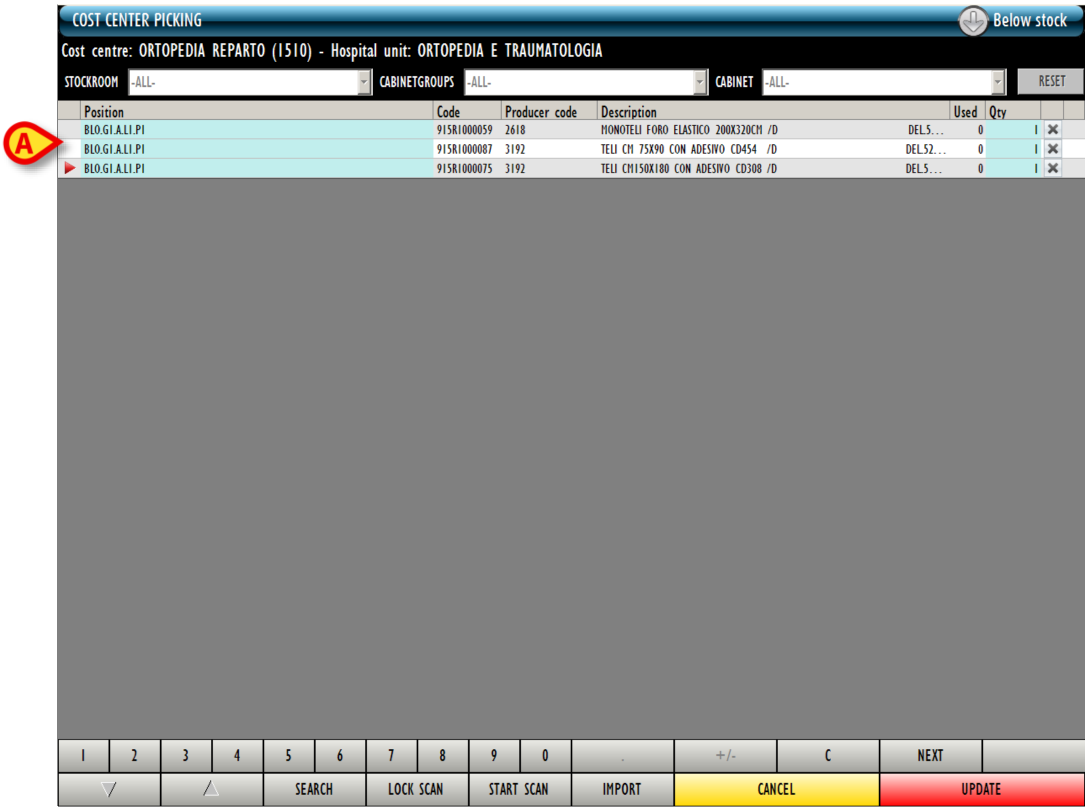
- ➢ Click the relevant item/s on the list. Multiple selection is enabled.

The corresponding line/s is/are highlighted (Fig 143 **A**).

- ➢ Click the **Select** button on the command bar (Fig 143 **B**).

The resource/s this way selected is displayed in the "materials transfer" screen (Fig 143 **A**).

Double click an item to display it directly.


COST CENTER PICKING
Below stock
STOCKROOM -ALL-
CABINETGROUPS -ALL-
CABINET -ALL-
RESET
A
1 2 3 4 5 6 7 8 9 0 . +/- C NEXT
▽ △ SEARCH LOCK SCAN START SCAN IMPORT CANCEL UPDATE

Cost centre: ORTOPEDIA REPARTO (1510) - Hospital unit: ORTOPEDIA E TRAUMATOLOGIA

Position	Code	Producer code	Description	Used	Qty	
BLO.GI.A.LI.PI	915RI000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL5...	0	1	✕
BLO.GI.A.LI.PI	915RI000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D DEL52...	0	1	✕
BLO.GI.A.LI.PI	915RI000075	3192	TELI CM150X180 CON ADESIVO CD308 /D DEL5...	0	1	✕

Fig 144

- ➢ Set, if necessary, the values of the inserted resource (lot, quantity, etc… see paragraph 14.2 for the data editing procedures).
- ➢ Click the **Update** button on the command bar.

The resource picking is this way recorded. The picking is attributed to the cost center indicated on top of the screen.

14.4. Barcode picking procedure

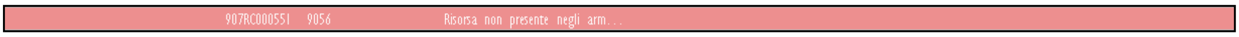
The resource selection can be performed using a barcode reader. This paragraph describes the procedures related to this functionality.

To record the resource picking using barcode reader, when the “Resource picking” screen is displayed (Fig 144),

- read the barcode of the resource that must be picked.

A row corresponding to the resource appears on screen.

A pink row is created to inform the user when the read barcode belongs to a resource that is not in the cabinets selected as “source” (Fig 145).



907RC000551 9056 Risorsa non presente negli arm...

Fig 145

Specific buttons on the command bar make it possible to launch specific barcode reading procedures. These are described in the following paragraphs.

14.4.1. Lock scan

The **Lock Scan** button on the command bar (Fig 146) makes it possible to lock the workstation while the user reads numerous barcodes that will be read later, all together.

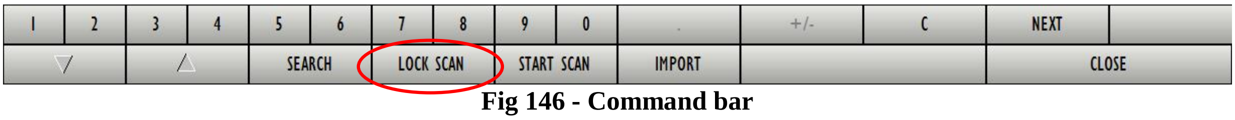


Fig 146 - Command bar

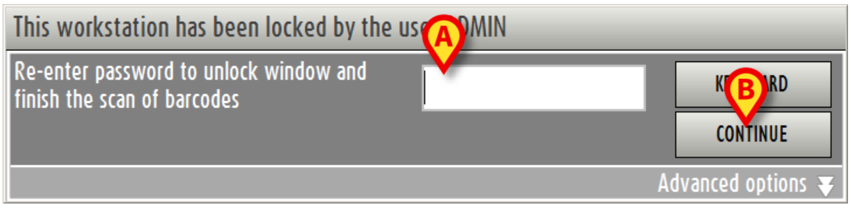
This functionality is used when it is necessary to leave the workstation alone to personally scan the barcodes of several items that are in a different place. This function is performed using a wireless barcode reader.

This is the procedure:

- click the **Lock Scan** button.

The button appears selected: LOCK SCAN. The button remains selected while the workstation is locked.

The following window is displayed on screen (Fig 147).



This workstation has been locked by the user ADMIN

Re-enter password to unlock window and finish the scan of barcodes

Fig 147

- ➢ Read the barcodes. The workstation is locked to other users.

When barcodes reading is complete,

- ➢ insert your password in the field indicated in Fig 147 **A**.
- ➢ Click the **Continue** button (Fig 147 **B**).

The workstation is this way unlocked. The rows corresponding to all the barcodes read appear on screen.

The **Keyboard** button on the window opens a virtual keyboard that can be used to insert the password (Fig 148).

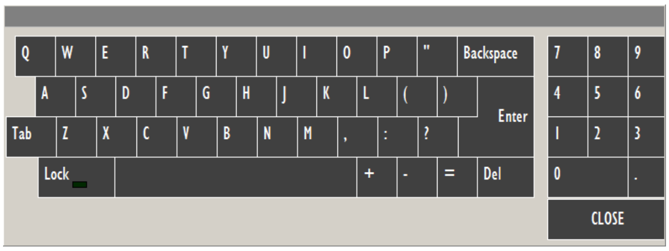


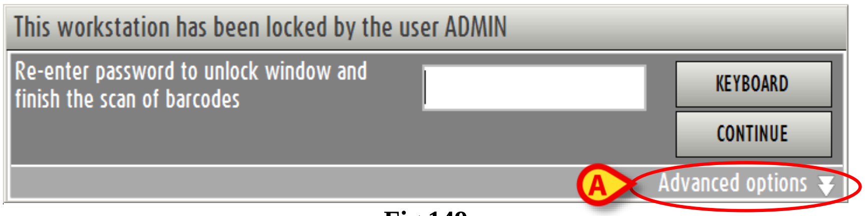
Fig 148 - Virtual keyboard

14.4.1.1. How to force the workstation unlocking

The workstation can be unlocked by another user if his/her permissions level enables him/her to do it.

To force the workstation unlocking

- ➢ click the option “Advanced options” on the window that requests password (Fig 149 **A**).

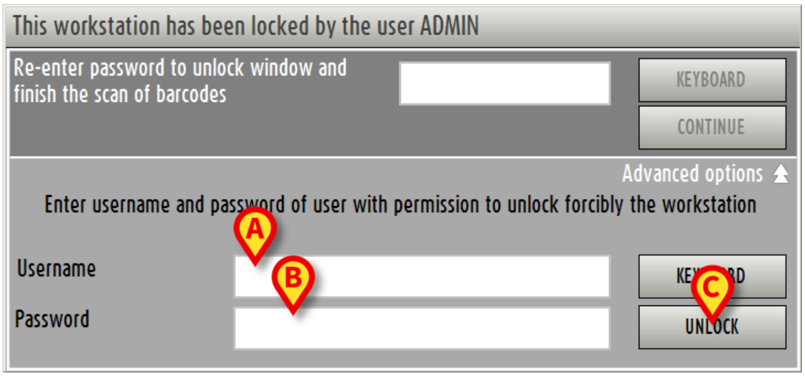


This workstation has been locked by the user ADMIN

Re-enter password to unlock window and finish the scan of barcodes

Fig 149

The window changes in the following way (Fig 150).



This workstation has been locked by the user ADMIN

Re-enter password to unlock window and finish the scan of barcodes

Enter username and password of user with permission to unlock forcibly the workstation

Fig 150 - Advanced options

- Insert the username of the new user in the “Username” field (Fig 150 **A**).
- Insert the password of the new user in the “Password” field (Fig 150 **B**).
- Click the **Unlock** button (Fig 150 **C**).

If the new user has the appropriate permissions the workstation is unlocked.

The barcodes read by the original user will ***not*** *be recorded.*

14.4.2. Start scan

The **Start Scan** button on the command bar (Fig 151) makes it possible to read numerous barcodes that will be recorded later all at the same time.

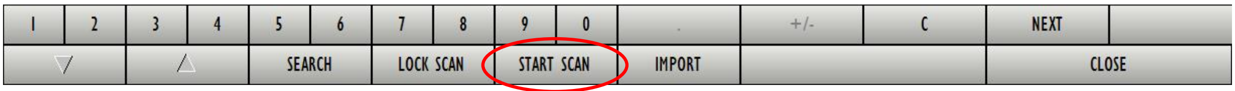


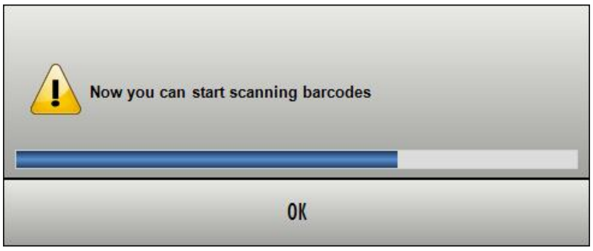
Fig 151 - Command bar

This is the procedure:

- click the **Start Scan** button.

The button changes to **Stop Scan**.

A pop-up window informs the user that barcode reading can start (Fig 152).



Now you can start scanning barcodes

Fig 152

The user is logged out. This happens because the user now probably moves away from the workstation to read the barcodes.

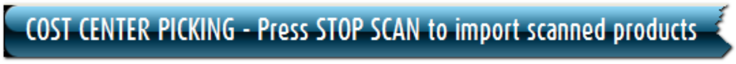
- Read the barcodes.

After barcode reading, to import the data of the scanned resources into the system,

- log in again (see paragraph 6.5 for the log in procedure).
- Click the icon on the lateral bar to select the “Cost Center for picking” module again.
- Click the **Stop Scan** button.

The rows corresponding to the scanned resources barcodes appear on screen.

While scanning the blue bar on top of the screen displays the following advice “Press STOP SCAN to import scanned products” (Fig 153).



COST CENTER PICKING - Press STOP SCAN to import scanned products

Fig 153

14.4.3. Import

The **Import** button on the command bar (Fig 154) makes it possible to import into the system the data read with a wireless barcode reader having internal memory.

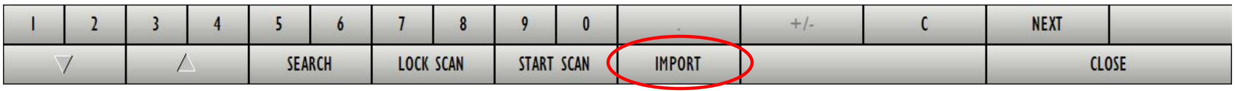
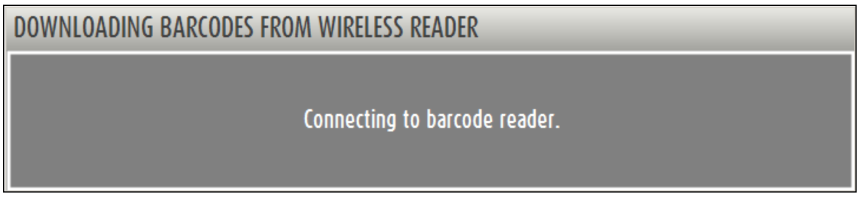


Fig 154 - Command bar

This is the procedure:

- read the barcodes using the appropriate devices, configured to connect to the system.
- Click the **Import** button.

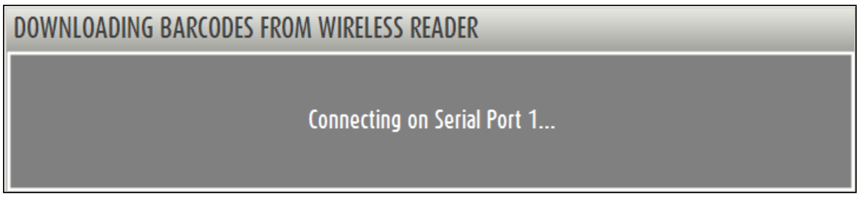
the following windows appear, informing the user on the import procedure state.



DOWNLOADING BARCODES FROM WIRELESS READER

Connecting to barcode reader.

Fig 155



DOWNLOADING BARCODES FROM WIRELESS READER

Connecting on Serial Port 1...

Fig 156

If the procedure succeeds the data are imported. The rows corresponding to the resources scanned appear on screen.

15. Cost center selection for return

The system makes it possible to record the returned resources and to attribute these “Returns “ to the appropriate cost center. To do that, firstly, it is necessary to select the appropriate cost center.

To select the “Cost Center for Returns” module

- click the correponding icon CC R... on the lateral bar.

The following screen opens (Fig 157).

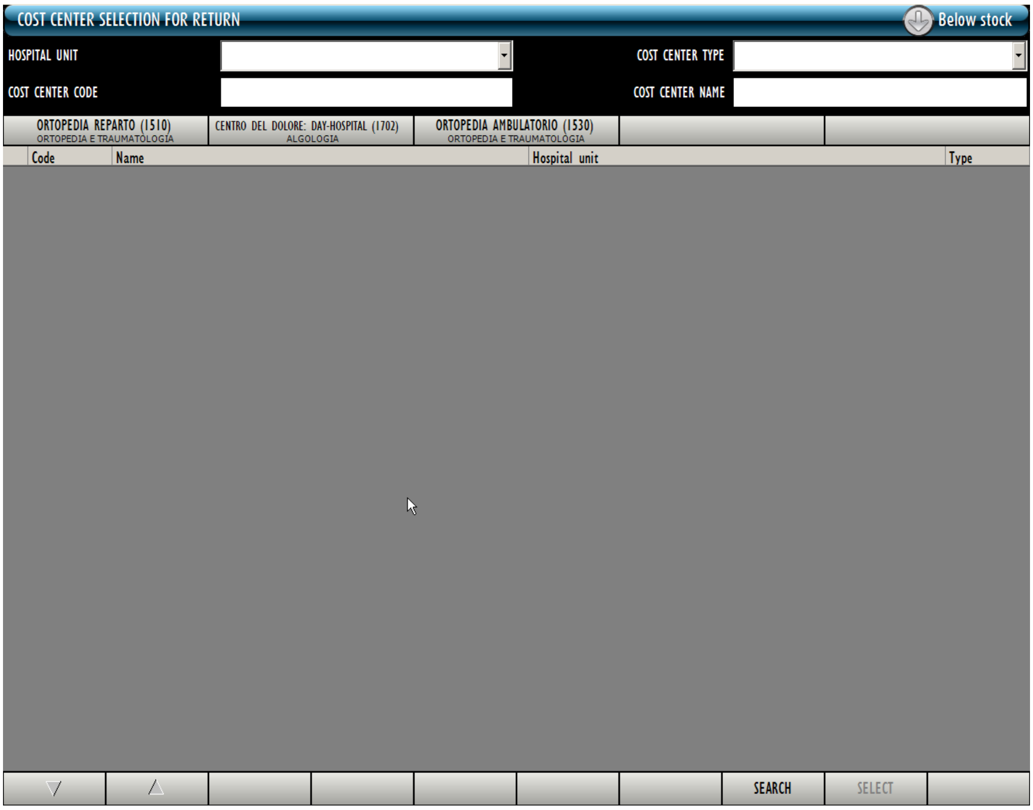

COST CENTER SELECTION FOR RETURN
Below stock
HOSPITAL UNIT
COST CENTER TYPE
COST CENTER CODE
COST CENTER NAME
ORTOPEDIA REPARTO (1510)
ORTOPEDIA E TRAUMATOLOGIA
CENTRO DEL DOLORE: DAY-HOSPITAL (1702)
ALGOLOGIA
ORTOPEDIA AMBULATORIO (1530)
ORTOPEDIA E TRAUMATOLOGIA
Code
Name
Hospital unit
Type
SEARCH
SELECT

Fig 157 - Cost center for returns

Paragraph 15.1 describes the screen shown in Fig 157.

Paragraph 15.2 describes the cost center selection procedure.

15.1. Cost Center - screen structure

The “Cost center” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features.
An additional button bar is here available, displaying the recent selections and making it possible to quick select the cost center previously selected (Fig 164).

This paragraph describes the screen’s specific features.

15.1.1. Filters

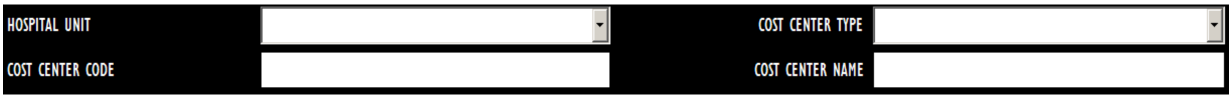


Fig 158 - Filters on the “Cost center selection” screen

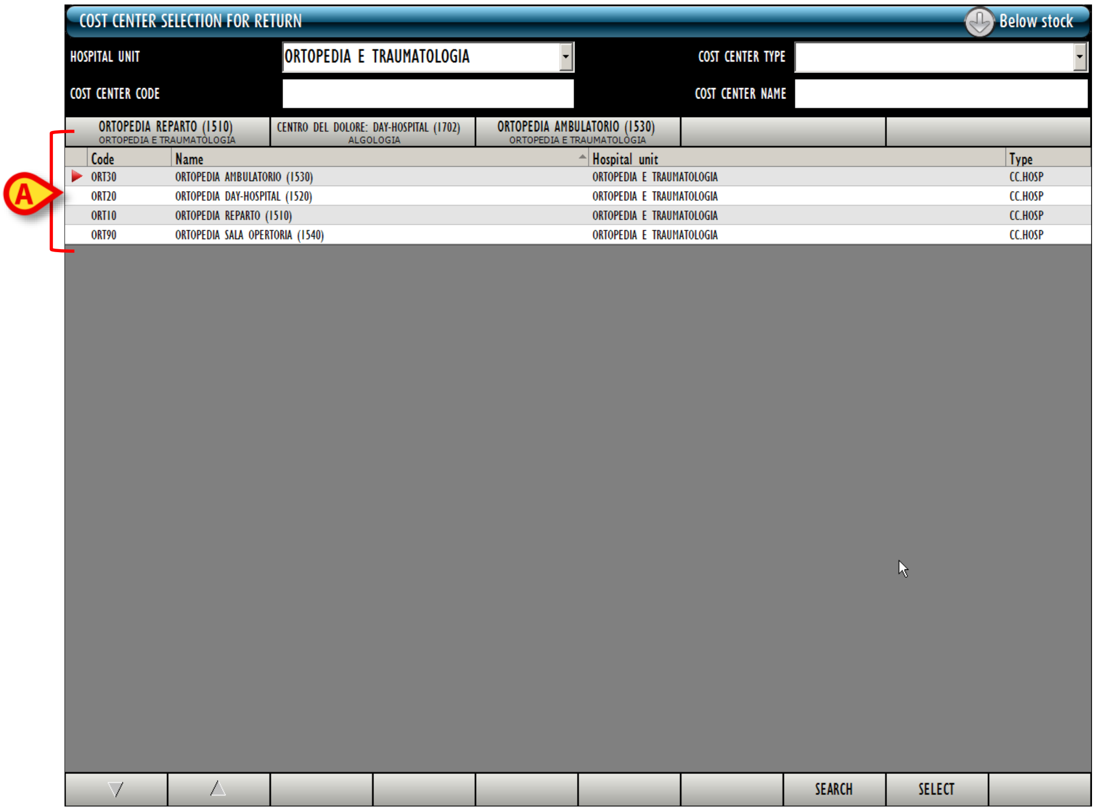
The available filters on the “Cost center for returns” screen (Fig 158) are:

- “Hospital Unit” - Specifies the hospital unit that is referent for the cost center that will be selected.
- “Type” - Specifies the cost center type.
- “Code” - Specifies the cost center code.
- “Name” - Specifies the cost center name.

See paragraph 7.4.2 for instructions on how the filters work within the “Stock Management” system. In this specific case the filters “Hospital Unit” and “Type” are selected on a menu containing a list of pre-defined options, while the filters “Code” and “Name” are specified typing the name/code on the workstation keyboard.

15.1.2. Data area

The data area contains the list of all the cost centers having the features specified in the filters (In Fig 159 the "Ortopedia e Traumatologia" Hospital Unit is specified).



COST CENTER SELECTION FOR RETURN

HOSPITAL UNIT: ORTOPEDIA E TRAUMATOLOGIA

COST CENTER TYPE:

COST CENTER CODE:

COST CENTER NAME:

	Code	Name	Hospital unit	Type
▶	ORT30	ORTOPEDIA AMBULATORIO (1530)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
	ORT20	ORTOPEDIA DAY-HOSPITAL (1520)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
	ORT10	ORTOPEDIA REPARTO (1510)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP
	ORT90	ORTOPEDIA SALA OPERTORIA (1540)	ORTOPEDIA E TRAUMATOLOGIA	CC.HOSP

Below stock
ORTOPEDIA REPARTO (1510)
ORTOPEDIA E TRAUMATOLOGIA
CENTRO DEL DOLORE: DAY-HOSPITAL (1702)
ALGOLOGIA
ORTOPEDIA AMBULATORIO (1530)
ORTOPEDIA E TRAUMATOLOGIA
A
▽
△
SEARCH
SELECT

Fig 159 - Cost centers for returns

Each row corresponds to a cost center. For each cost center the following information can be displayed:

- cost center code;
- cost center name;
- the referent hospital unit;
- the cost center type.

None of the above information is editable.

> *For each cost center either all or part of the possible information can be present, depending on the way the cost center is configured.*

The ▶ arrow, possibly appearing at the beginning of a row, indicates the cost center selected.

15.1.3. The command bar of the “Cost center for returns” screen

This paragraph describes the buttons on the command bar (Fig 160) of the screen.

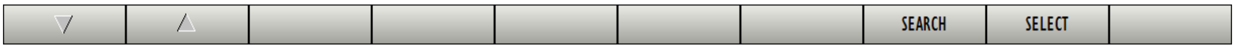


Fig 160 - Command bar

Use the arrow buttons ▼ and ▲ to scroll up and down the screen contents in case the items are too many to be displayed all together.

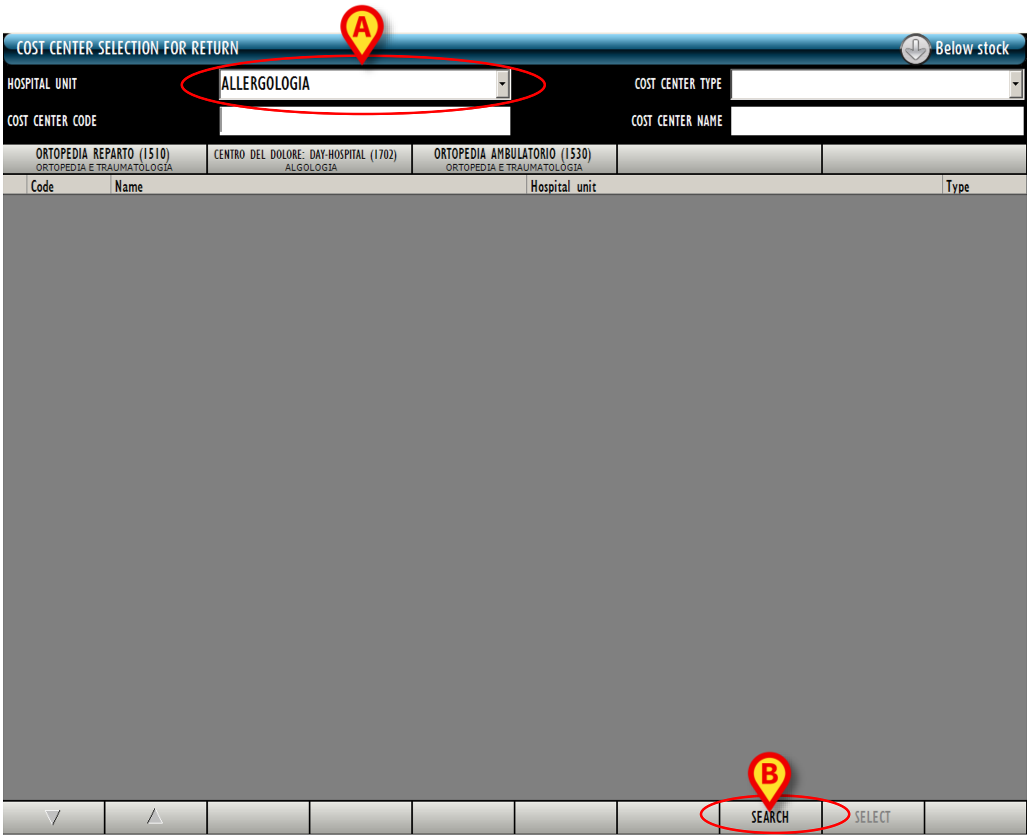
Use the **Search** button to search and display the list of items having the features specified in the filters described in paragraph 15.1.1.

Use the **Select** button to select the cost center to which the picking must be attributed. The detailed procedure is described in paragraph 15.4.

15.2. Cost center for returns selection procedure

This paragraph describes the procedure that must be performed to select the cost center to which the resource/s return will be attributed.

- Click the CC R... icon on the lateral bar to access the cost center selection screen (Fig 161).


HOSPITAL UNIT: ALLERGOLOGIA

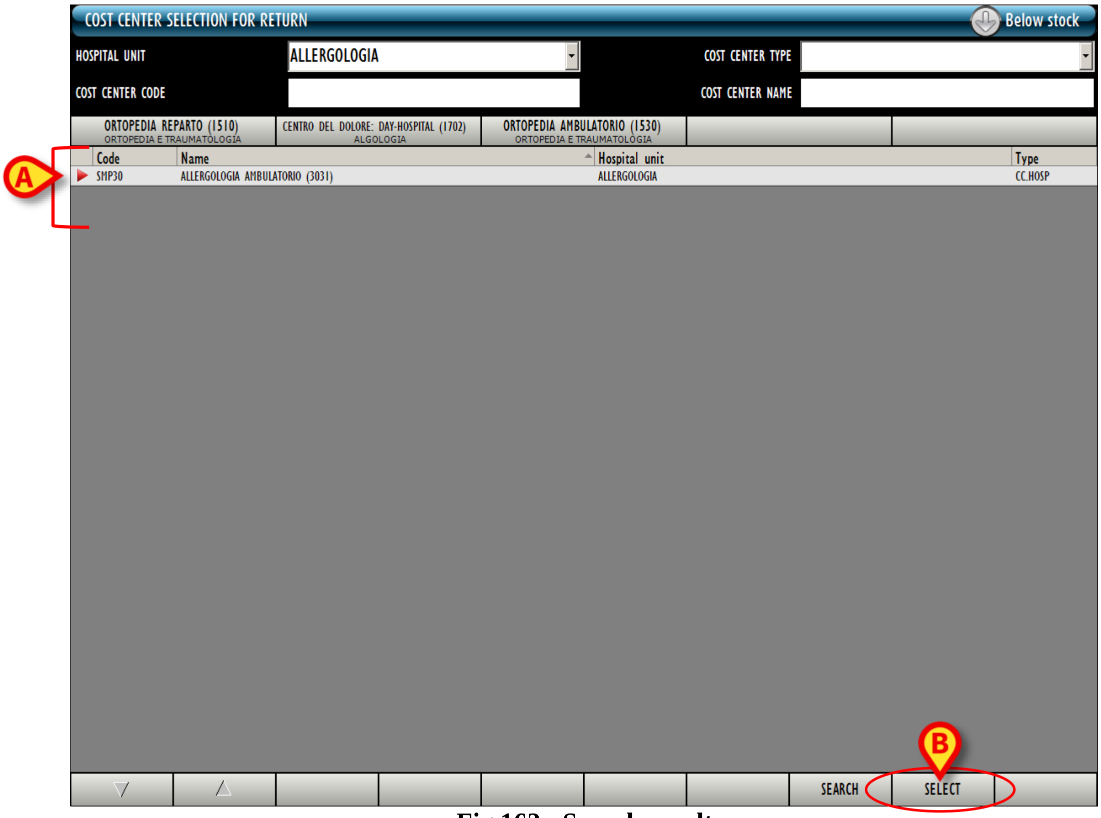
A
COST CENTER SELECTION FOR RETURN
Below stock
HOSPITAL UNIT
COST CENTER TYPE
COST CENTER CODE
COST CENTER NAME
ORTOPEDIA REPARTO (1510)
ORTOPEDIA E TRAUMATOLOGIA
CENTRO DEL DOLORE: DAY-HOSPITAL (1702)
ALGOLOGIA
ORTOPEDIA AMBULATORIO (1530)
ORTOPEDIA E TRAUMATOLOGIA
Code
Name
Hospital unit
Type
B
SEARCH
SELECT

Fig 161 - Cost center for return attribution

- Specify in the filters the available cost center data. In Fig 161 **A** the “Allergologia” Hospital Unit is specified.

- Click the **Search** button on the command bar (Fig 161 **B**).

The list of cost centers having the features specified is displayed on screen (Fig 162 **A**).


A
B
Below stock
ORTOPEDIA REPARTO (1510)
ORTOPEDIA E TRAUMATOLOGIA
CENTRO DEL DOLORE: DAY-HOSPITAL (1702)
ALGOLOGIA
ORTOPEDIA AMBULATORIO (1530)
ORTOPEDIA E TRAUMATOLOGIA
SEARCH
SELECT

COST CENTER SELECTION FOR RETURN

HOSPITAL UNIT: ALLERGOLOGIA
COST CENTER TYPE:
COST CENTER CODE:
COST CENTER NAME:

Code	Name	Hospital unit	Type
SMP30	ALLERGOLOGIA AMBULATORIO (3031)	ALLERGOLOGIA	CC.HOSP

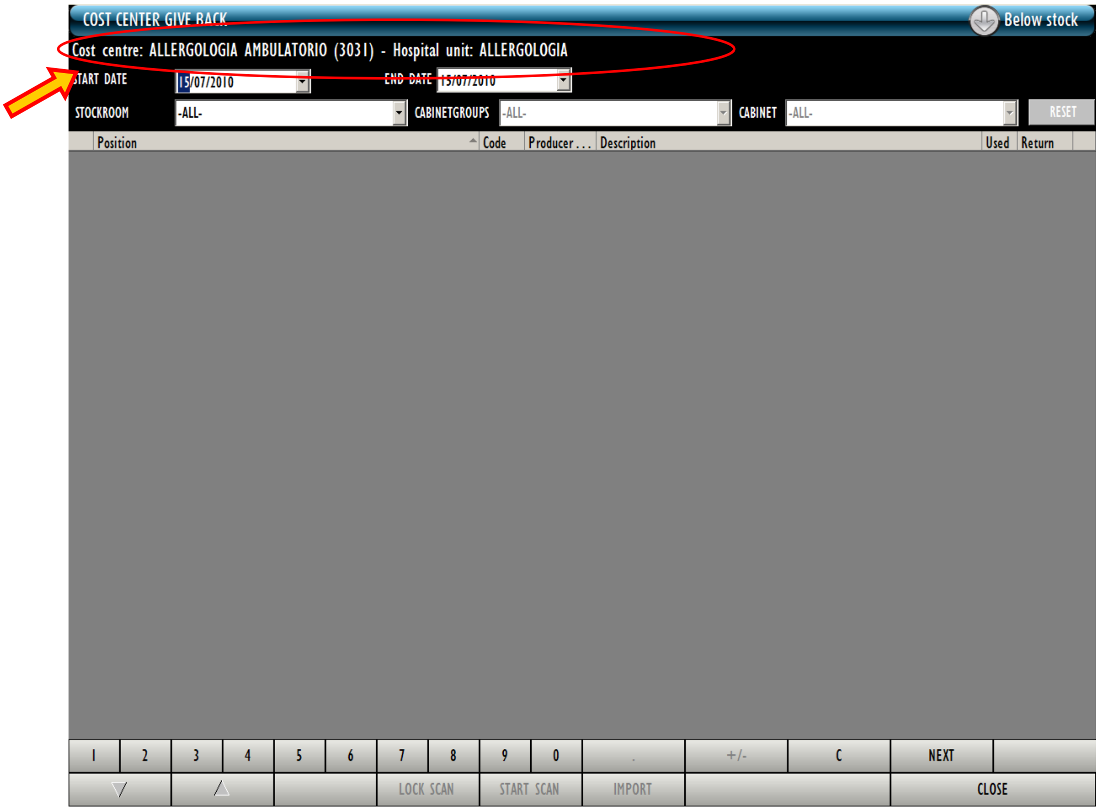
Fig 162 - Search result

- ➢ Click the row corresponding to the relevant cost center.

The ▶ arrow appears at the beginning of the row.

- ➢ Click the **Select** button on the command bar (Fig 162 **B**).

The screen making it possible to record the resources return will open (“Cost center for returns” - Fig 163). The screen is described in detail in paragraph 15.3. Paragraph 15.4 describes the procedure to perform to select the resources that must be returned.



COST CENTER GIVE BACK

Cost centre: ALLERGOLOGIA AMBULATORIO (3031) - Hospital unit: ALLERGOLOGIA

START DATE 15/07/2010

END DATE 15/07/2010

STOCKROOM -ALL-

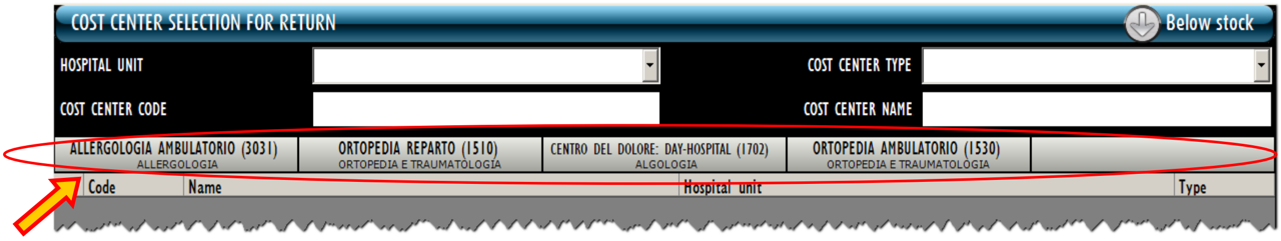
CABINETGROUPS -ALL-

CABINET -ALL-

Fig 163 - Cost center for returns screen

15.2.1. “Recent” cost centers

The bar indicated in Fig 164 is formed of five buttons displaying the five most recent cost center selections.



COST CENTER SELECTION FOR RETURN

Below stock
HOSPITAL UNIT
COST CENTER TYPE
COST CENTER CODE
COST CENTER NAME
ALLERGOLOGIA AMBULATORIO (3031)
ALLERGOLOGIA
ORTOPEDIA REPARTO (1510)
ORTOPEDIA E TRAUMATOLOGIA
CENTRO DEL DOLORE: DAY-HOSPITAL (1702)
ALGOLOGIA
ORTOPEDIA AMBULATORIO (1530)
ORTOPEDIA E TRAUMATOLOGIA
Code
Name
Hospital unit
Type

Fig 164

To select one of those cost centers again

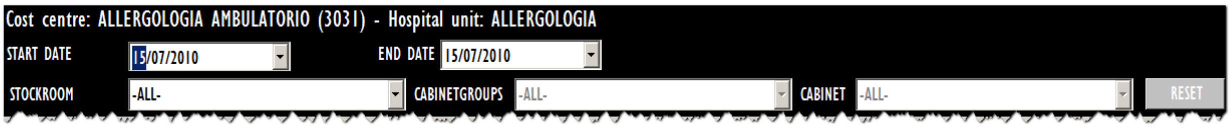
- click the corresponding button.

The “Cost center for returns” module screen (Fig 163) will open, displaying under the header the name of the chosen cost center.

15.3. “Cost center for returns” screen description

The “Cost center for returns” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

15.3.1. Filters



Cost centre: ALLERGOLOGIA AMBULATORIO (3031) - Hospital unit: ALLERGOLOGIA

START DATE 15/07/2010 END DATE 15/07/2010

STOCKROOM -ALL- CABINETGROUPS -ALL- CABINET -ALL-

Fig 165 - Filters on the “Cost center for returns” screen

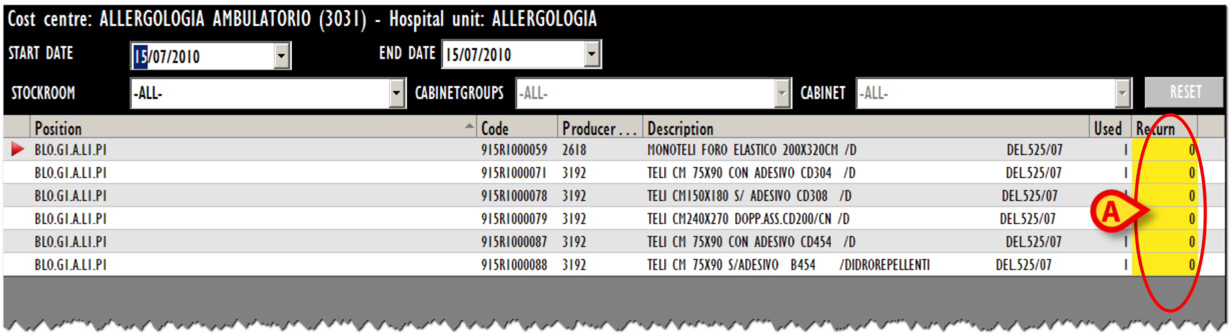
The available filters on this screen are:

- “Start date” and “End date” - make it possible to display only the resources picked during the specified period.
- “Stockroom” - displays only the resources picked ina specific stockroom.
- “Cabinet group” - displays only the resources picked ina specific cabinet group.
- “Cabinet” - displays only the resources picked in a specific cabinet.

See paragraph 7.4.2 for instructions on how the filters work in the “Stock Management” system.

15.3.2. Data area

The “Cost center for returns” screen displays all the resources picked for the cost center previously selected during the period specified by the “Start date” and “End date” filters (Fig 166).



Cost centre: ALLERGOLOGIA AMBULATORIO (3031) - Hospital unit: ALLERGOLOGIA

START DATE 15/07/2010 END DATE 15/07/2010

STOCKROOM -ALL- CABINETGROUPS -ALL- CABINET -ALL-

Position	Code	Producer...	Description	Used	Return
BLO.GI.A.LI.PI	915RI000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	1	0
BLO.GI.A.LI.PI	915RI000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D DEL.525/07	1	0
BLO.GI.A.LI.PI	915RI000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D DEL.525/07	1	0
BLO.GI.A.LI.PI	915RI000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D DEL.525/07		0
BLO.GI.A.LI.PI	915RI000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D DEL.525/07	1	0
BLO.GI.A.LI.PI	915RI000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI DEL.525/07	1	0

Fig 166

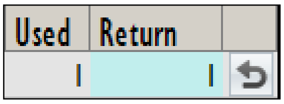
Each row corresponds to a resource. For each resource the following data can be displayed:

- resource position (not editable);
- resource code (not editable);
- manufacturer code (not editable);
- description (not editable);
- picked quantity (not editable);

- quantity to be returned.

> *Not all the information is always specified. The kind of information available depends on the configuration chosen and the procedures in use.*

The ▶ arrow appearing at the beginning of a row indicates the selected resource. The only editable item on this screen is the quantity of items that must be returned. the corresponding cell is highlighted yellow if no value is displayed (Fig 166 **A**). When a value is specified, before clicking the **Update** button on the command bar, the cell is highlighted light blue (Fig 167).



Used	Return	
I	I	↶

Fig 167

The ↶ icon is an “Undo” button. Click the icon to annul the editing performed since and to bring back the row to its original state.

See paragraph 15.4 for the “Returns” specification procedure.

15.3.3. The “Cost center for returns” screen command bar

The command bar of the “Cost center for returns” screen (Fig 168) makes it possible to manage the screen contents.

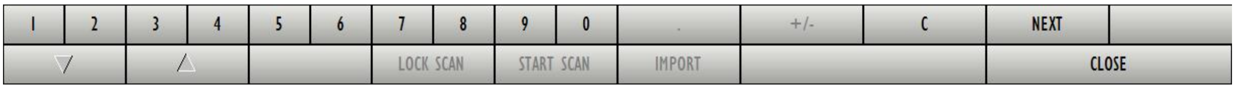


Fig 168

The numeric buttons make it possible to specify the quantities to be returned (Fig 169).

Fig 169 - Numeric buttons

Click one of the numbers to write the number in the “Return” field (Fig 166 **A**).

The “ **.** ” button is a decimal divider. The button is active only if decimal specification is relevant. The “**+/-**” button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The “ **C** ” button brings back to zero the specified quantities.

The **Succ.** button selects the item following the one currently selected.

Use the arrow buttons ▼ and ▲ to scroll up and down the screen contents in case the items are too many to be displayed all together.

The other buttons are not active on this screen.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

15.4. How to record a “Return”

To record a returned resource, on the “Cost center for return” screen (Fig 163).

- Click the row corresponding to the resource to be returned.

The row will be selected, the ▶ icon appears at the beginning of the row.

- Use the numeric buttons on the command bar to specify the resource quantity.
- Click the **Update** button on the command bar.

Or

- Click the “Return” cell on the row corresponding to the resource to be returned.

The corresponding row is selected, the ▶ icon appears at the beginning of the row.

The quantity inside the cell is highlighted.

- Use the workstation keyboard to set the quantities.
- Click the **Update** button on the command bar.

After clicking on **Update** the quantities specified in the “Used” cell are updated according to the new values. I.e.: if 5 items are picked of a certain resource and 2 items are returned, the “Used” cell, after updating, specifies “3”.

If the quantity of items returned is equal to or bigger than the quantity of picked items, the row corresponding to the resource disappears from the list displayed on screen.

15.4.1. Barcode reading for the “Return” procedure

When the “Cost center for returns” screen is displayed the barcode reader can be used as search and selection tool.

Reading the barcode of the resource that must be returned brings the corresponding row to the first place in the list of resources displayed on screen. The quantity is increased (one unit).

To use this procedure

- read the barcode of the resource that must be returned.

The corresponding row is displayed on top of the resources list, the quantity displayed in the “Return” cell is increased of one unit.

- Click the **Update** button on the command bar.

16. Resources allocation

The “Resources al location” module makes it possible to record those changes in the cabinet configuration regarding the allocation of resources.

In the Stock Management system each cabinet is configured to contain only specific resources (and not others). That means that a certain resource can be allocated, by configuration, in certain cabinets and not in others. The “Resources alloctaion” module makes it possible to specify that a certain resource is not allocated anymore in a cabinet selected as “source” and is allocated from now on in a specified “destination” cabinet.

I.e. the module records that the possibility itself, for a resource, to be in a certain cabinet, is moved to another cabinet. Cabinet configuration this way changes.

Riallocating a resource with this module moves all the units of the resource specified that are in the source cabinet to the destination cabinet.

> *The “Resources allocation” module cannot be used to record the movement of a certain quantity of resource from a cabinet to another. For this purpose use the “Materials transfer” module described in paragraph* 9.

To select the module

- click the icon ALLO... on the lateral bar.

The following screen opens (Fig 170):

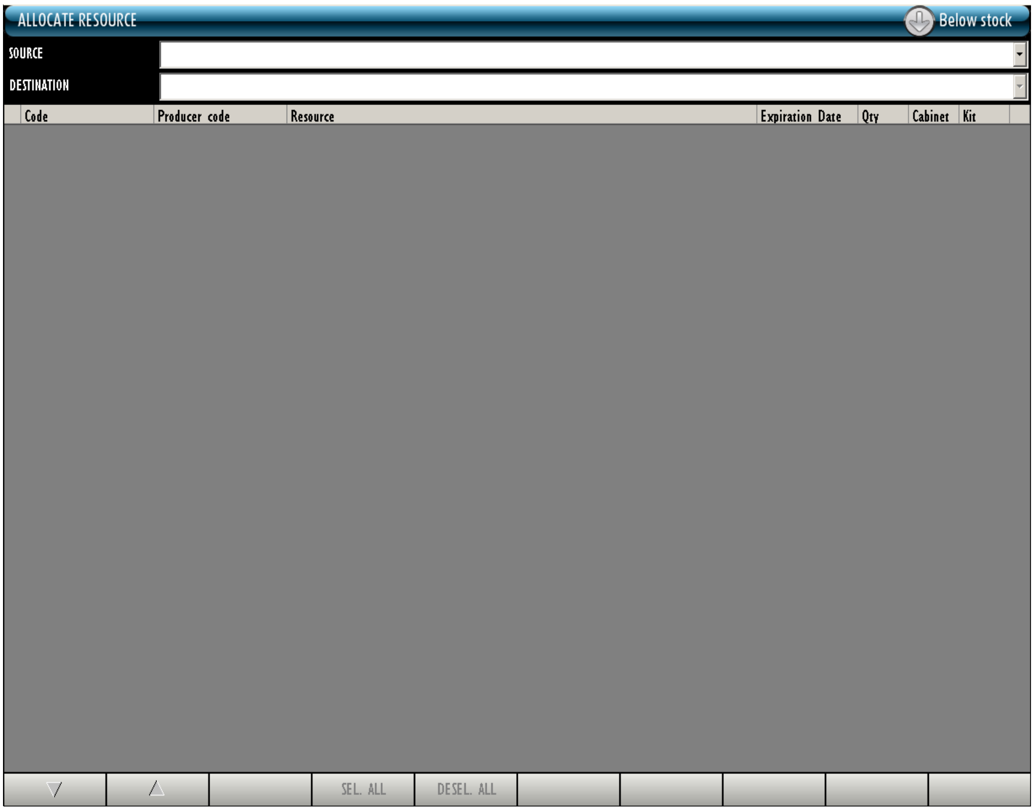


Fig 170 - Resources allocation

16.1. Resources allocation - screen structure

The "Resources allocation" screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

16.1.1. Source and destination specification

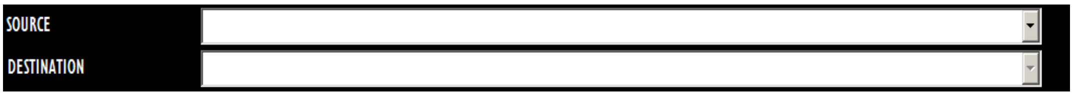


Fig 171 - Filters on the "Resources allocation" screen

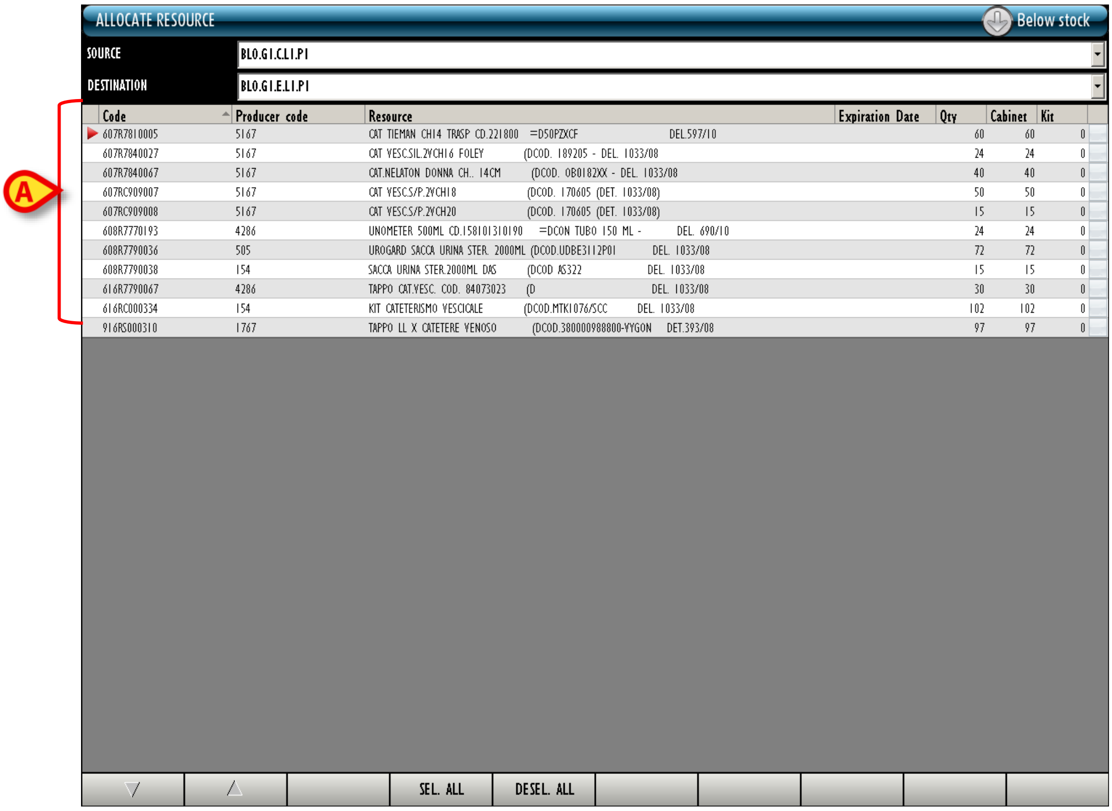
The filters available on the "Resources allocation" screen (Fig 171) are:

- "Source" - Selects the source cabinet.
- "Destination" - Selects the destination cabinet.

See paragraph 7.4.2 for instructions on how the filters work.

16.1.2. Data area

After the “Source” and “Destination” cabinet are selected, the data area displays the list of resources that can be reallocated from the selected source to the selected destination (Fig 172 **A**).



SOURCE: BLO.G1.CL1.P1

DESTINATION: BLO.G1.E.L1.P1

Code	Producer code	Resource	Expiration Date	Qty	Cabinet	Kit	
607R7810005	5167	CAT TIEMAN CH14 TRASP CD.221800 =D50PZXCF DEL.597/10		60	60	0	☐
607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08		24	24	0	☐
607R7840067	5167	CAT.NELATON DONNA CH.. 14CM (DCOD. 0B0182XX - DEL. 1033/08		40	40	0	☐
607RC909007	5167	CAT VESC.S/P.2VCH18 (DCOD. 170605 (DET. 1033/08)		50	50	0	☐
607RC909008	5167	CAT VESC.S/P.2VCH20 (DCOD. 170605 (DET. 1033/08)		15	15	0	☐
608R7770193	4286	UNOMETER 500ML CD.1581013101 90 =DCON TUBO 150 ML - DEL. 690/10		24	24	0	☐
608R7790036	505	UROGARD SACCA URINA STER. 2000ML (DCOD.UDBE3112P01 DEL. 1033/08		72	72	0	☐
608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08		15	15	0	☐
616R7790067	4286	TAPPO CAT.VESC. COD. 84073023 (D DEL. 1033/08		30	30	0	☐
616RC000334	154	KIT CATETERISMO VESCICALE (DCOD.MTK1076/SCC DEL. 1033/08		102	102	0	☐
916RS000310	1767	TAPPO LL X CATETERE VENOSO (DCOD.380000988800-VYGON DET.393/08		97	97	0	☐

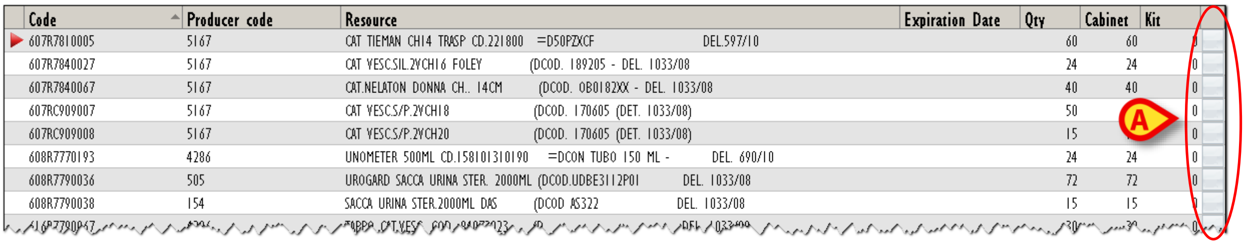
Fig 172 - Resources allocation

Each row corresponds to a resource. For each resource the following data can be displayed:

- resource code (not editable);
- manufacturer code (not editable);
- resource description (not editable);
- total quantity in stock (not editable);
- quantity located in the cabinets (not editable);
- quantity located in the generic kits already prepared (not editable).

Not all the information is always specified. The kind of information available depends on the configuration chosen and the procedures in use.

The checkboxes on the right (Fig 173 **A**) indicate, when selected - ☑ - , that the corresponding resource will be reallocated.



Code	Producer code	Resource	Expiration Date	Qty	Cabinet	Kit
607R7810005	5167	CAT TIEMAN CH14 TRASP CD.221800 =D50PZXCF DEL.597/10		60	60	0
607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08		24	24	0
607R7840067	5167	CAT.NELATON DONNA CH.. 14CM (DCOD. 0B0182XX - DEL. 1033/08		40	40	0
607RC909007	5167	CAT VESC.S/P.2VCH18 (DCOD. 170605 (DET. 1033/08)		50		0
607RC909008	5167	CAT VESC.S/P.2VCH20 (DCOD. 170605 (DET. 1033/08)		15		0
608R7770193	4286	UNOMETER 500ML CD.1581013101 90 =DCON TUBO 150 ML - DEL. 690/10		24	24	0
608R7790036	505	UROGARD SACCA URINA STER. 2000ML (DCOD.UDBE3112P01 DEL. 1033/08		72	72	0
608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08		15	15	0

Fig 173

The ▶ arrow appearing at the beginning of a row indicates that the correposnding resource is selected.

When the quantity in stock for a resource is less than the minimum quantity (indicated by configuration) the corresponding cell is highlighted red; when the quantity in stock for a resource is less than the ideal quantity (indicated by configuration) the corresponding cell is highlighted yellow.

16.1.3. The command bar of the “Resources allocation” screen

The command bar (Fig 174), formed of several buttons, makes it possible to manage the screen contents.

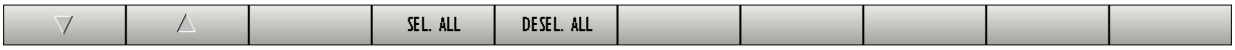


Fig 174 - Command bar

The numeric buttons on the upper line are not used on this screen (“Resources allocation”).

Use the arrow-buttons, when active, to scroll the screen contents up and down.

The **Sel. All** button selects all the items displayed on screen.

The **Desel. All** button deselects all the selected items.

When editing the screen contents the **Update** and **Cancel** buttons are displayed on the command bar.
The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.
The **Cancel** button annuls all the changes made.

The command bar of the “Cost center for returns” screen (Fig 168) makes it possible to manage the screen contents.

16.2. How to change the resource allocation

To change the resource allocation

- click the ALLO... icon on the lateral bar to display the “Resources allocation” screen (Fig 175).

> *Please remember that the “Resources allocation” module cannot be used to record the movement of a certain quantity of resource from a cabinet to another. For this purpose use the “Materials transfer” module described in paragraph 9.*

The following screen opens.

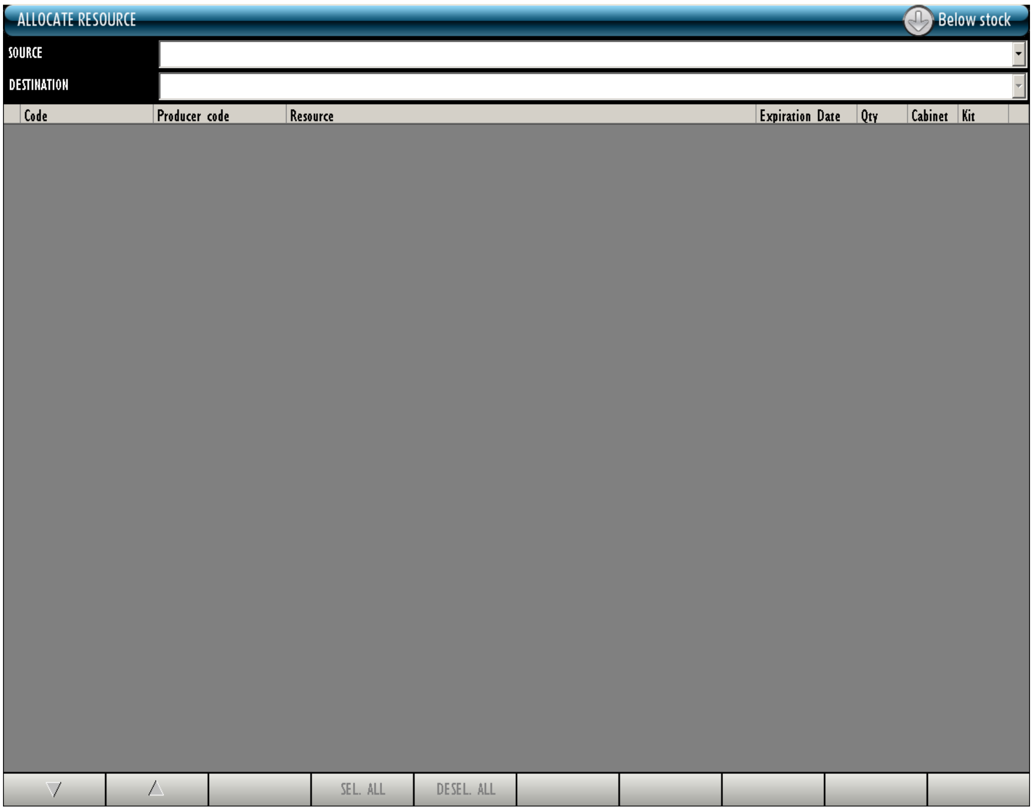
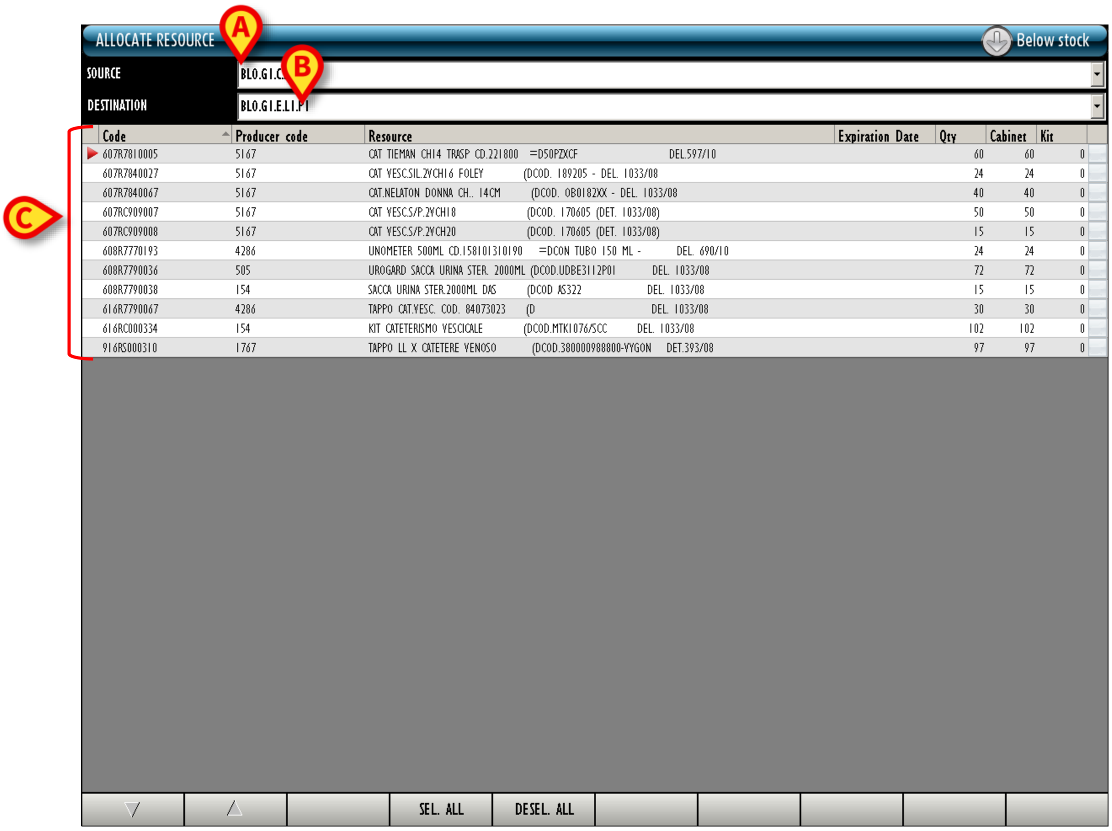


Fig 175 - Resources allocation

- Select the source cabinet (specify the “Source” field Fig 176 **A**).
- Select the destination cabinet (specify the “Destination” field Fig 176 **B**).

The data area displays the list of resources that can be reallocated (Fig 176 **C**).



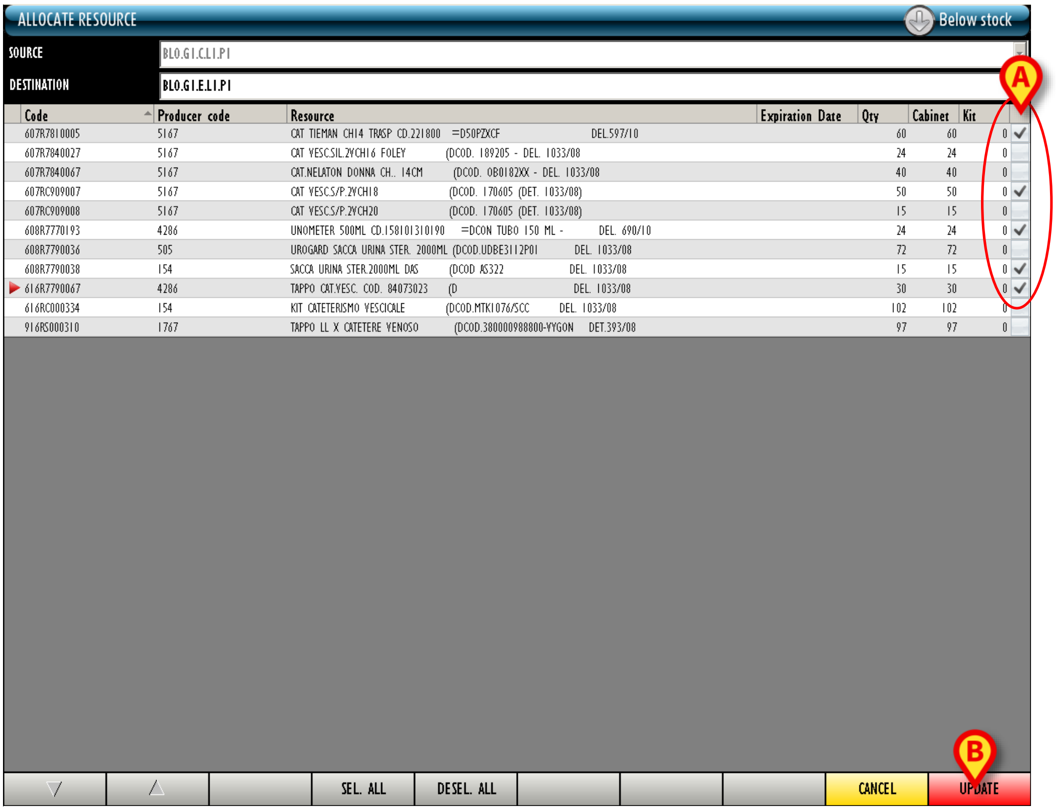
SOURCE: BLO.GI.C

DESTINATION: BLO.GI.E.LI.PI

Code	Producer code	Resource	Expiration Date	Qty	Cabinet	Kit	
607R7810005	5167	CAT TIEMAN CH14 TRASP CD.221800 =D50PZXCF DEL.597/10		60	60	0	☐
607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08		24	24	0	☐
607R7840067	5167	CAT.NELATON DONNA CH.. 14CM (DCOD. 0B0182XX - DEL. 1033/08		40	40	0	☐
607RC909007	5167	CAT VESC.S/P.2VCH18 (DCOD. 170605 (DET. 1033/08)		50	50	0	☐
607RC909008	5167	CAT VESC.S/P.2VCH20 (DCOD. 170605 (DET. 1033/08)		15	15	0	☐
608R7770193	4286	UNOMETER 500ML CD.1581013101190 =DCON TUBO 150 ML - DEL. 690/10		24	24	0	☐
608R7790036	505	UROGARD SACCA URINA STER. 2000ML (DCOD.UDBE3112P01 DEL. 1033/08		72	72	0	☐
608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08		15	15	0	☐
616R7790067	4286	TAPPO CAT.VESC. COD. 84073023 (D DEL. 1033/08		30	30	0	☐
616RC000334	154	KIT CATETERISMO VESCICALE (DCOD.MTK1076/SCC DEL. 1033/08		102	102	0	☐
916RS000310	1767	TAPPO LL X CATETERE VENOSO (DCOD.380000988800-VYGON DET.393/08		97	97	0	☐

Fig 176

- ➢ Click, on the right of the data area, the boxes corresponding to the resources that must be reallocated (Fig 177 **A**). The clicked boxes is selected - ☑ - .



SOURCE: BLO.GI.CLI.PI

DESTINATION: BLO.GI.E.LI.PI

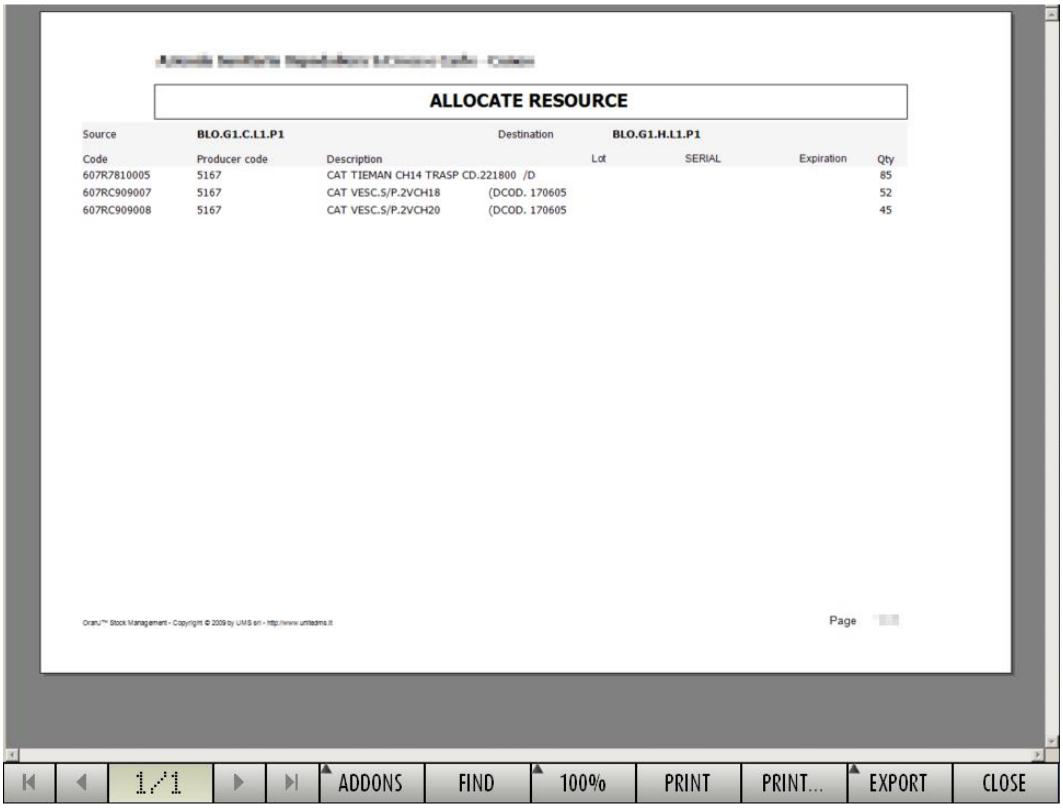
Code	Producer code	Resource	Expiration Date	Qty	Cabinet	Kit	
607R7810005	5167	CAT TIEMAN CH14 TRASP CD.221800 =D50PZXCF DEL.597/10		60	60	0	☑
607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08		24	24	0	☐
607R7840067	5167	CAT.NELATON DONNA CH.. 14CM (DCOD. 0B0182XX - DEL. 1033/08		40	40	0	☐
607RC909007	5167	CAT VESC.S/P.2VCH18 (DCOD. 170605 (DET. 1033/08)		50	50	0	☑
607RC909008	5167	CAT VESC.S/P.2VCH20 (DCOD. 170605 (DET. 1033/08)		15	15	0	☐
608R7770193	4286	UNOMETER 500ML CD.1581013101190 =DCON TUBO 150 ML - DEL. 690/10		24	24	0	☑
608R7790036	505	UROGARD SACCA URINA STER. 2000ML (DCOD.UDBE3112P01 DEL. 1033/08		72	72	0	☐
608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08		15	15	0	☑
616R7790067	4286	TAPPO CAT.VESC. COD. 84073023 (D DEL. 1033/08		30	30	0	☑
616RC000334	154	KIT CATETERISMO VESCICALE (DCOD.MTK1076/SCC DEL. 1033/08		102	102	0	☐
916RS000310	1767	TAPPO LL X CATETERE VENOSO (DCOD.380000988800-VYGON DET.393/08		97	97	0	☐

Fig 177

- ➢ Click the **Update** button on the command bar (Fig 177 **B**).

The reallocation is this way completed.

A print report is automatically created. A print preview is displayed (Fig 178).



[redacted]

ALLOCATE RESOURCE

Source BLO.G1.C.L1.P1 Destination BLO.G1.H.L1.P1

Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
607R7810005	5167	CAT TIEMAN CH14 TRASP CD.221800 /D				85
607RC909007	5167	CAT VESC.S/P.2VCH18 (DCOD. 170605				52
607RC909008	5167	CAT VESC.S/P.2VCH20 (DCOD. 170605				45

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Page [redacted]

Fig 178 - Print preview

See paragraph 6.8.1 for the system’s print functionalities.

The **Close** button (Fig 178 **A**) closes the “Print preview” screen.

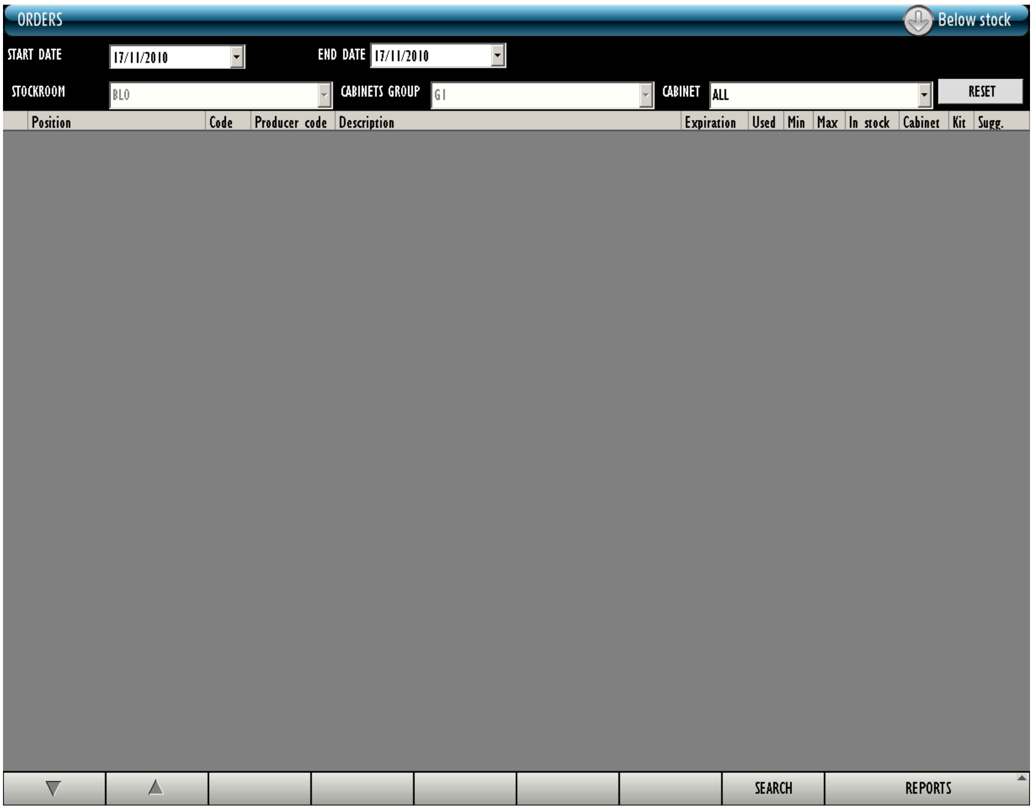
17. Orders sheet print

The “Orders” module makes it possible to create a document that can be used to order the materials.

To activate the “Orders” module,

- ➢ click the ORDE... icon on the lateral bar.

The following screen opens,



START DATE 17/11/2010

END DATE 17/11/2010

STOCKROOM BL0

CABINETS GROUP G1

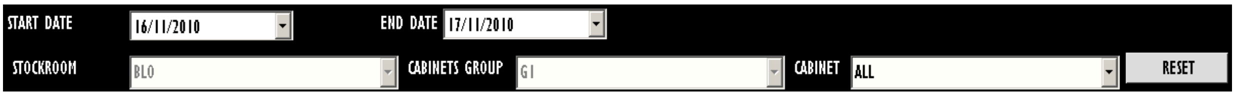
CABINET ALL

Fig 179 - Orders

17.1. “Orders” - screen structure

The “Orders” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

17.1.1. Filters



START DATE 16/11/2010
END DATE 17/11/2010
STOCKROOM BLO
CABINETS GROUP GI
CABINET ALL

Fig 180 - Filters on the "Orders" screen

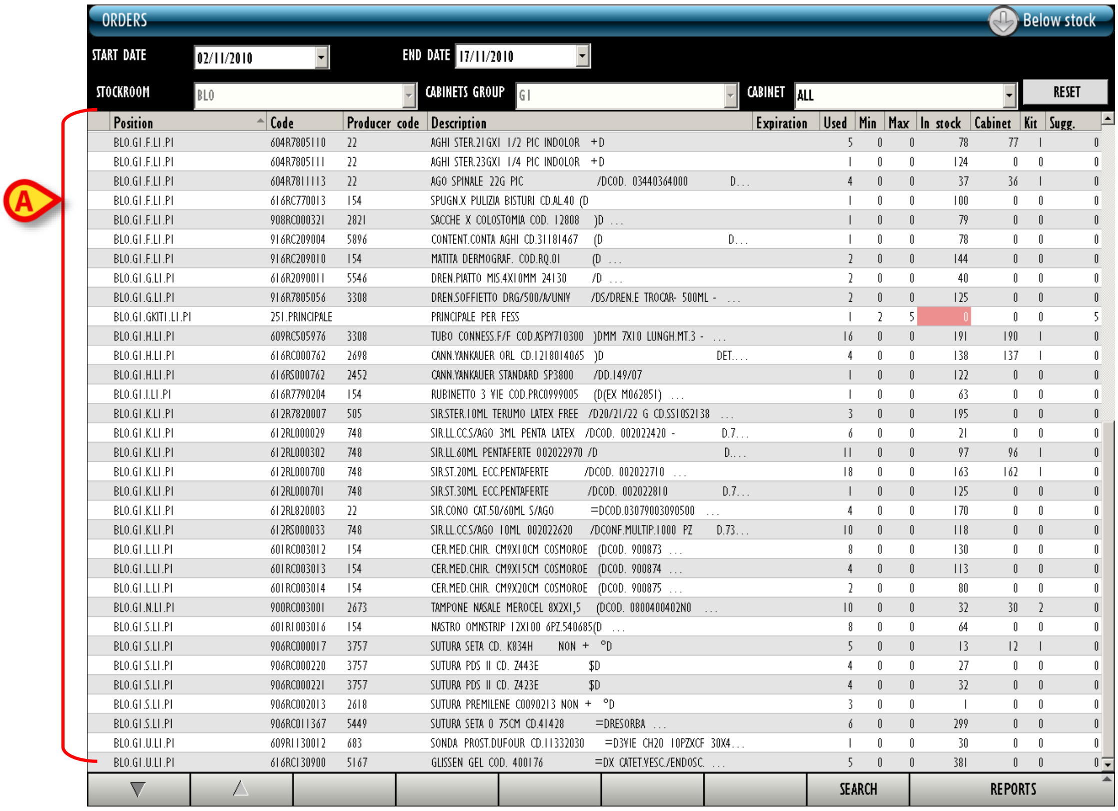
The available filters on the "Orders" screen (Fig 180) are:

- "Start date - End date" - these fields make it possible to specify the time period to which the items displayed in the data area refer.
- "Stockroom" - it displays only the resources located in a specific stockroom.
- "Cabinets group" - it displays only the resources located in a specific cabinets group.
- "Cabinet" - it displays only the resources located in a specific cabinet.

See paragraph 7.4.2 for general instructions on how the filters work.

17.1.2. Data area

The data area of the "Orders" screen displays the list of resources used during the specified period and whose values correspond to those possibly specified in the other filters.



START DATE 02/11/2010
END DATE 17/11/2010
STOCKROOM BLO
CABINETS GROUP GI
CABINET ALL

Position	Code	Producer code	Description	Expiration	Used	Min	Max	In stock	Cabinet	Kit	Sugg.
BLO.GI.F.LI.PI	604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D		5	0	0	78	77	1	0
BLO.GI.F.LI.PI	604R7805111	22	AGHI STER.23GXI 1/4 PIC INDOLOR +D		1	0	0	124	0	0	0
BLO.GI.F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000 D...		4	0	0	37	36	1	0
BLO.GI.F.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D		1	0	0	100	0	0	0
BLO.GI.F.LI.PI	908RC000321	2821	SACCHE X COLOSTOMIA COD. 12808)D ...		1	0	0	79	0	0	0
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D D...		1	0	0	78	0	0	0
BLO.GI.F.LI.PI	916RC209010	154	MATITA DERMOGRAF. COD.RQ.01 (D ...		2	0	0	144	0	0	0
BLO.GI.G.LI.PI	616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 /D ...		2	0	0	40	0	0	0
BLO.GI.G.LI.PI	916R7805056	3308	DREN.SOFFIETTO DRG/500/A/UNIV /DS/DREN.E TROCAR- 500ML - ...		2	0	0	125	0	0	0
BLO.GI.GKITI.LI.PI	251.PRINCIPALE		PRINCIPALE PER FESS		1	2	5	0	0	0	5
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - ...		16	0	0	191	190	1	0
BLO.GI.H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D DET....		4	0	0	138	137	1	0
BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07		1	0	0	122	0	0	0
BLO.GI.I.LI.PI	616R7790204	154	RUBINETTO 3 VIE COD.PRC0999005 (D(EX M062851) ...		1	0	0	63	0	0	0
BLO.GI.K.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS10S2138 ...		3	0	0	195	0	0	0
BLO.GI.K.LI.PI	612RL000029	748	SIR.LL.CC.S/AGO 3ML PENTA LATEX /DCOD. 002022420 - D.7...		6	0	0	21	0	0	0
BLO.GI.K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D D....		11	0	0	97	96	1	0
BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 ...		18	0	0	163	162	1	0
BLO.GI.K.LI.PI	612RL000701	748	SIR.ST.30ML ECC.PENTAFERTE /DCOD. 002022810 D.7...		1	0	0	125	0	0	0
BLO.GI.K.LI.PI	612RL820003	22	SIR.CONO CAT.50/60ML S/AGO =DCOD.03079003090500 ...		4	0	0	170	0	0	0
BLO.GI.K.LI.PI	612RS000033	748	SIR.LL.CC.S/AGO 10ML 002022620 /DCONF.MULTIP.1000 PZ D.73...		10	0	0	118	0	0	0
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 ...		8	0	0	130	0	0	0
BLO.GI.L.LI.PI	601RC003013	154	CER.MED.CHIR. CM9X15CM COSMOROE (DCOD. 900874 ...		4	0	0	113	0	0	0
BLO.GI.L.LI.PI	601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE (DCOD. 900875 ...		2	0	0	80	0	0	0
BLO.GI.N.LI.PI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 ...		10	0	0	32	30	2	0
BLO.GI.S.LI.PI	601RI003016	154	NASTRO OMNSTRIP 12X100 6PZ.540685(D ...		8	0	0	64	0	0	0
BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D		5	0	0	13	12	1	0
BLO.GI.S.LI.PI	906RC000220	3757	SUTURA PDS II CD. Z443E $D		4	0	0	27	0	0	0
BLO.GI.S.LI.PI	906RC000221	3757	SUTURA PDS II CD. Z423E $D		4	0	0	32	0	0	0
BLO.GI.S.LI.PI	906RC002013	2618	SUTURA PREMILENE C0090213 NON + °D		3	0	0	1	0	0	0
BLO.GI.S.LI.PI	906RC011367	5449	SUTURA SETA 0 75CM CD.41428 =DRESORBA ...		6	0	0	299	0	0	0
BLO.GI.U.LI.PI	609RI130012	683	SONDA PROST.DUFOUR CD.11332030 =D3VIE CH20 10PZXCF 30X4...		1	0	0	30	0	0	0
BLO.GI.U.LI.PI	616RC130900	5167	GLISSEN GEL COD. 400176 =DX CATET.VESC./ENDOSC. ...		5	0	0	381	0	0	0

Fig 181 - Data area

Each row corresponds to a resource. For each resource the following information can be displayed:

- the resource position;
- the resource code;
- the producer code;

- the resource description;
- the quantity of resources used in the relevant period;
- the minimum quantity;
- the suggested quantity;
- the total quantity in stock;
- the quantity located in the cabinets;
- the quantity located in the generic kits already prepared;
- the suggested order quantity (this is the difference between the suggested quantity and the quantity in stock).

None of the values displayed can be modified by the user.

17.1.3. The command bar of the “Orders” screen

The command bar (Fig 182), formed of several buttons, makes it possible to manage the screen contents.

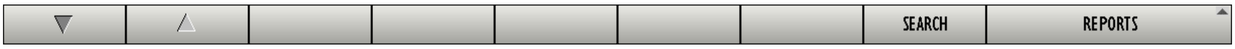


Fig 182 - Command bar

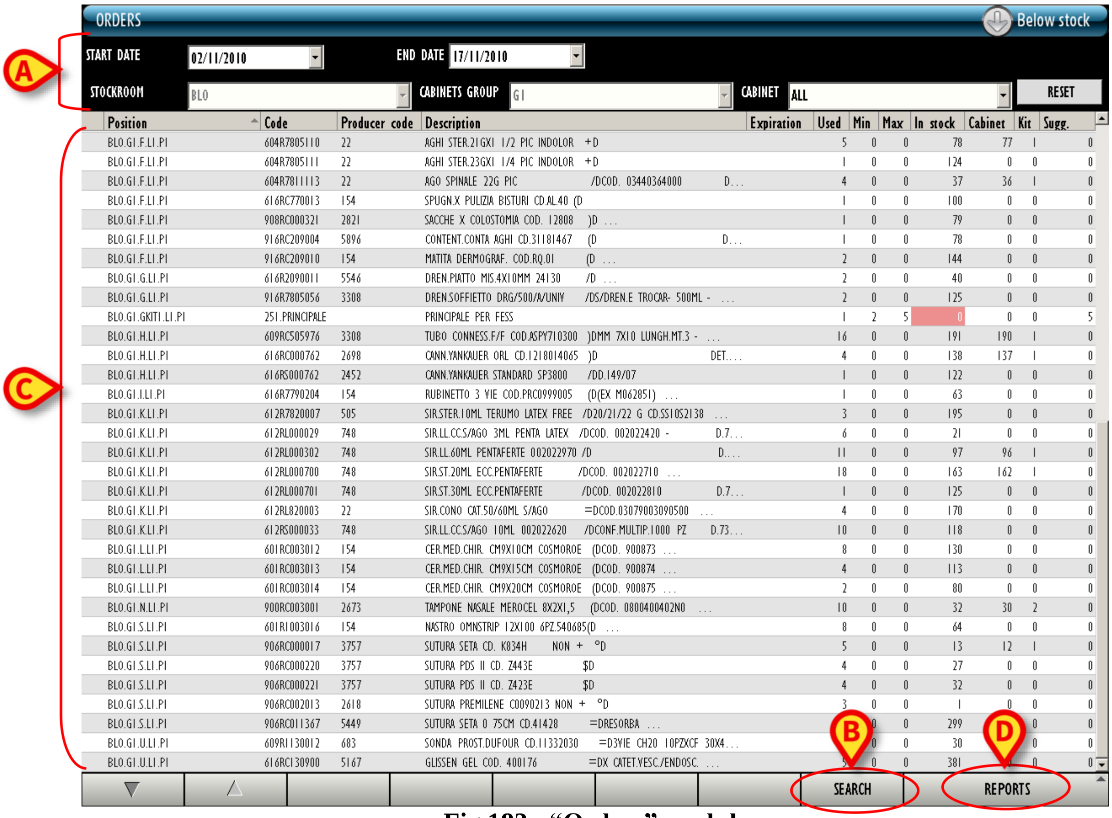
Use the arrow buttons ▽ and △ to scroll up and down the screen contents in case the items are too many to be displayed all together.
Use the **Search** button to search and display the list of items having the features specified in the filters described in paragraph 17.1.1.

The **Reports** button makes it possible to print the screen contents.

17.2. How to display and print the orders sheet

To display the list of resources,

- ➢ specify the search filters values (Fig 183 **A**).



START DATE 02/11/2010
END DATE 17/11/2010
STOCKROOM BLO
CABINETS GROUP GI
CABINET ALL

Position	Code	Producer code	Description	Expiration	Used	Min	Max	In stock	Cabinet	Kit	Sugg.
BLO.GI.F.LI.PI	604R7805110	22	AGHI STER.21GXI 1/2 PIC INDOLOR +D		5	0	0	78	77	I	0
BLO.GI.F.LI.PI	604R7805111	22	AGHI STER.23GXI 1/4 PIC INDOLOR +D		I	0	0	124	0	0	0
BLO.GI.F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000 D...		4	0	0	37	36	I	0
BLO.GI.F.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D		I	0	0	100	0	0	0
BLO.GI.F.LI.PI	908RC000321	2821	SACCHE X COLOSTOMIA COD. 12808)D ...		I	0	0	79	0	0	0
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D D...		I	0	0	78	0	0	0
BLO.GI.F.LI.PI	916RC209010	154	MATITA DERMOGRAF. COD.RQ.01 (D ...		2	0	0	144	0	0	0
BLO.GI.G.LI.PI	616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 /D ...		2	0	0	40	0	0	0
BLO.GI.G.LI.PI	916R7805056	3308	DREN.SOFFIETTO DRG/500/A/UNIV /DS/DREN.E TROCAR- 500ML - ...		2	0	0	125	0	0	0
BLO.GI.GKITI.LI.PI	251.PRINCIPALE		PRINCIPALE PER FESS		I	2	5	0	0	0	5
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - ...		16	0	0	191	190	I	0
BLO.GI.H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D DET....		4	0	0	138	137	I	0
BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07		I	0	0	122	0	0	0
BLO.GI.I.LI.PI	616R7790204	154	RUBINETTO 3 VIE COD.PRC0999005 (D(EX M062851) ...		I	0	0	63	0	0	0
BLO.GI.K.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS10S2138 ...		3	0	0	195	0	0	0
BLO.GI.K.LI.PI	612RL000029	748	SIR.LL.CC.S/AGO 3ML PENTA LATEX /DCOD. 002022420 - D.7...		6	0	0	21	0	0	0
BLO.GI.K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D D....		11	0	0	97	96	I	0
BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 ...		18	0	0	163	162	I	0
BLO.GI.K.LI.PI	612RL000701	748	SIR.ST.30ML ECC.PENTAFERTE /DCOD. 002022810 D.7...		I	0	0	125	0	0	0
BLO.GI.K.LI.PI	612RL820003	22	SIR.CONO CAT.50/60ML S/AGO =DCOD.03079003090500 ...		4	0	0	170	0	0	0
BLO.GI.K.LI.PI	612RS000033	748	SIR.LL.CC.S/AGO 10ML 002022620 /DCONF.MULTIP.1000 PZ D.73...		10	0	0	118	0	0	0
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 ...		8	0	0	130	0	0	0
BLO.GI.L.LI.PI	601RC003013	154	CER.MED.CHIR. CM9X15CM COSMOROE (DCOD. 900874 ...		4	0	0	113	0	0	0
BLO.GI.L.LI.PI	601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE (DCOD. 900875 ...		2	0	0	80	0	0	0
BLO.GI.N.LI.PI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 ...		10	0	0	32	30	2	0
BLO.GI.S.LI.PI	601RI003016	154	NASTRO OMNSTRIP 12X100 6PZ.540685(D ...		8	0	0	64	0	0	0
BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D		5	0	0	13	12	I	0
BLO.GI.S.LI.PI	906RC000220	3757	SUTURA PDS II CD. Z443E $D		4	0	0	27	0	0	0
BLO.GI.S.LI.PI	906RC000221	3757	SUTURA PDS II CD. Z423E $D		4	0	0	32	0	0	0
BLO.GI.S.LI.PI	906RC002013	2618	SUTURA PREMILENE C0090213 NON + °D		3	0	0	I	0	0	0
BLO.GI.S.LI.PI	906RC011367	5449	SUTURA SETA 0 75CM CD.41428 =DRESORBA ...		[illegible]	0	0	299	[illegible]	0	0
BLO.GI.U.LI.PI	609RI130012	683	SONDA PROST.DUFOUR CD.11332030 =D3VIE CH20 10PZXCF 30X4...		[illegible]	0	0	30	[illegible]	0	0
BLO.GI.U.LI.PI	616RC130900	5167	GLISSEN GEL COD. 400176 =DX CATET.VESC./ENDOSC. ...		5	0	0	381	[illegible]	0	0

Fig 183 - "Orders" module

- ➢ Click the **Search** button on the command bar (Fig 183 **B**).

The list of resources whose features match with those specified in the filters is displayed (Fig 183 **C**).

- ➢ Click the **Reports** button on the command bar (Fig 183 **D**). The "Orders" option activates (Fig 184).

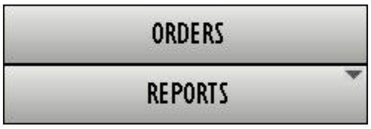
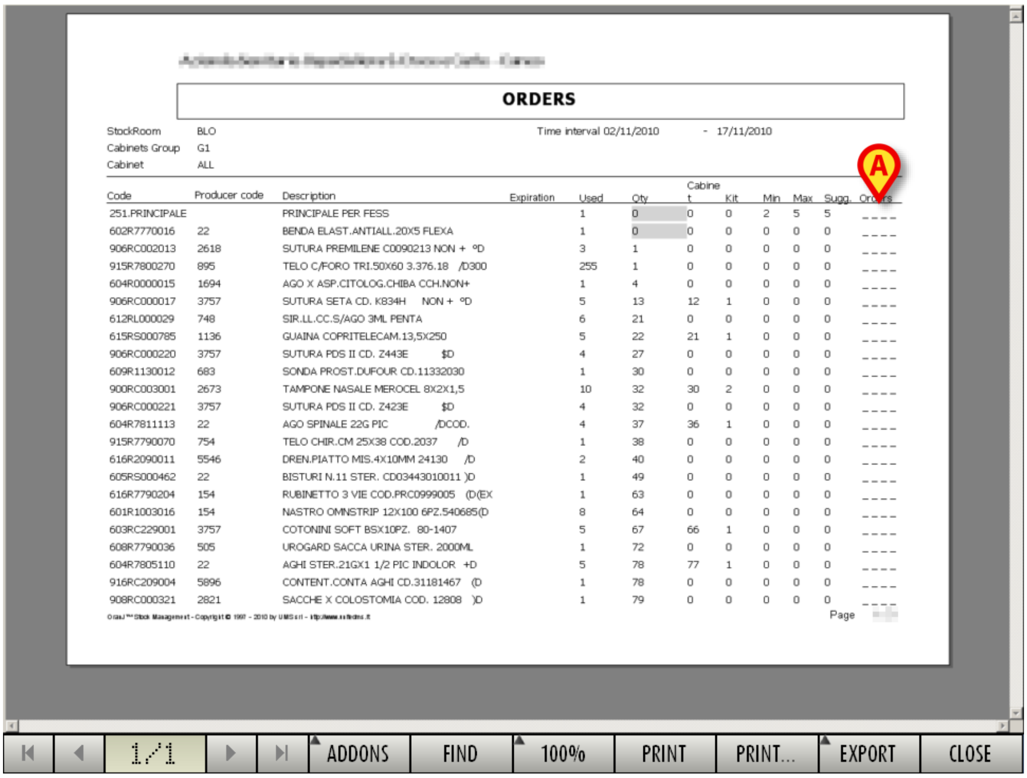


Fig 184

- ➢ Click the "Orders" option.

The print report is created. A print preview is displayed (Fig 185).



[redacted]

ORDERS

StockRoom BLO
Cabinets Group G1
Cabinet ALL

Time interval 02/11/2010 - 17/11/2010

Code	Producer code	Description	Expiration	Used	Qty	Cabinet	Kit	Min	Max	Sugg.	Orders
251.PRINCIPALE		PRINCIPALE PER FESS		1	0	0	0	2	5	5	_ _ _ _
602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA		1	0	0	0	0	0	0	_ _ _ _
906RC002013	2618	SUTURA PREMILENE C0090213 NON + °D		3	1	0	0	0	0	0	_ _ _ _
915R7800270	895	TELO C/FORO TRI.50X60 3.376.18 /D300		255	1	0	0	0	0	0	_ _ _ _
604R0000015	1694	AGO X ASP.CITOLOG.CHIBA CCH.NON+		1	4	0	0	0	0	0	_ _ _ _
906RC000017	3757	SUTURA SETA CD. K834H NON + °D		5	13	12	1	0	0	0	_ _ _ _
612RL000029	748	SIR.LL.CC.S/AGO 3ML PENTA		6	21	0	0	0	0	0	_ _ _ _
615RS000785	1136	GUAINA COPRITELECAM.13,5X250		5	22	21	1	0	0	0	_ _ _ _
906RC000220	3757	SUTURA PDS II CD. Z443E $D		4	27	0	0	0	0	0	_ _ _ _
609R1130012	683	SONDA PROST.DUFOUR CD.11332030		1	30	0	0	0	0	0	_ _ _ _
900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5		10	32	30	2	0	0	0	_ _ _ _
906RC000221	3757	SUTURA PDS II CD. Z423E $D		4	32	0	0	0	0	0	_ _ _ _
604R7811113	22	AGO SPINALE 22G PIC /DCOD.		4	37	36	1	0	0	0	_ _ _ _
915R7790070	754	TELO CHIR.CM 25X38 COD.2037 /D		1	38	0	0	0	0	0	_ _ _ _
616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 /D		2	40	0	0	0	0	0	_ _ _ _
605RS000462	22	BISTURI N.11 STER. CD03443010011)D		1	49	0	0	0	0	0	_ _ _ _
616R7790204	154	RUBINETTO 3 VIE COD.PRC0999005 (D(EX		1	63	0	0	0	0	0	_ _ _ _
601R1003016	154	NASTRO OMNSTRIP 12X100 6PZ.540685(D		8	64	0	0	0	0	0	_ _ _ _
603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407		5	67	66	1	0	0	0	_ _ _ _
608R7790036	505	UROGARD SACCA URINA STER. 2000ML		1	72	0	0	0	0	0	_ _ _ _
604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D		5	78	77	1	0	0	0	_ _ _ _
916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D		1	78	0	0	0	0	0	_ _ _ _
908RC000321	2821	SACCHE X COLOSTOMIA COD. 12808)D		1	79	0	0	0	0	0	_ _ _ _

Page

Fig 185

The last column on the right can be used to specify the quantities to be ordered (Fig 185 **A**).

18. Operation attribution of returned resources

The “Returns for operation” module makes it possible to record the returned resources (“Returns” from now on) and attribute them automatically to a specific operation.

To select the module

- click the corresponding icon RETU... .

The following screen opens (Fig 186).

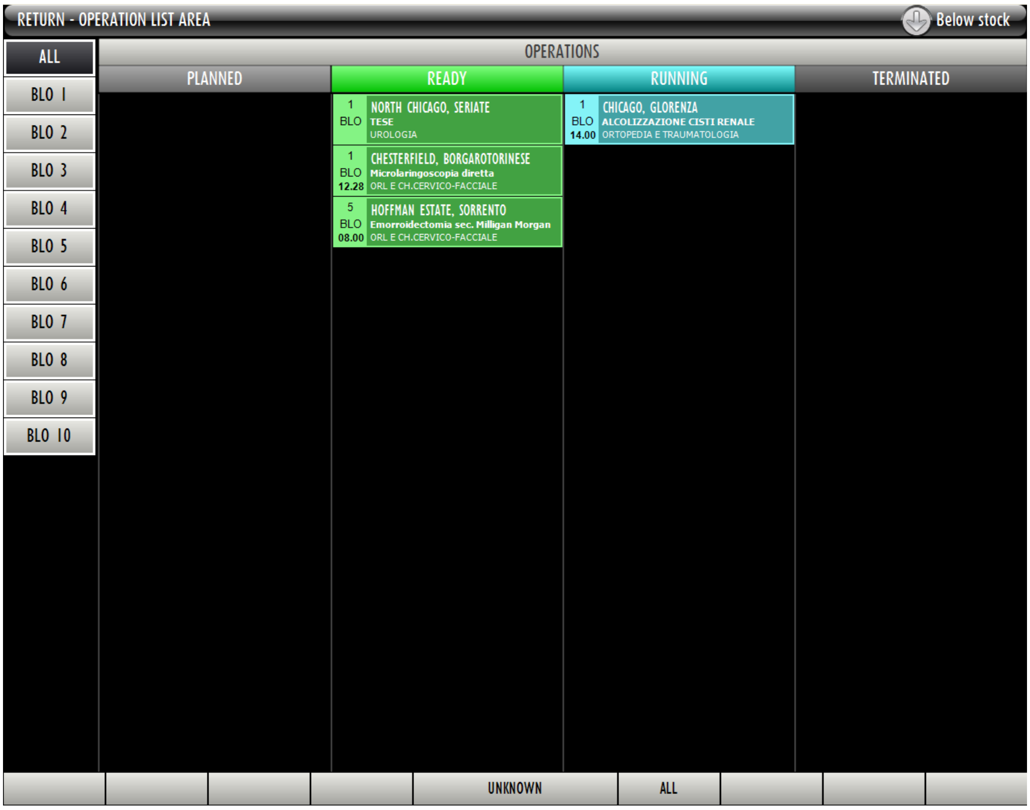


Fig 186 - Operation list

18.1. Operation list - Screen description

The “Operation list” screen displays all the operations scheduled for the current day in the block (or blocks) covered by the system and for which there are picked resources recorded. The operations are represented as rectangles (Fig 187).

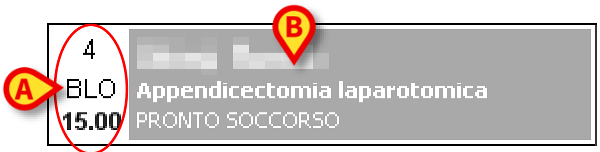


Fig 187 - Operation rectangle

On the left of the rectangles the planned room, block and time are displayed (Fig 187 **A**).

The room, block and time can be unspecified. Inthese cases the operation is a "Reserve". "Reserves" are described in detail in the user manuals of the DIGISTAT® Smart Scheduler and OranJ systems. See these documents for more details.

The number and kind of information displayed in the operation rectangle do not affect the DIGISTAT® Stock Management procedures.

The patient name, the planned operation and the requesting hospital unit are displayed on the right of the operation rectangle (Fig 187 **B**).

The type of information displayed on the operation rectangle can be changed by configuration. refer to your system administrator for more information.

The colour of the operation-rectangle indicates the state of the operation:

- light grey characterizes "planned" operations;
- green characterizes "ready" operations;
- cyan characterizes "in progress" operations;
- dark grey characterizes "completed" operations.

The rectangles corresponding to emergencies are characyerized by a red border (Fig 188).

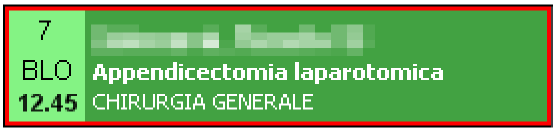


Fig 188

It is not possible to attribute a "return" to a completed operation. The operation state does not affect in any other way the DIGISTAT® Stock Management procedures.

The operation states are described in detail in the DIGISTAT® Smart Scheduler and DIGISTAT® OranJ systems user manuals.

The operation rectangles are divided into four columns. Each of them contains the operations having the same state. The state is specified in the column header (Fig 189).

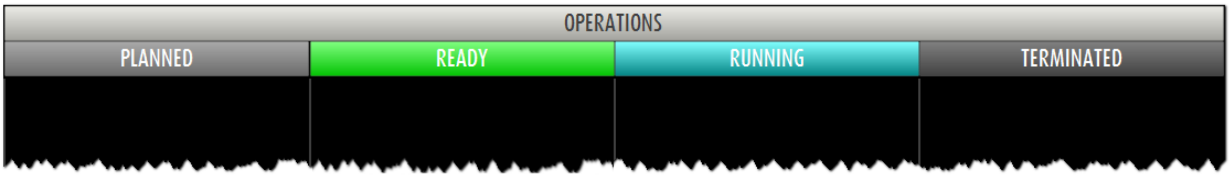


Fig 189

On the left of the screen a list of buttons makes it possible to filter the operations displayed (Fig 190).

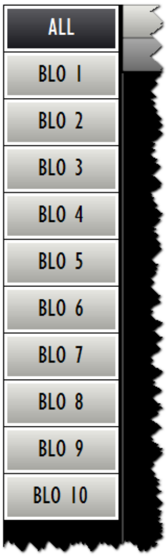


Fig 190 - Filter buttons

Each button corresponds to a room.

Click a button to display only the operations of the corresponding room.
The selected button appears highlighted.
The **All** button displays the complete list again.

The **Unknown** button on the command bar activates the "unknown operation return" procedure, described in paragraph 18.5.

18.2. Operation selection

To select the operation to which the “return” will be attributed

- click the corresponding rectangle (Fig 191).

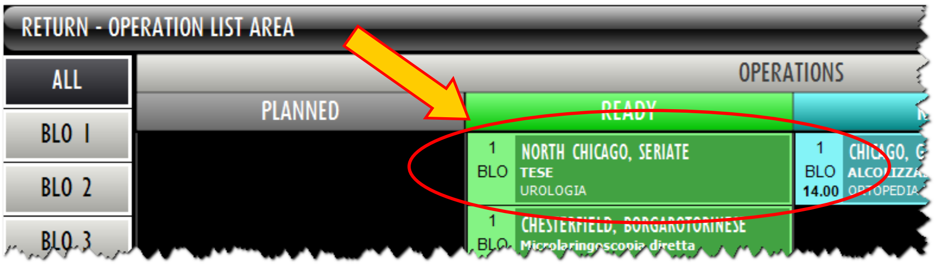
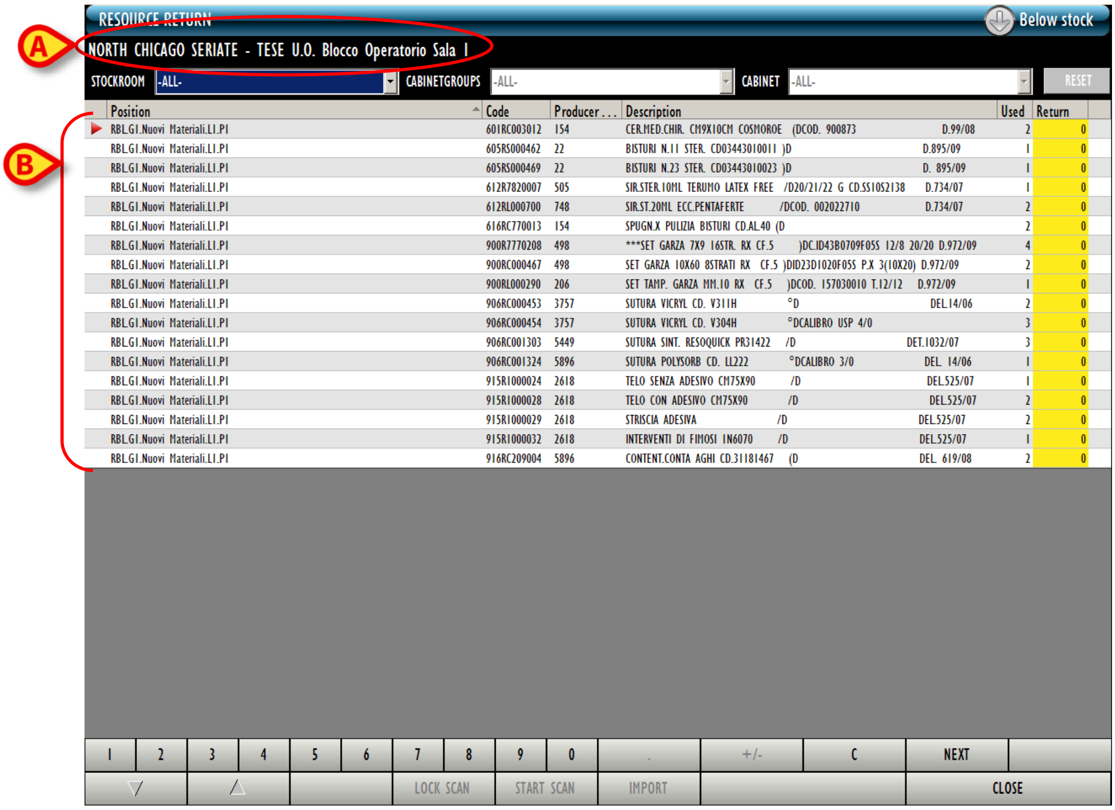


Fig 191 - Operation rectangle

The screen making it possible to record the “returns” will open (Fig 192).



NORTH CHICAGO SERIATE - TESE U.O. Blocco Operatorio Sala 1

STOCKROOM -ALL- CABINETGROUPS -ALL- CABINET -ALL-

Position	Code	Producer ...	Description	Used	Return
RBL.GI.Nuovi Materiali.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	2	0
RBL.GI.Nuovi Materiali.LI.PI	605RS000462	22	BISTURI N.11 STER. CD03443010011)D D.895/09	1	0
RBL.GI.Nuovi Materiali.LI.PI	605RS000469	22	BISTURI N.23 STER. CD03443010023)D D. 895/09	1	0
RBL.GI.Nuovi Materiali.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS10S2138 D.734/07	1	0
RBL.GI.Nuovi Materiali.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	2	0
RBL.GI.Nuovi Materiali.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	2	0
RBL.GI.Nuovi Materiali.LI.PI	900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	4	0
RBL.GI.Nuovi Materiali.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	2	0
RBL.GI.Nuovi Materiali.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	1	0
RBL.GI.Nuovi Materiali.LI.PI	906RC000453	3757	SUTURA VICRYL CD. V311H °D DEL.14/06	2	0
RBL.GI.Nuovi Materiali.LI.PI	906RC000454	3757	SUTURA VICRYL CD. V304H °DCALIBRO USP 4/0	3	0
RBL.GI.Nuovi Materiali.LI.PI	906RC001303	5449	SUTURA SINT. RESOQUICK PR31422 /D DET.1032/07	3	0
RBL.GI.Nuovi Materiali.LI.PI	906RC001324	5896	SUTURA POLYSORB CD. LL222 °DCALIBRO 3/0 DEL. 14/06	1	0
RBL.GI.Nuovi Materiali.LI.PI	915RI000024	2618	TELO SENZA ADESIVO CM75X90 /D DEL.525/07	1	0
RBL.GI.Nuovi Materiali.LI.PI	915RI000028	2618	TELO CON ADESIVO CM75X90 /D DEL.525/07	2	0
RBL.GI.Nuovi Materiali.LI.PI	915RI000029	2618	STRISCIA ADESIVA /D DEL.525/07	2	0
RBL.GI.Nuovi Materiali.LI.PI	915RI000032	2618	INTERVENTI DI FIMOSI IN6070 /D DEL.525/07	1	0
RBL.GI.Nuovi Materiali.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08	2	0

Fig 192 - “Returns from operation” screen

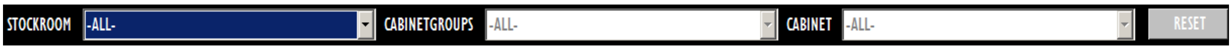
On the top-left corner of the screen are displayed the data of the operation to which the “return” will be attributed (Fig 192 **A**).

The data area displays the list of all the resources picked for the selected operation (Fig 192 **B**).

18.3. “Returns from operation”: screen structure

The “Returns from operation” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

18.3.1. Filters



STOCKROOM -ALL-

CABINETGROUPS -ALL-

CABINET -ALL-

Fig 193 - Filters on the “Returns from operation” screen

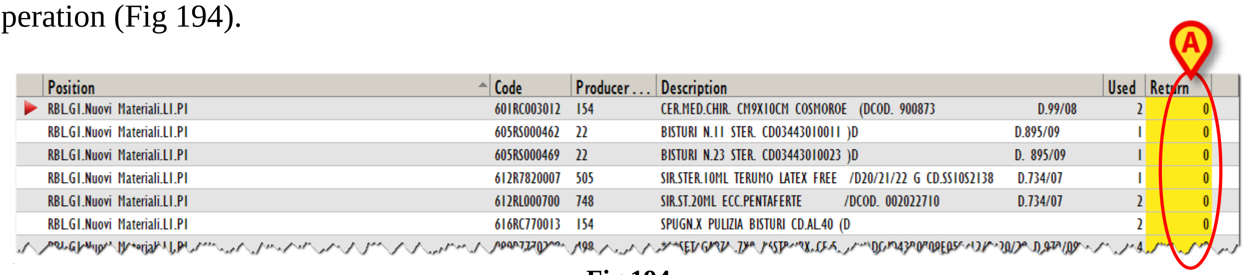
The filters available on this screen are:

- “Stockroom” - displays only the resources picked from a specific stockroom.
- “Cabinet group” - displays only the resources picked from a specific cabinet group.
- “Cabinet” - displays only the resources picked from a specific cabinet.

See paragraph 7.4.2 for instructions on the filters in the “Stock Management” system.

18.3.2. Data area

The data area, if no filter is specified, displays the list of all the resources picked for the selected operation (Fig 194).



Position	Code	Producer ...	Description	Used	Return
RBL.GI.Nuovi Materiali.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	2	0
RBL.GI.Nuovi Materiali.LI.PI	605RS000462	22	BISTURI N.11 STER. CD03443010011)D D.895/09	1	0
RBL.GI.Nuovi Materiali.LI.PI	605RS000469	22	BISTURI N.23 STER. CD03443010023)D D. 895/09	1	0
RBL.GI.Nuovi Materiali.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS10S2138 D.734/07	1	0
RBL.GI.Nuovi Materiali.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	2	0
RBL.GI.Nuovi Materiali.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	2	0

Fig 194

Each row corresponds to a resource. For each resource the following data can be displayed:

- resource position (not editable);
- resource code (not editable);
- manufacturer code (not editable);
- description (not editable);
- the lot (if enabled by configuration - not editable);
- the expiration date (if enabled by configuration - not editable);
- the serial number (if enabled by configuration - not editable);
- used quantity (not editable);
- quantity to be returned.

Not all the information is always specified. The kind of information available depends on the configuration chosen and the procedures in use.

The ▶ arrow appearing at the beginning of a row indicates the selected resource. The only editable item on this screen is the quantity of items that must be returned. the corresponding cell is highlighted yellow if no value is displayed (Fig 194 **A**). When a value is specified, before clicking the **Update** button on the command bar, the cell is highlighted light blue (Fig 195).

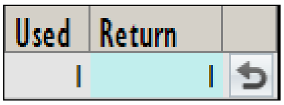


Fig 195

The ↶ icon is an "Undo" button. Click the icon to annul the editing performed since and to bring back the row to its original state.

See paragraph 18.4 for the "Returns" specification procedure.

18.3.3. The command bar of the "Returns from operation" screen

The command bar on the "Returns from operation" screen (Fig 196) contains the buttons making it possible to manage the screen contents.

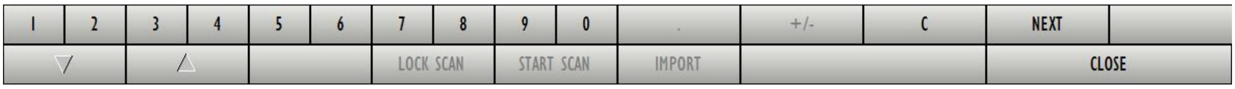


Fig 196

The numeric buttons on the upper line of the command bar (Fig 197) can be used to insert the resource quantities.

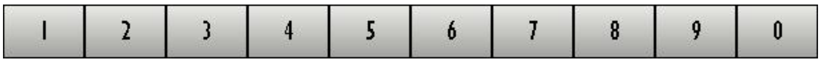


Fig 197 - Numeric buttons

Click one of the numbers to write it in the "Return" field (Fig 194 **A**).

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant.
The "+/-" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The " **C** " button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons ▽ and △ to scroll up and down the screen contents in case the items are too many to be displayed all together.

The other buttons are not active on this screen.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

18.4. How to record the returned resources

To record a returned resource, on the "Returns from operation" screen (Fig 192).

- Click the row corresponding to the resource to be returned.

The row is selected, the ▶ icon appears at the beginning of the row.

- Use the numeric buttons on the command bar to specify the resource quantity.
- Click the **Update** button on the command bar.

Otherwise you can

- click the "Return" cell on the row corresponding to the resource to be returned.

The corresponding row is this way selected, the ▶ icon appears at the beginning of the row.

- Use either the numeric buttons or the workstation keyboard to set the quantities.
- Click the **Update** button on the command bar.

After clicking the **Update** button, the quantities specified in the "Used" cell are updated according to the new values. I.e.: if 5 items are picked of a certain resource and 2 items are returned, the "Used" cell, after updating, specifies "3".

If the quantity of items returned is equal or bigger than the quantity of picked items, the row corresponding to the resource disappears from the list displayed on screen.

18.4.1. Barcode reading in the "Return" procedure

When the "Returns from operation" screen is displayed the barcode reader can be used as search and selection tool. Reading the barcode of the resource that must be returned brings the corresponding row to the first place in the list of resources displayed on screen. The quantity is increased (one unit).

To perform this procedure

- scan the barcode of the resource that must be returned.

The corresponding row is displayed on top of the resources list, the quantity displayed in the “Returne” cell is increased of one unit.

- Click the **Update** button on the command bar.

18.5. Returned resources from unknown operation

When returning a resource picked for unknown operation:

- select the “Returns from operation” module by clicking the RETU... icon on the lateral bar.

The “Operation list” screen opens (Fig 198):

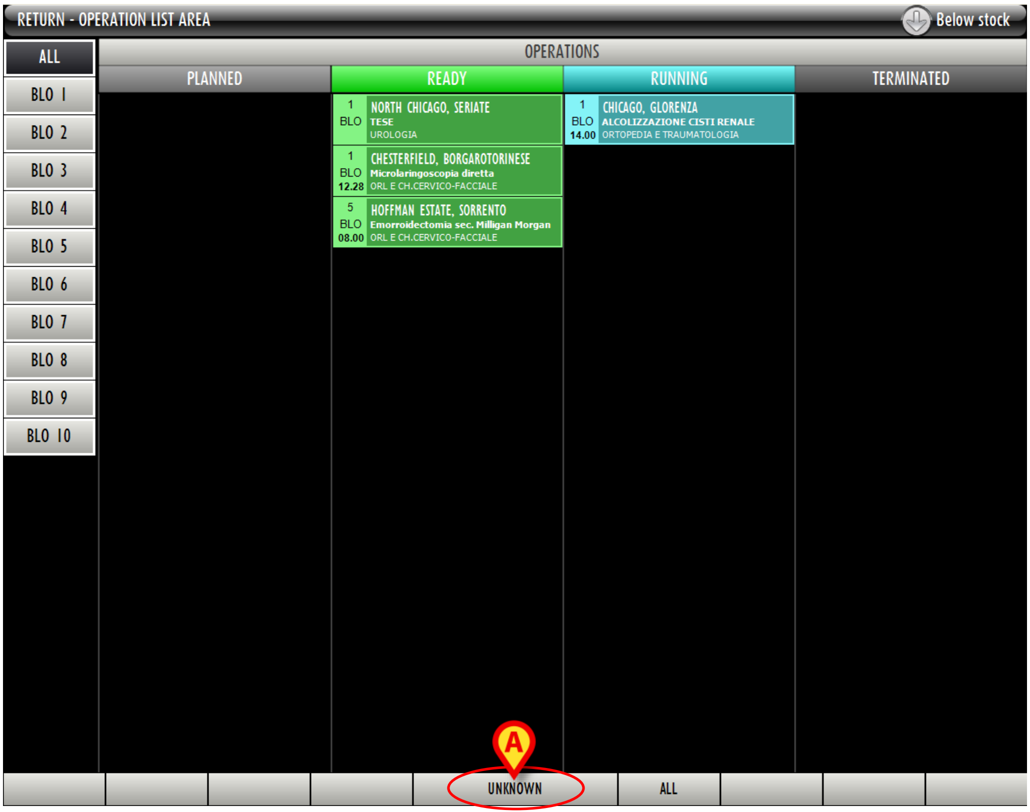


Fig 198 - Operation list

- Click the **Unknown** button on the command bar (Fig 198 **A**).

The “Returns from operation” screen will open (Fig 199). The indication “unknown operation” appears on top of the screen instead of the indication of the selected operation (Fig 199 **A**).

The screen displays the list of all the resources picked for unknown operation.

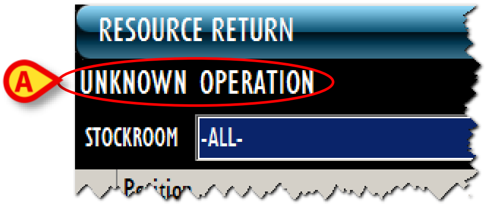


Fig 199

To record the “Returns” use the procedures described in paragraphs 18.4 and 18.4.1.

18.6. Display all the picked resources

The **All** button on the command bar (Fig 200 **A**) displays the list of all the resources picked in the selected period. All the pickings are displayed: those associated to the operations, those associated to the cost centers, those associated to any other possible relevant entity.

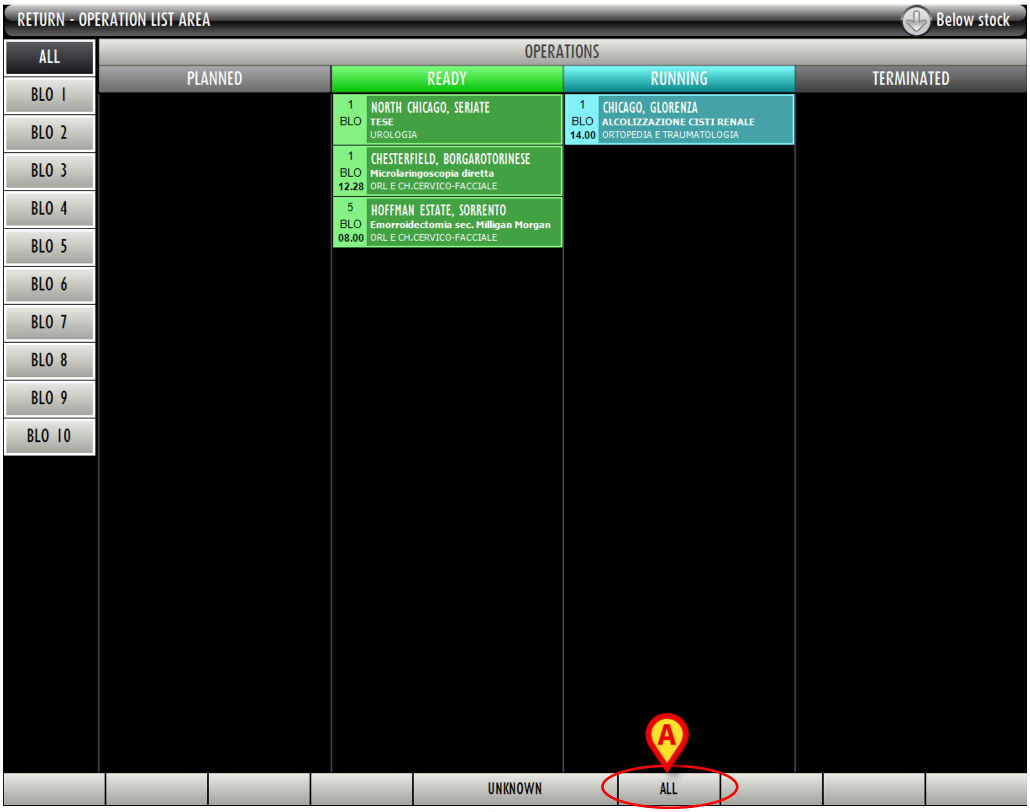
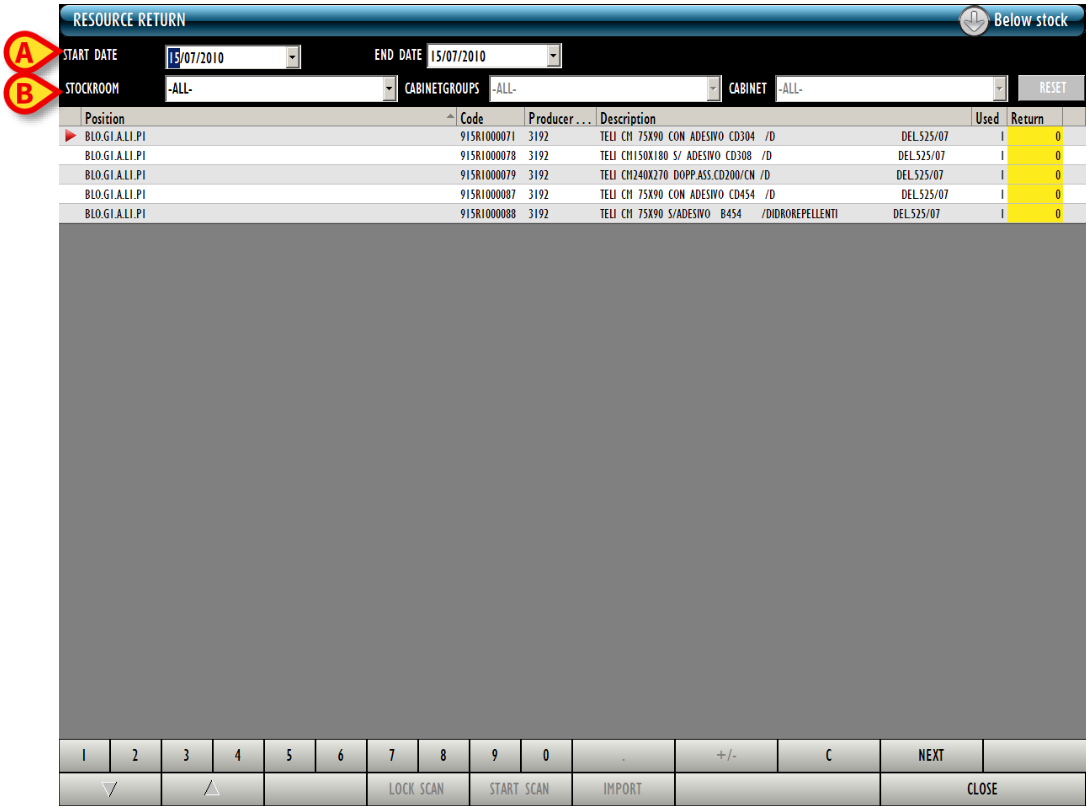


Fig 200

To display the list of all pickings

- click the **All** button on the command bar (Fig 200 **A**).

The following screen opens (Fig 201)



START DATE 15/07/2010
END DATE 15/07/2010
STOCKROOM -ALL-
CABINETGROUPS -ALL-
CABINET -ALL-

Position	Code	Producer ...	Description		Used	Return
BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D	DEL.525/07	1	0
BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D	DEL.525/07	1	0
BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D	DEL.525/07	1	0
BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D	DEL.525/07	1	0
BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI	DEL.525/07	1	0

Fig 201 - All the picked resources

Use the “Start date” and “End date” filters (Fig 201 **A**) to select the relevant period of time. Only the resources picked in the period indicated are displayed. Use the other filters (Fig 201 **B**) to display the pickings relating to a specific stockroom, cabinets group or cabinet.

Use the procedures described in paragraphs 18.4 and 18.4.1.

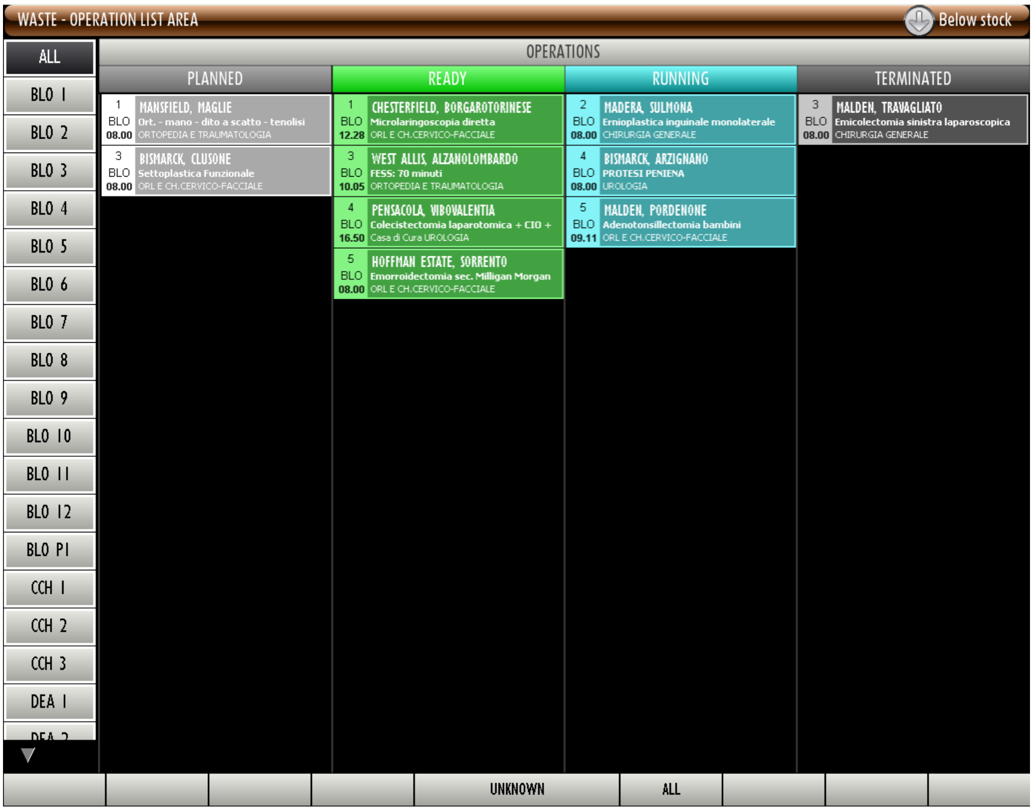
19. Waste management

The “Waste” module makes it possible to record the waste of picked materials that are not used and that, at the same time, cannot be returned (for example: broken materials). The wasted resources are automatically associated to a specific operation.

To select the module

- click the corresponding icon WASTE.

The following screen opens (Fig 202 - List of operation).

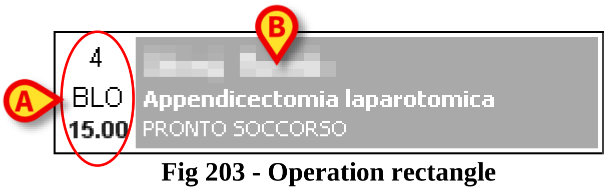


PLANNED	READY	RUNNING	TERMINATED
1 BLO 08.00 MANSFIELD, MAGLIE Ort. - mano - dito a scatto - tenolisi ORTOPEDIA E TRAUMATOLOGIA	1 BLO 12.28 CHESTERFIELD, BORGAROTORINESE Microlaringoscopia diretta ORL E CH.CERVICO-FACCIALE	2 BLO 08.00 MADERA, SULMONA Ernioplastica inguinale monolaterale CHIRURGIA GENERALE	3 BLO 08.00 MALDEN, TRAVAGLIATO Emicolectomia sinistra laparoscopica CHIRURGIA GENERALE
3 BLO 08.00 BISMARCK, CLUSONE Settoplastica Funzionale ORL E CH.CERVICO-FACCIALE	3 BLO 10.05 WEST ALLIS, ALZANOLOMBARDO FESS: 70 minuti ORTOPEDIA E TRAUMATOLOGIA	4 BLO 08.00 BISMARCK, ARZIGNANO PROTESI PENIENA UROLOGIA	
	4 BLO 16.50 PENSACOLA, VIBOVALENTIA Colecistectomia laparotomica + CIO + Casa di Cura UROLOGIA	5 BLO 09.11 MALDEN, PORDENONE Adenotonsillectomia bambini ORL E CH.CERVICO-FACCIALE	
	5 BLO 08.00 HOFFMAN ESTATE, SORRENTO Emorroidectomia sec. Milligan Morgan ORL E CH.CERVICO-FACCIALE		

Fig 202 - List of operations

19.1. List of operations - Screen description

The “Operation list” screen displays all the operations scheduled for the current day in the block (or blocks) covered by the system and for which there are picked resources recorded. The operations are represented as rectangles (Fig 203).



4 BLO 15.00
Appendicectomia laparotomica
PRONTO SOCCORSO

Fig 203 - Operation rectangle

On the left of the rectangles the planned room, block and time are displayed (Fig 203 **A**).

The room, block and time can be unspecified. Inthese cases the operation is a "Reserve". "Reserves" are described in detail in the user manuals of the DIGISTAT® Smart Scheduler and OranJ systems. See these documents for more details.

The number and kind of information displayed in the operation rectangle do not affect the DIGISTAT® Stock Management procedures.

The patient name, the planned operation and the requesting hospital unit are displayed on the right of the operation rectangle (Fig 203 **B**).

The type of information displayed on the operation rectangle can be changed by configuration. refer to your system administrator for more information.

The colour of the operation-rectangle indicates the state of the operation:

- light grey characterizes "planned" operations;
- green characterizes "ready" operations;
- cyan characterizes "in progress" operations;
- dark grey characterizes "completed" operations.

The rectangles corresponding to emergencies are characyerized by a red border (Fig 204).

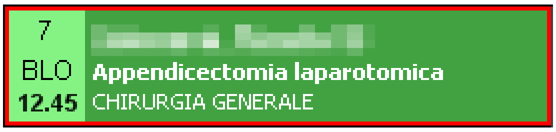

7 [redacted]
BLO **Appendicectomia laparotomica**
12.45 CHIRURGIA GENERALE

Fig 204

It is not possible to attribute a "return" to a completed operation. The operation state does not affect in any other way the DIGISTAT® Stock Management procedures.

The operation states are described in detail in the DIGISTAT® Smart Scheduler and DIGISTAT® OranJ systems user manuals.

The operation rectangles are divided into four columns. Each of them contains the operations having the same state. The state is specified in the column header (Fig 205).

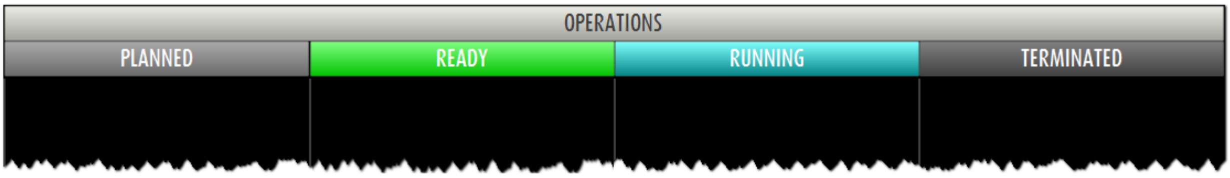


Fig 205

On the left of the screen a list of buttons makes it possible to filter the operations displayed (Fig 206).

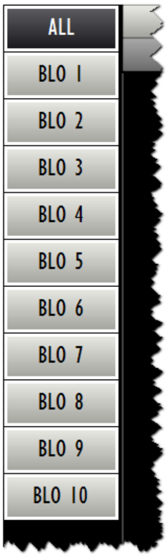


Fig 206 - Filter buttons

Each button corresponds to a room.

Click a button to display only the operations of the corresponding room.
The selected button appears highlighted.
The **All** button displays the complete list again.

The **Unknown** button on the command bar activates the “unknown operation return” procedure, described in paragraph 19.5.

19.2. Operation selection

To select the operation to which the “waste” is attributed

- click the box corresponding to the operation (Fig 207).

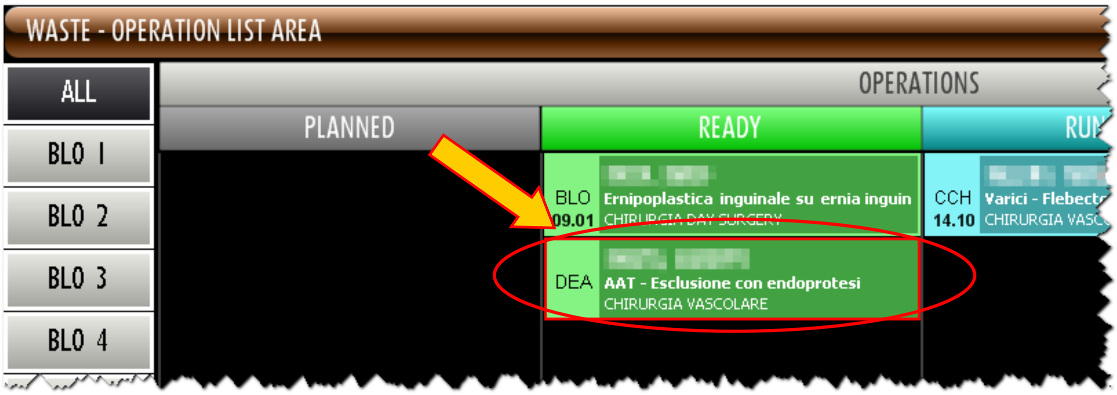
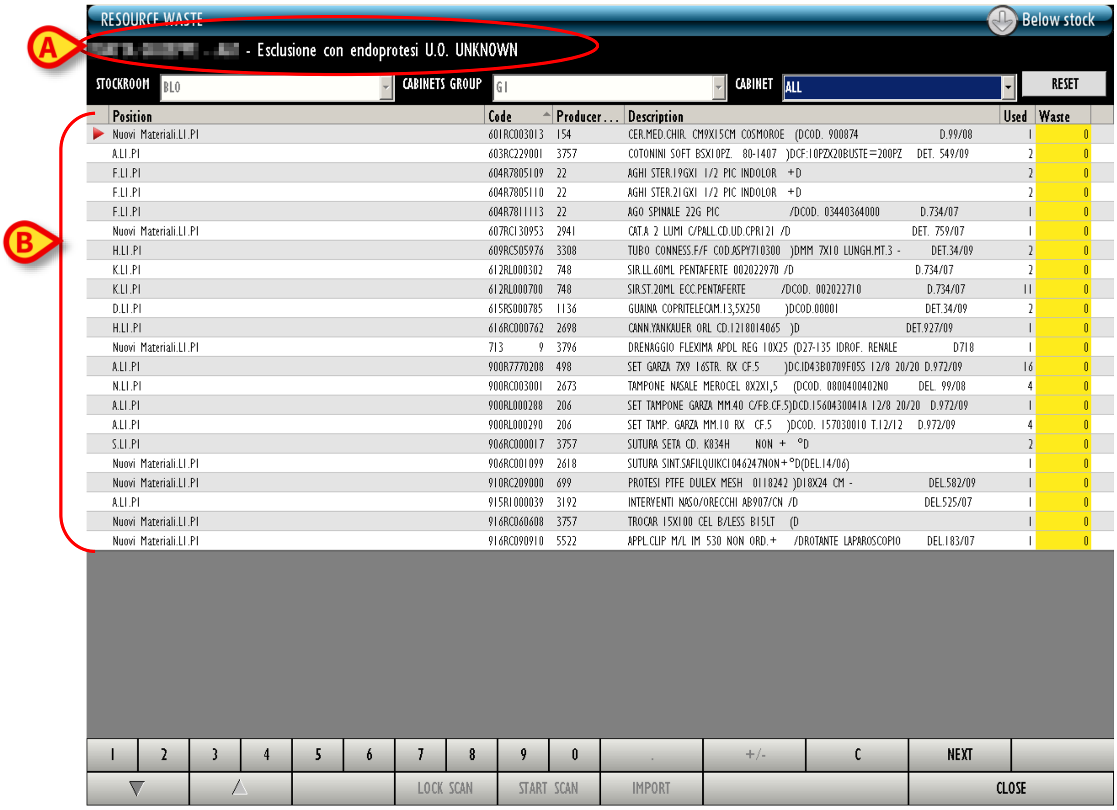


Fig 207 - Operation-rectangle

The “Resource waste” screen opens (Fig 208).



[redacted] - Esclusione con endoprotesi U.O. UNKNOWN

STOCKROOM: BLO
CABINETS GROUP: G1
CABINET: ALL

Position	Code	Producer...	Description	Used	Waste
Nuovi Materiali.LI.PI	601RC003013	154	CER.MED.CHIR. CM9X15CM COSMOROE (DCOD. 900874 D.99/08	1	0
A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200PZ DET. 549/09	2	0
F.LI.PI	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	2	0
F.LI.PI	604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D	2	0
F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000 D.734/07	1	0
Nuovi Materiali.LI.PI	607RC130953	2941	CAT.A 2 LUMI C/PALL.CD.UD.CPR121 /D DET. 759/07	1	0
H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	2	0
K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D D.734/07	2	0
K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	11	0
D.LI.PI	615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 DET.34/09	2	0
H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D DET.927/09	1	0
Nuovi Materiali.LI.PI	713 9	3796	DRENAGGIO FLEXIMA APDL REG 10X25 (D27-135 IDROF. RENALE D718	1	0
A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	16	0
N.LI.PI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 DEL. 99/08	4	0
A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20 D.972/09	1	0
A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	4	0
S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	2	0
Nuovi Materiali.LI.PI	906RC001099	2618	SUTURA SINT.SAFILQUIKC1046247NON+°D(DEL.14/06)	1	0
Nuovi Materiali.LI.PI	910RC209000	699	PROTESI PTFE DULEX MESH 0118242)D18X24 CM - DEL.582/09	1	0
A.LI.PI	915R1000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D DEL.525/07	1	0
Nuovi Materiali.LI.PI	916RC060608	3757	TROCAR 15X100 CEL B/LESS B15LT (D	1	0
Nuovi Materiali.LI.PI	916RC090910	5522	APPL.CLIP M/L IM 530 NON ORD.+ /DROTANTE LAPAROSCOPIO DEL.183/07	1	0

Fig 208 - Resource waste management

On the top-left corner of the screen are displayed the main data of the operation to which the wasted materials will be associated (Fig 208 **A**).

The data area displays the list of all the resources picked for the selected operation (Fig 208 **B**).

19.3. Wasted materials management: screen structure

The “Wasted materials management” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

19.3.1. Filters

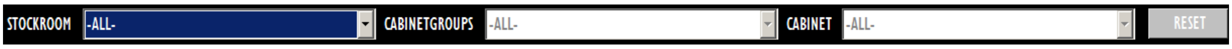


Fig 209 - Filters on the “Wasted materials management ” screen

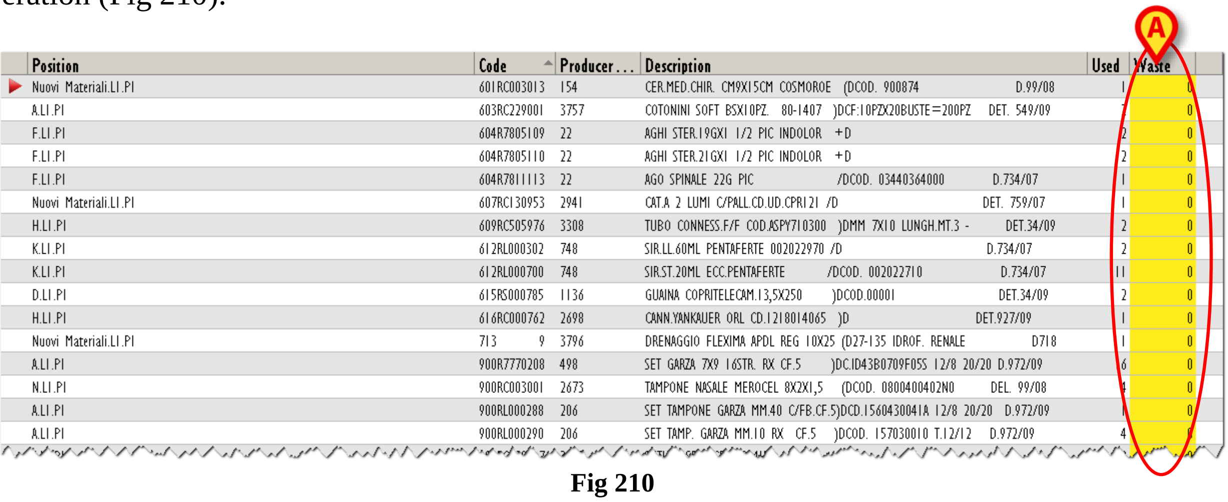
The filters available on this screen are:

- “Stockroom” - displays only the resources picked from a specific stockroom.
- “Cabinet group” - displays only the resources picked from a specific cabinet group.
- “Cabinet” - displays only the resources picked from a specific cabinet.

See paragraph 7.4.2 for instructions on the filters in the “Stock Management” system.

19.3.2. Data area

The “Resource waste” screen, if no filter is active, displays all the resources picked for the selected operation (Fig 210).



Position	Code	Producer...	Description	Used	Waste
Nuovi Materiali.LI.PI	601RC003013	154	CER.MED.CHIR. CM9X15CM COSMOROE (DCOD. 900874 D.99/08	1	0
A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200PZ DET. 549/09	1	0
F.LI.PI	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	2	0
F.LI.PI	604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D	2	0
F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000 D.734/07	1	0
Nuovi Materiali.LI.PI	607RC130953	2941	CAT.A 2 LUMI C/PALL.CD.UD.CPR121 /D DET. 759/07	1	0
H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	2	0
K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D D.734/07	2	0
K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	11	0
D.LI.PI	615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 DET.34/09	2	0
H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D DET.927/09	1	0
Nuovi Materiali.LI.PI	713 9	3796	DRENAGGIO FLEXIMA APDL REG 10X25 (D27-135 IDROF. RENALE D718	1	0
A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	6	0
N.LI.PI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 DEL. 99/08	4	0
A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20 D.972/09	1	0
A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	4	0

Fig 210

Each row corresponds to a resource.

For each resource the following information can be displayed:

- the resource position (not editable);
- the resource code (not editable);
- the producer code (not editable);
- the resource description (not editable);
- the lot (if enabled by configuration - not editable);

- the expiration date (if enabled by configuration - not editable);
- the serial number (if enabled by configuration - not editable);
- the used resources quantity (not editable);
- the wasted resources quantity.

The ▶ icon at the beginning of a row indicates the selected item.
The only editable value on this screen is the number of wasted items; the corresponding cell is highlighted yellow if no value is here specified (Fig 210 **A**). Afyer value specification, and before clicking the **Update** button on the command bar, the cell is highlighted light blue (Fig 211).

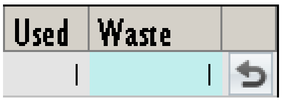


Fig 211

The ↶ icon appearing alongside the cell makes it possible, when clicked, to bring the row back to its original values (“Undo” button).

See paragraph 19.4 ro the wasted resources recording procedure.

Not all the information is always specified. The kind of information available depends on the configuration chosen and the procedures in use.

19.3.3. The command bar of the “Waste” screen

The command bar on the “Waste” screen (Fig 212) contains the buttons making it possible to manage the screen contents.

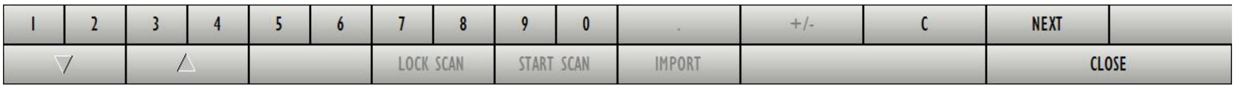


Fig 212

The numeric buttons on the upper line of the command bar (Fig 213) can be used to insert the resource quantities.

Fig 213 - Numeric buttons

Click one of the numbers to write it in the “Waste” field (Fig 210 **A**).

The “ **.** ” button is a decimal divider. The button is active only if decimal specification is relevant.
The “+/-” button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The “ **C** ” button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons ▼ and ▲ to scroll up and down the screen contents in case the items are too many to be displayed all together.

The other buttons are not active on this screen.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

19.4. How to record a “waste”

To record the fact that a resource was wasted, on the “Waste” screen (Fig 208).

- Click the row corresponding to the resource to be returned.

The row is selected, the ▶ icon appears at the beginning of the row.

- Use the numeric buttons on the command bar to specify the resource quantity.
- Click the **Update** button on the command bar.

Otherwise you can

- click the “Waste” cell on the row corresponding to the resource to be wasted.

The corresponding row is this way selected, the ▶ icon appears at the beginning of the row.

- Use either the numeric buttons or the workstation keyboard to set the quantities.
- Click the **Update** button on the command bar.

After clicking the **Update** button, the quantities specified in the “Used” cell are updated according to the new values. I.e.: if 5 items are picked of a certain resource and 2 items are wasted, the “Used” cell, after updating, specifies “3”.

If the quantity of items returned is equal or bigger than the quantity of picked items, the row corresponding to the resource disappears from the list displayed on screen.

19.4.1. Use of barcode reader in the “Waste” recording procedure

When the “Waste” screen is displayed the barcode reader can be used as search and selection tool.

Reading the barcode of the resource that must be wasted brings the corresponding row to the first place in the list of resources displayed on screen. The quantity is increased (one unit).

To perform this procedure

- scan the barcode of the resource that must be wasted.

The corresponding row is displayed on top of the resources list, the quantity displayed in the “Wasted” cell is increased of one unit.

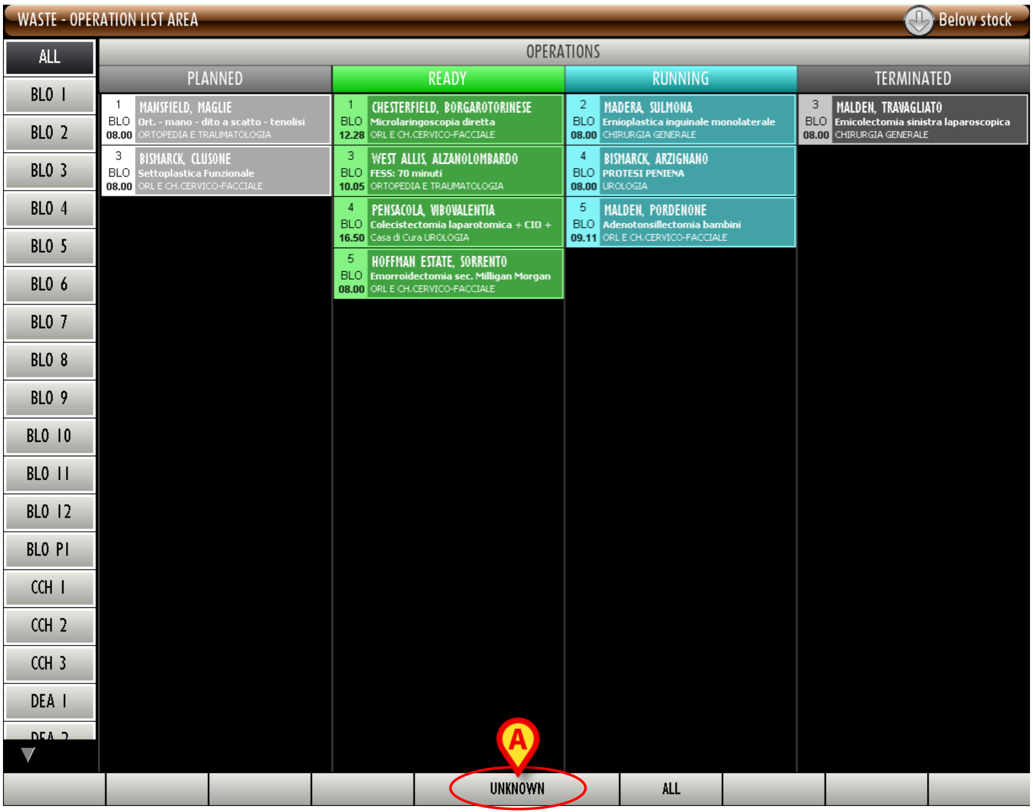
- Click the **Update** button on the command bar.

19.5. Waste for unknown operation

When recording a waste for a resource picked for unknown operation:

- select the “Returns from operation” module by clicking the WASTE icon on the lateral bar.

The “Operation list” screen opens (Fig 214):



PLANNED	READY	RUNNING	TERMINATED
1 BLO 08.00 MANSFIELD, MAGLIE Ort. - mano - dito a scatto - tenolisi ORTOPEDIA E TRAUMATOLOGIA	1 BLO 12.28 CHESTERFIELD, BORGAROTORINESE Microlaringoscopia diretta ORL E CH.CERVICO-FACCIALE	2 BLO 08.00 MADERA, SULMONA Ernioplastica inguinale monolaterale CHIRURGIA GENERALE	3 BLO 08.00 MALDEN, TRAVAGLIATO Emicolectomia sinistra laparoscopica CHIRURGIA GENERALE
3 BLO 08.00 BISMARCK, CLUSONE Settoplastica Funzionale ORL E CH.CERVICO-FACCIALE	3 BLO 10.05 WEST ALLIS, ALZANOLOMBARDO FESS: 70 minuti ORTOPEDIA E TRAUMATOLOGIA	4 BLO 08.00 BISMARCK, ARZIGNANO PROTESI PENIENA UROLOGIA	
	4 BLO 16.50 PENSACOLA, VIBOVALENTIA Colecistectomia laparotomica + CIO + Casa di Cura UROLOGIA	5 BLO 09.11 MALDEN, PORDENONE Adenotonsillectomia bambini ORL E CH.CERVICO-FACCIALE	
	5 BLO 08.00 HOFFMAN ESTATE, SORRENTO Emorroidectomia sec. Milligan Morgan ORL E CH.CERVICO-FACCIALE		

Fig 214 - Operation list

- Click the **Unknown** button on the command bar (Fig 214 **A**).

The “Resource waste” screen opens (Fig 216). The indication “Unknown operation” appears on top of the screen instead of the indication of the selected operation (Fig 215, Fig 216 **A**).

The screen displays the list of all the resources picked for unknown operation.

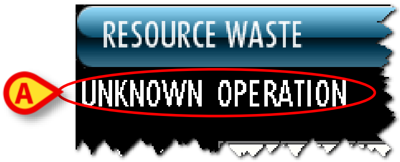
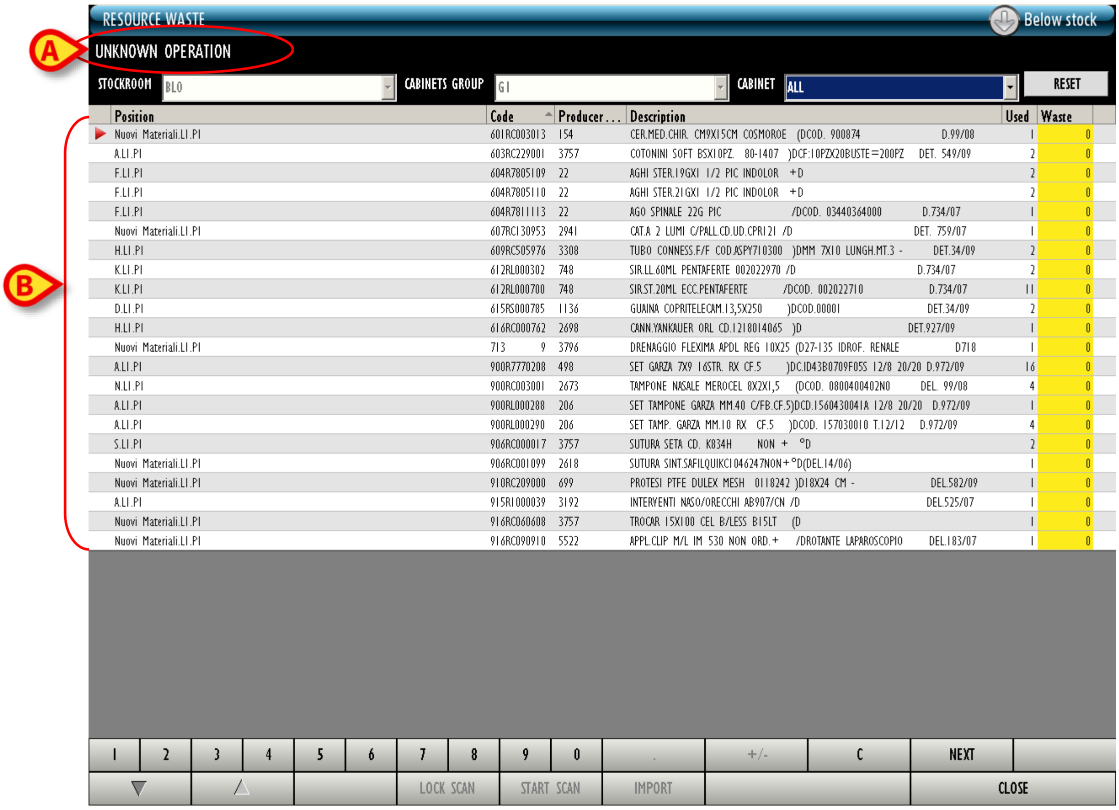


Fig 215



STOCKROOM BLO

CABINETS GROUP G1

CABINET ALL

Position	Code	Producer...	Description	Used	Waste
Nuovi Materiali.LI.PI	601RC003013	154	CER.MED.CHIR. CM9X15CM COSMOROE (DCOD. 900874 D.99/08	1	0
A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200PZ DET. 549/09	2	0
F.LI.PI	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	2	0
F.LI.PI	604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D	2	0
F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000 D.734/07	1	0
Nuovi Materiali.LI.PI	607RC130953	2941	CAT.A 2 LUMI C/PALL.CD.UD.CPR121 /D DET. 759/07	1	0
H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	2	0
K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D D.734/07	2	0
K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	11	0
D.LI.PI	615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 DET.34/09	2	0
H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D DET.927/09	1	0
Nuovi Materiali.LI.PI	713 9	3796	DRENAGGIO FLEXIMA APDL REG 10X25 (D27-135 IDROF. RENALE D718	1	0
A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	16	0
N.LI.PI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 DEL. 99/08	4	0
A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20 D.972/09	1	0
A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	4	0
S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	2	0
Nuovi Materiali.LI.PI	906RC001099	2618	SUTURA SINT.SAFILQUIKC1046247NON+°D(DEL.14/06)	1	0
Nuovi Materiali.LI.PI	910RC209000	699	PROTESI PTFE DULEX MESH 0118242)D18X24 CM - DEL.582/09	1	0
A.LI.PI	915RI000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D DEL.525/07	1	0
Nuovi Materiali.LI.PI	916RC060608	3757	TROCAR 15X100 CEL B/LESS B15LT (D	1	0
Nuovi Materiali.LI.PI	916RC090910	5522	APPL.CLIP M/L IM 530 NON ORD.+ /DROTANTE LAPAROSCOPIO DEL.183/07	1	0

Fig 216 - Resource waste for unknown operation

To record the “Waste” use the procedures described in paragraphs 19.4 and 19.4.1.

19.6. Display all pickings

The **All** button on the command bar (Fig 217 **A**) displays the list of all the resources picked in the selected period. All the pickings are displayed: those associated to the operations, those associated to the cost centers, those associated to any other possible relevant entity.

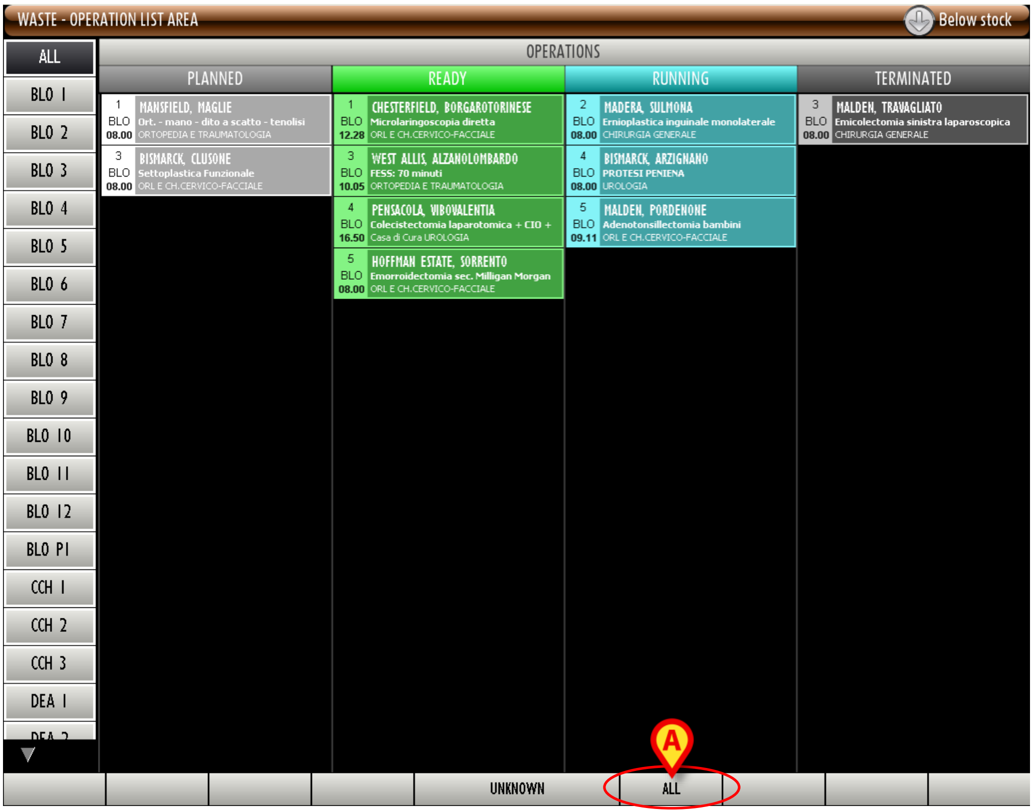
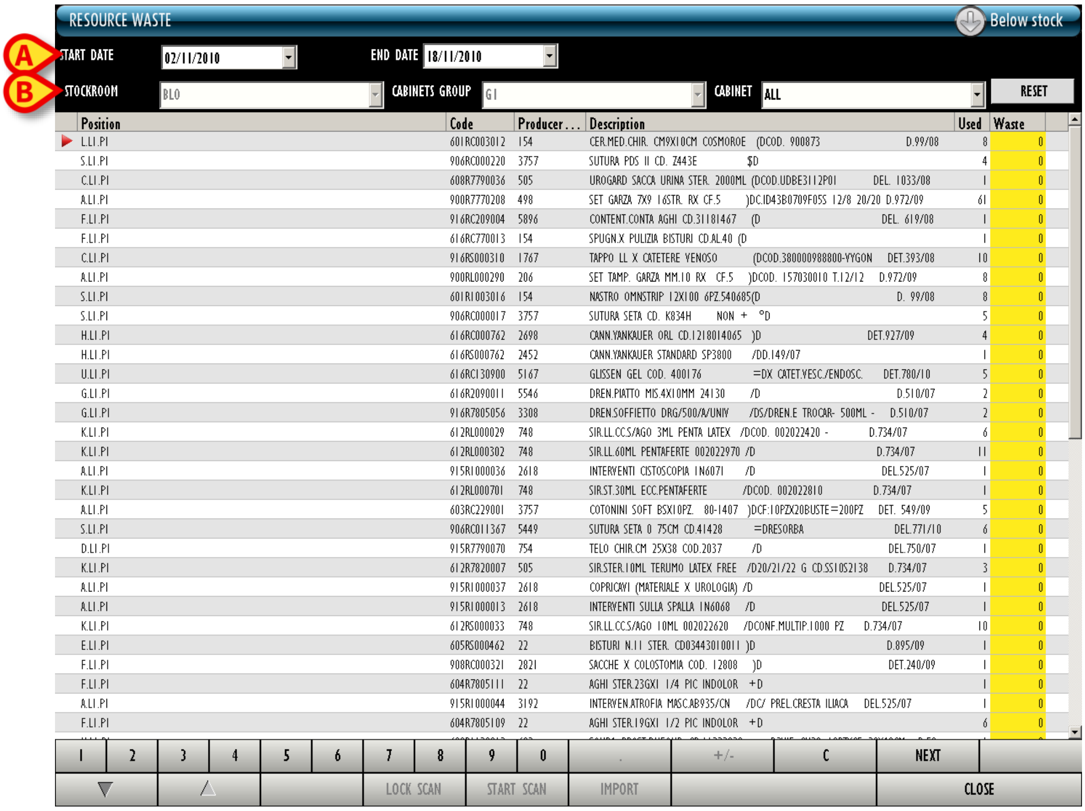

WASTE - OPERATION LIST AREA
Below stock
ALL
BLO 1
BLO 2
BLO 3
BLO 4
BLO 5
BLO 6
BLO 7
BLO 8
BLO 9
BLO 10
BLO 11
BLO 12
BLO P1
CCH 1
CCH 2
CCH 3
DEA 1
DEA 2
OPERATIONS
PLANNED
READY
RUNNING
TERMINATED
1 BLO 08.00 MANSFIELD, MAGLIE Ort. - mano - dito a scatto - tenolisi ORTOPEDIA E TRAUMATOLOGIA
3 BLO 08.00 BISMARCK, CLUSONE Settoplastica Funzionale ORL E CH.CERVICO-FACCIALE
1 BLO 12.28 CHESTERFIELD, BORGAROTORINESE Microlaringoscopia diretta ORL E CH.CERVICO-FACCIALE
3 BLO 10.05 WEST ALLIS, ALZANOLOMBARDO FESS: 70 minuti ORTOPEDIA E TRAUMATOLOGIA
4 BLO 16.50 PENSACOLA, VIBOVALENTIA Colecistectomia laparotomica + CIO + Casa di Cura UROLOGIA
5 BLO 08.00 HOFFMAN ESTATE, SORRENTO Emorroidectomia sec. Milligan Morgan ORL E CH.CERVICO-FACCIALE
2 BLO 08.00 MADERA, SULMONA Ernioplastica inguinale monolaterale CHIRURGIA GENERALE
4 BLO 08.00 BISMARCK, ARZIGNANO PROTESI PENIENA UROLOGIA
5 BLO 09.11 MALDEN, PORDENONE Adenotonsillectomia bambini ORL E CH.CERVICO-FACCIALE
3 BLO 08.00 MALDEN, TRAVAGLIATO Emicolectomia sinistra laparoscopica CHIRURGIA GENERALE
UNKNOWN
ALL
A

Fig 217

To display the list of all pickings

- click the **All** button on the command bar (Fig 217 **A**).

The following screen opens (Fig 218)



START DATE 02/11/2010
END DATE 18/11/2010
STOCKROOM BLO
CABINETS GROUP G1
CABINET ALL

Position	Code	Producer...	Description	Used	Waste
L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	8	0
S.LI.PI	906RC000220	3757	SUTURA PDS II CD. Z443E $D	4	0
C.LI.PI	608R7790036	505	UROGARD SACCA URINA STER. 2000ML (DCOD.UDBE3112P01 DEL. 1033/08	1	0
A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	61	0
F.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08	1	0
F.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL40 (D	1	0
C.LI.PI	916RS000310	1767	TAPPO LL X CATETERE VENOSO (DCOD.380000988800-VYGON DET.393/08	10	0
A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	8	0
S.LI.PI	601RI003016	154	NASTRO OMNSTRIP 12X100 6PZ.540685(D D. 99/08	8	0
S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	5	0
H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D DET.927/09	4	0
H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	0
U.LI.PI	616RC130900	5167	GLISSEN GEL COD. 400176 =DX CATET.VESC./ENDOSC. DET.780/10	5	0
G.LI.PI	616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 /D D.510/07	2	0
G.LI.PI	916R7805056	3308	DREN.SOFFIETTO DRG/500/A/UNIV /DS/DREN.E TROCAR- 500ML - D.510/07	2	0
K.LI.PI	612RL000029	748	SIR.LL.CC.S/AGO 3ML PENTA LATEX /DCOD. 002022420 - D.734/07	6	0
K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D D.734/07	11	0
A.LI.PI	915RI000036	2618	INTERVENTI CISTOSCOPIA IN6071 /D DEL.525/07	1	0
K.LI.PI	612RL000701	748	SIR.ST.30ML ECC.PENTAFERTE /DCOD. 002022810 D.734/07	1	0
A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200PZ DET. 549/09	5	0
S.LI.PI	906RC011367	5449	SUTURA SETA 0 75CM CD.41428 =DRESORBA DEL.771/10	6	0
D.LI.PI	915R7790070	754	TELO CHIR.CM 25X38 COD.2037 /D DEL.750/07	1	0
K.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS10S2138 D.734/07	3	0
A.LI.PI	915RI000037	2618	COPRICAVI (MATERIALE X UROLOGIA) /D DEL.525/07	1	0
A.LI.PI	915RI000013	2618	INTERVENTI SULLA SPALLA IN6068 /D DEL.525/07	1	0
K.LI.PI	612RS000033	748	SIR.LL.CC.S/AGO 10ML 002022620 /DCONF.MULTIP.1000 PZ D.734/07	10	0
E.LI.PI	605RS000462	22	BISTURI N.11 STER. CD0344301001 1)D D.895/09	1	0
F.LI.PI	908RC000321	2821	SACCHE X COLOSTOMIA COD. 12808)D DET.240/09	1	0
F.LI.PI	604R7805111	22	AGHI STER.23GX1 1/4 PIC INDOLOR +D	1	0
A.LI.PI	915RI000044	3192	INTERVEN.ATROFIA MASC.AB935/CN /DC/ PREL.CRESTA ILIACA DEL.525/07	1	0
F.LI.PI	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	6	0

Fig 218 - Display all pickings

Use the “Start date” and “End date” filters (Fig 218 **A**) to select the relevant period of time. Only the resources picked in the period indicated are displayed. Use the other filters (Fig 218 **B**) to display the pickings relating to a specific stockroom, cabinets group or cabinet.

Use the procedures described in paragraphs 19.4 and 19.4.1.

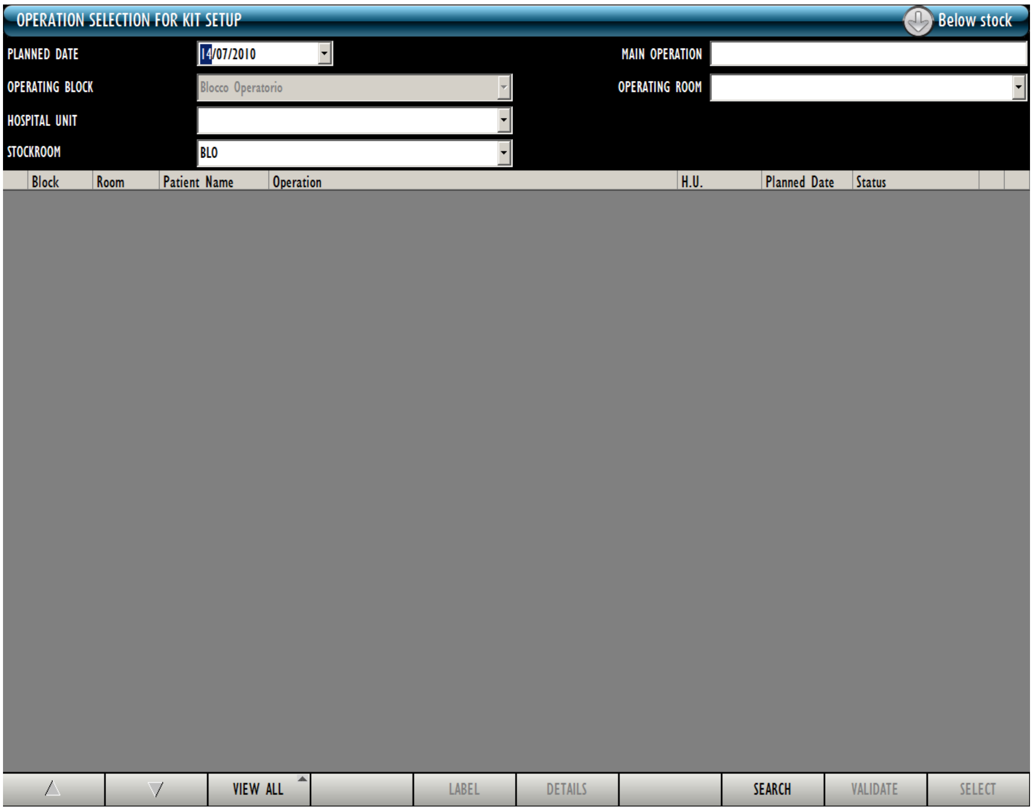
20. Operation kit setup procedure

The DIGISTAT® "Stock Management" system makes it possible to fully manage all the procedures relating to the operation kits.

The operation kit setup is performed on the "Kit setup" module. To access this module

- click the corresponding icon on the lateral bar.

The following screen opens (Fig 219).



PLANNED DATE 14/07/2010

OPERATING BLOCK Blocco Operatorio

HOSPITAL UNIT

STOCKROOM BLO

MAIN OPERATION

OPERATING ROOM

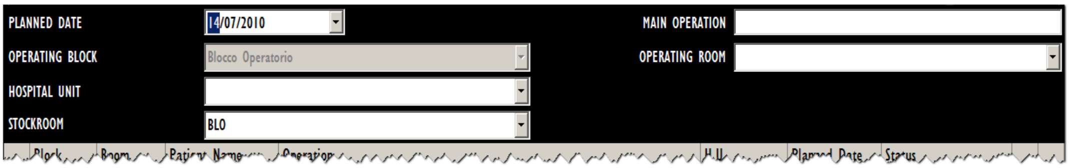
Fig 219

This screen makes it possible to find and select the operation for which the kit is prepared.

20.1. “Kit setup” - Screen structure

The “Kit setup” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

20.1.1. Filters



PLANNED DATE 14/07/2010

OPERATING BLOCK Blocco Operatorio

HOSPITAL UNIT

STOCKROOM BLO

MAIN OPERATION

OPERATING ROOM

Fig 220 - Filters on the “Kit setup” screen

The filters available on the “Kit setup” screen (Fig 220) are:

- “Planned date” - Makes it possible to specify the planned date of the operation for which the kit is prepared. The operations listed on this screen (see paragraph 20.1.2) are all planned for the date here specified.
- “Operating block” - Displays the operations of a specific block.
- “Hospital unit” - Displays the operations of a specific hospital unit.
- “Stockroom” - This field makes it possible to select the stockroom in which the user is going to pick the kit’s resources. This is not properly a filter: its specification is necessary to indicate the relevant stockroom.
- “Main operation” - Displays only the specified main operation.
- “Operating room” - Displays the operations of a specific room.

See paragraph 7.4.2 for a general description of the filters in the “Stock Management” system.

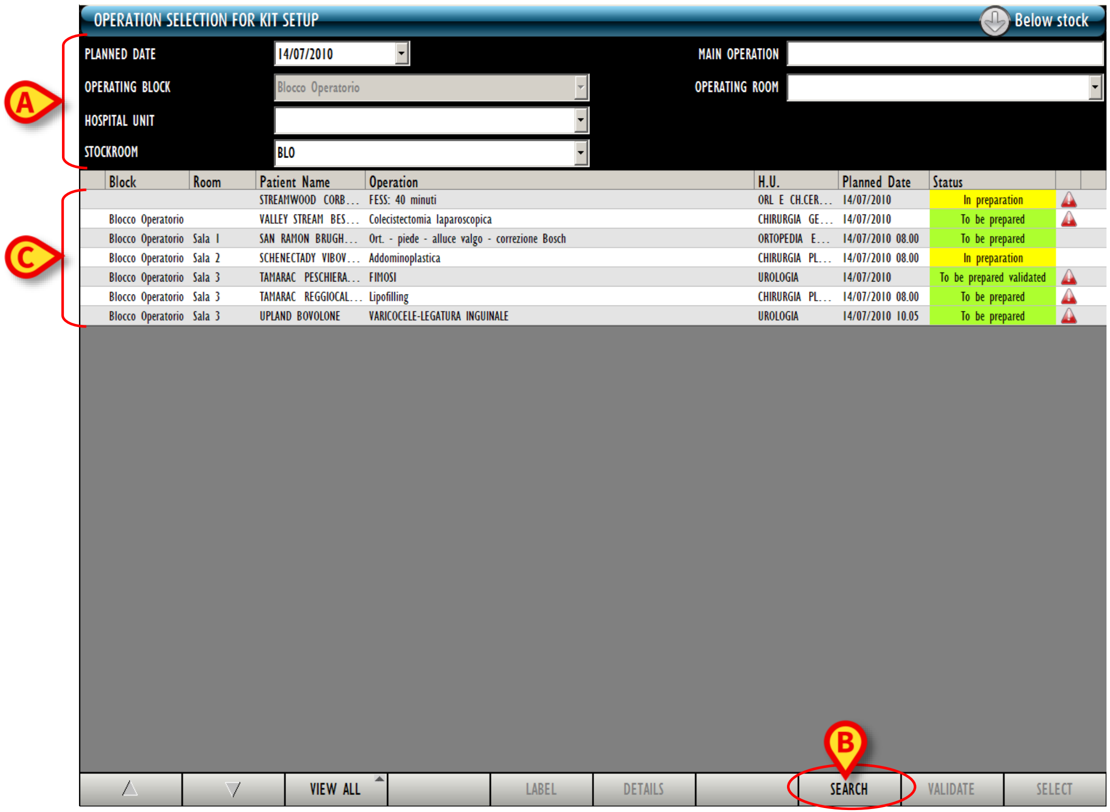
20.1.2. Data area

The data area lists the operations corresponding to the features specified in the filters.

To display the list of operations,

- ➢ set the filters values (Fig 221 **A**).
- ➢ Click the **Search** button on the command bar (Fig 221 **B**).

The list of operations will be displayed, as a table, in the data area (Fig 221 **C**).



PLANNED DATE: 14/07/2010
OPERATING BLOCK: Blocco Operatorio
HOSPITAL UNIT:
STOCKROOM: BLO
MAIN OPERATION:
OPERATING ROOM:

Block	Room	Patient Name	Operation	H.U.	Planned Date	Status	
		STREAMWOOD CORB...	FESS: 40 minuti	ORL E CH.CER...	14/07/2010	In preparation	⚠
Blocco Operatorio		VALLEY STREAM BES...	Colecistectomia laparoscopica	CHIRURGIA GE...	14/07/2010	To be prepared	⚠
Blocco Operatorio	Sala 1	SAN RAMON BRUGH...	Ort. - piede - alluce valgo - correzione Bosch	ORTOPEDIA E...	14/07/2010 08.00	To be prepared	
Blocco Operatorio	Sala 2	SCHENECTADY VIBOV...	Addominoplastica	CHIRURGIA PL...	14/07/2010 08.00	In preparation	
Blocco Operatorio	Sala 3	TAMARAC PESCHIERA...	FIMOSI	UROLOGIA	14/07/2010	To be prepared validated	⚠
Blocco Operatorio	Sala 3	TAMARAC REGGIOCAL...	Lipofilling	CHIRURGIA PL...	14/07/2010 08.00	To be prepared	⚠
Blocco Operatorio	Sala 3	UPLAND BOVOLONE	VARICOCELE-LEGATURA INGUINALE	UROLOGIA	14/07/2010 10.05	To be prepared	⚠

Fig 221 - List of operations

Each row on the table corresponds to an operation. For each operation the following information can be displayed:

- the operating block;
- the operating room;
- the patient name;
- the planned operation name;
- the hospital unit;
- the planned date and time;
- the operation kit status.

There are 7 possible statuses for an operation kit. These are:

- to be prepared - meaning that the kit has not been prepared yet;
- to be prepared validated - meaning that the kit has not been prepared yet but it was reviewed, possibly modified and validated by the person in charge for this purpose (i.e. the pharmacy staff);
- in preparation - someone is managing the kit (either for validation or for preparation);
- prepared - the kit has been prepared;
- prepared no more valid - the kit has been prepared but something changed after preparation (i.e. the operation data, the kit structure, the resouces quantities in the kit etc.);
- partial return - some of the kit resources have been returned;

- total return - all of the kit resources have been returned.

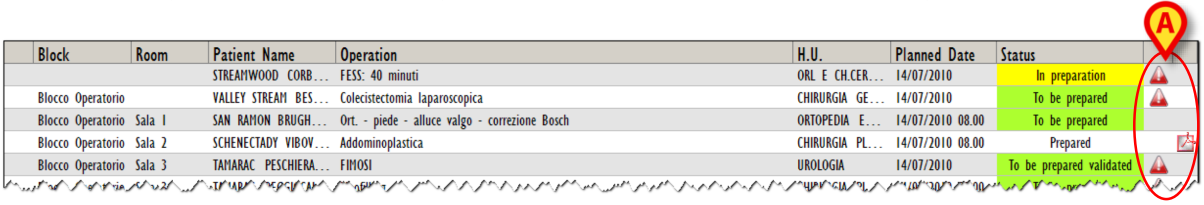
The ▶ icon, when displayed on the left of a row, indicates the selected operation.

The ⚠ icon, when displayed at the end of a row indicates that the operation is not “locked”. The operation can be locked only on the DIGISTAT® Smart Scheduler system. See the Smart Scheduler documentation for instructions on the operation lock/unlock procedures (see Fig 222 A).

The ⚠ icon does not affect the procedure described in this paragraph.

> *The standard kit preparation procedure requires that the operation is locked on DIGISTAT® Smart Scheduler before the kit is prepared.*
>
> *See the Smart Scheduler documentation for instructions on the operation lock/unlock procedures.*

The icon appears on the right on the rows corresponding to “prepared” kits. The icon can be clicked to display a pdf file containing the kit resources detailed list (see Fig 222 A).



Block	Room	Patient Name	Operation	H.U.	Planned Date	Status	
		STREAMWOOD CORB...	FESS: 40 minuti	ORL E CH.CER...	14/07/2010	In preparation	⚠
Blocco Operatorio		VALLEY STREAM BES...	Colecistectomia laparoscopica	CHIRURGIA GE...	14/07/2010	To be prepared	⚠
Blocco Operatorio	Sala 1	SAN RAMON BRUGH...	Ort. - piede - alluce valgo - correzione Bosch	ORTOPEDIA E...	14/07/2010 08.00	To be prepared	
Blocco Operatorio	Sala 2	SCHENECTADY VIBOV...	Addominoplastica	CHIRURGIA PL...	14/07/2010 08.00	Prepared	
Blocco Operatorio	Sala 3	TAMARAC PESCHIERA...	FIMOSI	UROLOGIA	14/07/2010	To be prepared validated	⚠

Fig 222

20.1.3. Command bar

This paragraph explains the functionalities of the buttons on the command bar (Fig 223).

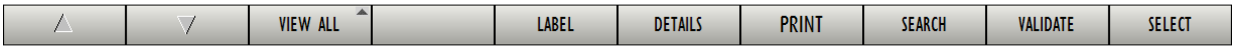


Fig 223 - Command bar

Use the arrow buttons ▽ and △ to scroll up and down the screen contents in case the items are too many to be displayed all at the same time.

The **View All** button makes it possible to manage the way the operations are displayed. Click it to open a menu containing the available options (Fig 224).

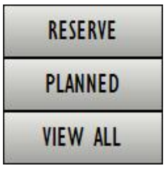


Fig 224

The **View All** option displays all the operations.
The **Planned** option displays only the planned operations (and not the reserves).

The **Reserve** option displays only the reserves. See the DIGISTAT® Smart Scheduler and OranJ documentation for an explanation of the meaning of “Reserve”.

Use the **Label** button to print again the selected kit’s sticker label. This button is only active for prepared kits. See paragraph 20.8 for the complete procedure.

Use the **Details** button to display the selected kit details in a print report. A print preview is displayed.

Use the **Search** button to display on screen the list of operations having the features specified in the search filters (see paragraph 20.1.2).

Use the **Validate** button to access the kit validation functionalities. See paragraph 20.2 for the complete procedure.

Use the **Select** button to select the operation for which the kit is being prepared and proceed with the kit preparation. After clicking **Select** the kit preparation sheet is created and displayed in a print preview.

20.2. Kit validation procedure

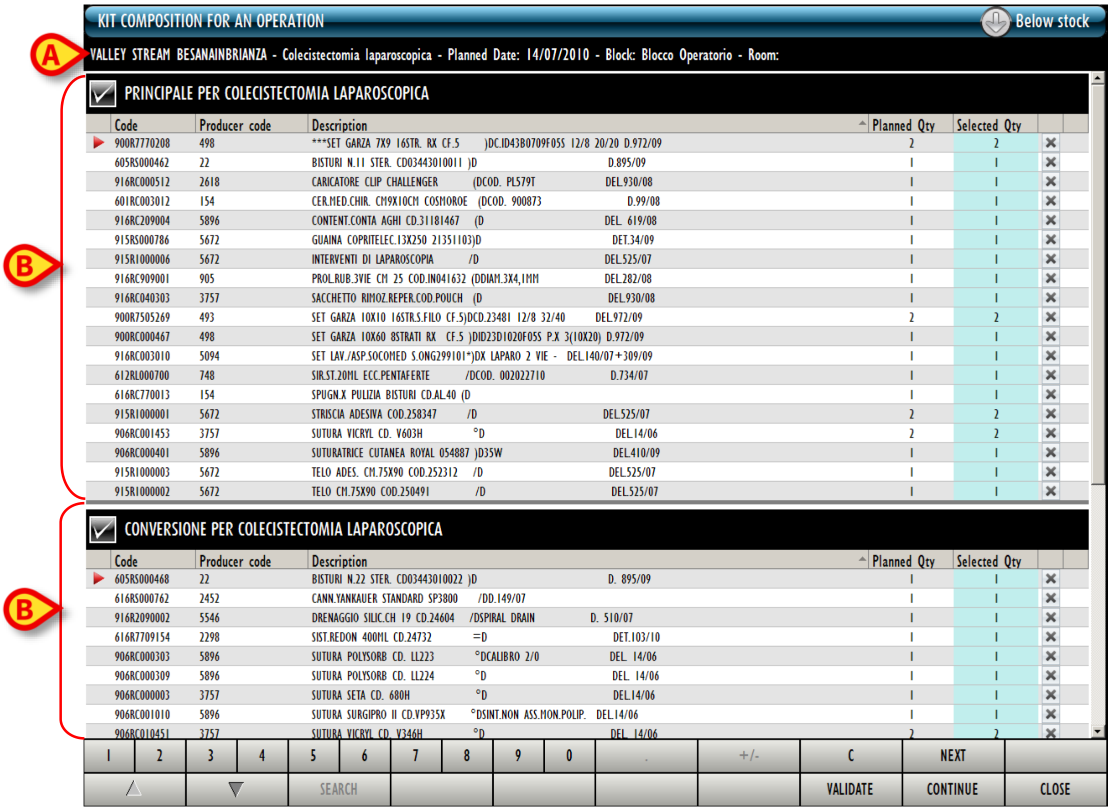
The kit composition for a selected operation can be reviewed and, if necessary, edited by a person having the appropriate permissions. This procedure is named “kit validation procedure”.
To validate a kit

- click the row corresponding to the relevant operation.

The row is this way selected, the ▶ icon appears on the left of the row.

- Click the **Validate** button on the command bar.

The following screen opens



VALLEY STREAM BESANAINBRIANZA - Colecistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

☑ PRINCIPALE PER COLECISTECTOMIA LAPAROSCOPICA

Code	Producer code	Description	Planned Qty	Selected Qty
900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	2	2
605RS000462	22	BISTURI N.11 STER. CD03443010011)D D.895/09	1	1
916RC000512	2618	CARICATORE CLIP CHALLENGER (DCOD. PL579T DEL.930/08	1	1
601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	1	1
916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL 619/08	1	1
915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09	1	1
915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	1	1
916RC909001	905	PROL.RUB.3VIE CM 25 COD.IN041632 (DDIAM.3X4,1MM DEL.282/08	1	1
916RC040303	3757	SACCHETTO RIMOZ.REPER.COD.POUCH (D DEL.930/08	1	1
900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 DEL.972/09	2	2
900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	1	1
916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 VIE - DEL.140/07+309/09	1	1
612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	1	1
616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL40 (D	1	1
915R1000001	5672	STRISCIA ADESIVA COD.258347 /D DEL.525/07	2	2
906RC001453	3757	SUTURA VICRYL CD. V603H °D DEL.14/06	2	2
906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W DEL.410/09	1	1
915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D DEL.525/07	1	1
915R1000002	5672	TELO CM.75X90 COD.250491 /D DEL.525/07	1	1

☑ CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA

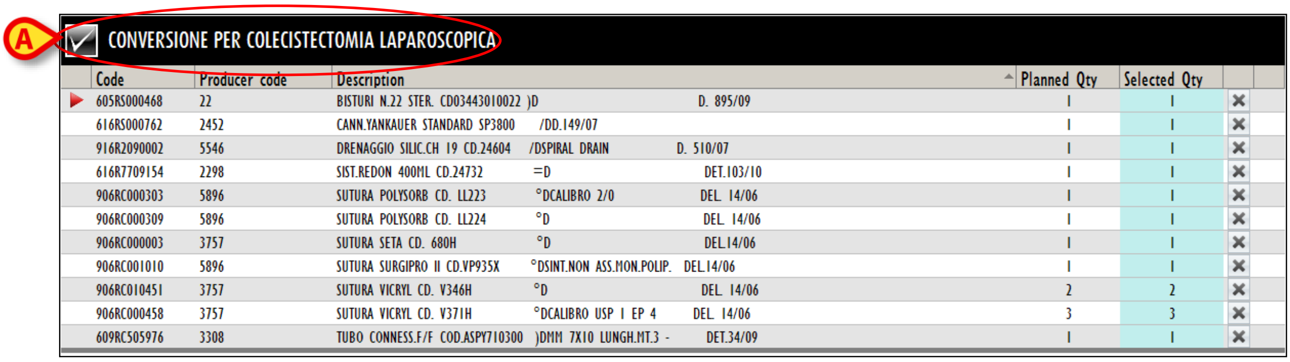
Code	Producer code	Description	Planned Qty	Selected Qty
605RS000468	22	BISTURI N.22 STER. CD03443010022)D D. 895/09	1	1
616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1
916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	1
616R7709154	2298	SIST.REDON 400ML CD.24732 =D DET.103/10	1	1
906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL 14/06	1	1
906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL 14/06	1	1
906RC000003	3757	SUTURA SETA CD. 680H °D DEL.14/06	1	1
906RC001010	5896	SUTURA SURGIPRO II CD.VP935X °DSINT.NON ASS.MON.POLIP. DEL.14/06	1	1
906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL 14/06	2	2

Fig 225 - Kit validation screen

The screen displays on top the main operation data (patient name, operation, planned date and location - Fig 225 **A**).

All the resources that are part of the kit are listed on screen, divided in groups corresponding to sub-kits (Fig 225 **A**).

The name of every group is indicated on the top-left corner of each group (Fig 226).



☑ CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA

Code	Producer code	Description	Planned Qty	Selected Qty
605RS000468	22	BISTURI N.22 STER. CD03443010022)D D. 895/09	1	1
616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1
916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	1
616R7709154	2298	SIST.REDON 400ML CD.24732 =D DET.103/10	1	1
906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL 14/06	1	1
906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL 14/06	1	1
906RC000003	3757	SUTURA SETA CD. 680H °D DEL.14/06	1	1
906RC001010	5896	SUTURA SURGIPRO II CD.VP935X °DSINT.NON ASS.MON.POLIP. DEL.14/06	1	1
906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL 14/06	2	2
906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL 14/06	3	3
609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	1

Fig 226 - Resources group

The checkbox ☑ placed before the name of the group makes it possible, if clicked, to deselect the whole group. I.e. the checkbox deselection indicates that no resource belonging to that group is required for the kit preparation. After deselection the list disappears (Fig 227).

CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA

Fig 227

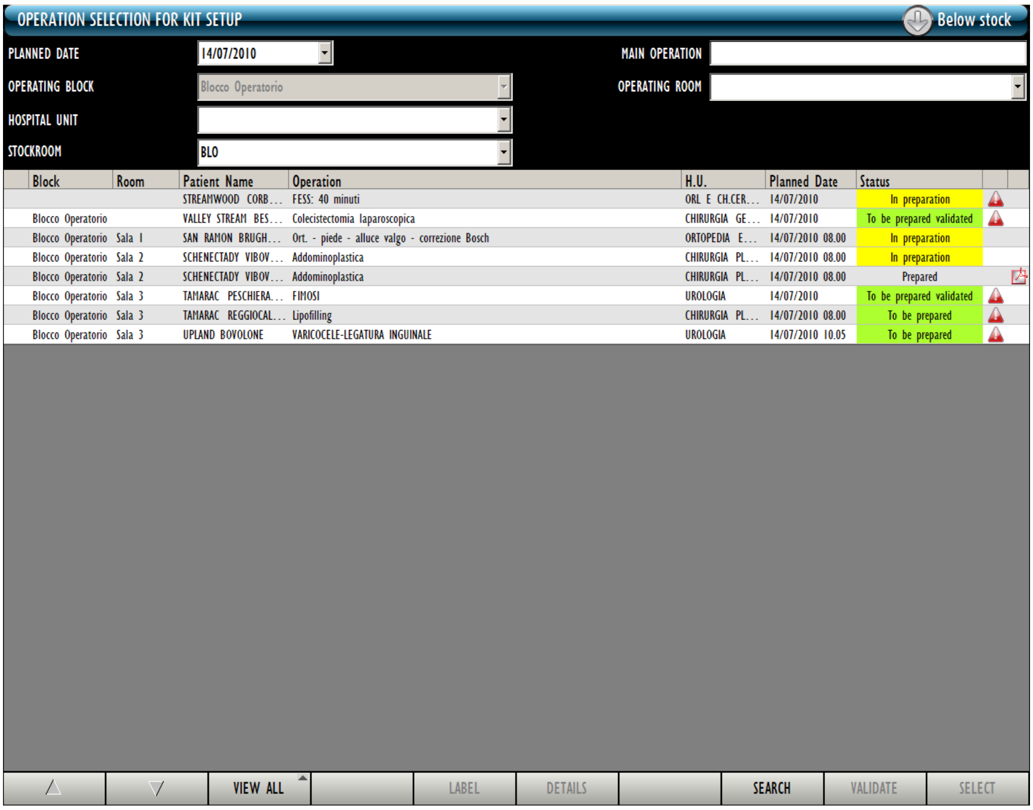
Each row on the list corresponds to a resource. For each resource the following information can be specified:

- resource code;
- manufacturer code;
- resource description;
- required quantity according to kit configuration;
- new required quantity according to user specification.

The user can edit the kit composition. The editing procedures are described in paragraph 20.2.1.

After kit editing there are two possibilities.

- ➢ either click the **Validate** button on the command bar to complete the validation procedure and go back to the “Operation selection for kit setup” screen (Fig 228 - the kit status is now “To be prepared validated”);



OPERATION SELECTION FOR KIT SETUP

PLANNED DATE: 14/07/2010

MAIN OPERATION:

OPERATING BLOCK: Blocco Operatorio

OPERATING ROOM:

HOSPITAL UNIT:

STOCKROOM: BLO

Block	Room	Patient Name	Operation	H.U.	Planned Date	Status		
		STREAMWOOD CORB...	FESS: 40 minuti	ORL E CH.CER...	14/07/2010	In preparation	⚠	
Blocco Operatorio		VALLEY STREAM BES...	Colecistectomia laparoscopica	CHIRURGIA GE...	14/07/2010	To be prepared validated	⚠	
Blocco Operatorio	Sala 1	SAN RAMON BRUGH...	Ort. - piede - alluce valgo - correzione Bosch	ORTOPEDIA E...	14/07/2010 08.00	In preparation		
Blocco Operatorio	Sala 2	SCHENECTADY VIBOV...	Addominoplastica	CHIRURGIA PL...	14/07/2010 08.00	In preparation		
Blocco Operatorio	Sala 2	SCHENECTADY VIBOV...	Addominoplastica	CHIRURGIA PL...	14/07/2010 08.00	Prepared		
Blocco Operatorio	Sala 3	TAMARAC PESCHIERA...	FIMOSI	UROLOGIA	14/07/2010	To be prepared validated	⚠	
Blocco Operatorio	Sala 3	TAMARAC REGGIOCAL...	Lipofilling	CHIRURGIA PL...	14/07/2010 08.00	To be prepared	⚠	
Blocco Operatorio	Sala 3	UPLAND BOVOLONE	VARICOCELE-LEGATURA INGUINALE	UROLOGIA	14/07/2010 10.05	To be prepared	⚠	

Fig 228 - Operation selection for kit setup

- ➢ or click the **Continue** button on the command bar to proceed with the kit preparation procedure.

After clicking the **Continue** button the kit creation sheet is created and displayed in a print preview. See paragraph 20.3

20.2.1. Kit editing

The user can edit the kit contents in the following ways:

1) changing the indicated quantity;
2) deleting a resource if not needed;
3) adding a resource to the kit.

20.2.1.1. Changing the resource quantity

To change the indicated quantity

- click the row corresponding to the relevant resource

The row is selected. The ▶ icon appears on the left.

- Use the numeric buttons on the command bar to specify the new quantity.

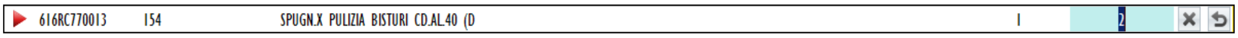
Or

- click the cell displaying the configured quantity.

The row is selected. The ▶ icon appears on the left. The quantity appears as highlighted.

- Use the workstation keyboard to specify the new quantity.

After resource editing the ↶ icon appears on the right (Fig 229). That is an "Undo" button. Click it to bring back the resource to the original quantity.

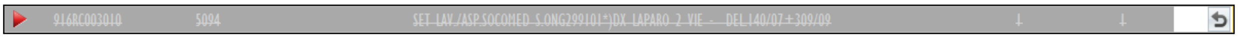


616RC770013 154 SPUGN.X PULIZIA BISTURI CD.AL40 (D 1 2

Fig 229 - Quantity has been changed

20.2.1.2. Deleting a resource

Use the ✕ button displayed on each row to delete the corresponding resource from the kit. After deletion the row appears as in Fig 230.



~~916RC003010 5094 SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 VIE - DEL.140/07+309/09 1 1~~

Fig 230 - Deleted resource

20.2.1.3. Adding a resource

To add a resource to the kit.

- Click the **Search** button on the command bar.

The system’s search functionalities activate. The following screen opens.

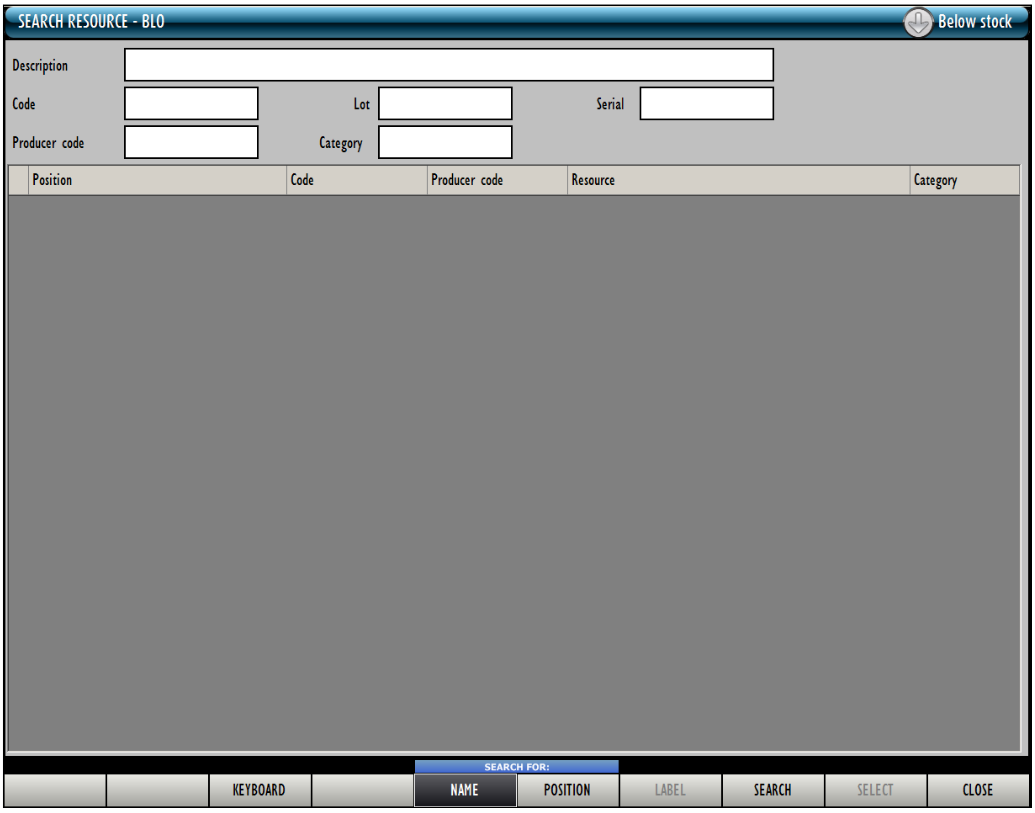
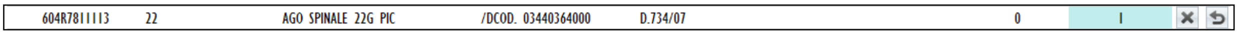


Fig 231 - Search screen

- Search for the wanted resource using the functionalities described in paragraph 28.

The resource will be added to the list (Fig 232). The planned quantity is 0. The new required quantity (editable) is 1.



604R7811113	22	AGO SPINALE 22G PIC	/DCOD. 03440364000	D.734/07	0	1

Fig 232 - Resource added

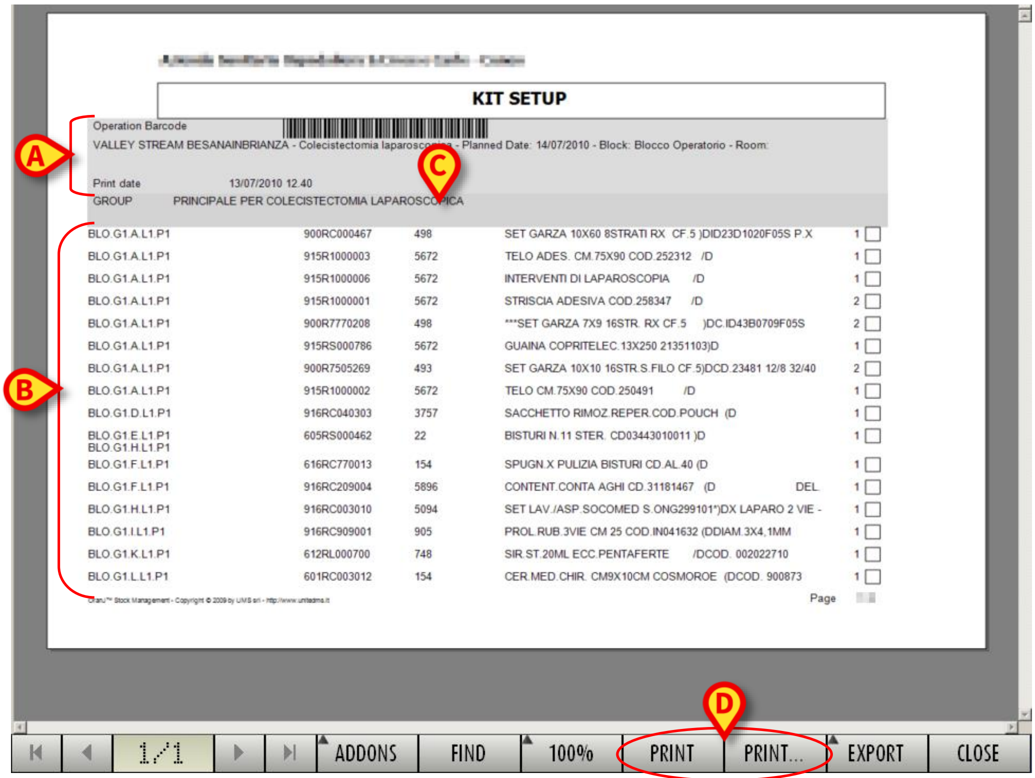
20.3. The “Kit creation” sheet

After selection of the operation for which the kit is being prepared

- click the **Select** button on the command bar to proceed with the kit preparation.

The kit preparation sheet is created and displayed in a print preview. See the example shown in Fig 233.

This document lists all the resources that are part of the kit that will be used in the selected operation.



[redacted]

KIT SETUP

Operation Barcode

VALLEY STREAM BESANAINBRIANZA - Colecistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

Print date 13/07/2010 12.40

GROUP PRINCIPALE PER COLECISTECTOMIA LAPAROSCOPICA

BLO.G1.A.L1.P1	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X	1	☐
BLO.G1.A.L1.P1	915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D	1	☐
BLO.G1.A.L1.P1	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	1	☐
BLO.G1.A.L1.P1	915R1000001	5672	STRISCIA ADESIVA COD.258347 /D	2	☐
BLO.G1.A.L1.P1	900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S	2	☐
BLO.G1.A.L1.P1	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D	1	☐
BLO.G1.A.L1.P1	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40	2	☐
BLO.G1.A.L1.P1	915R1000002	5672	TELO CM.75X90 COD.250491 /D	1	☐
BLO.G1.D.L1.P1	916RC040303	3757	SACCHETTO RIMOZ.REPER.COD.POUCH (D	1	☐
BLO.G1.E.L1.P1 BLO.G1.H.L1.P1	605RS000462	22	BISTURI N.11 STER. CD03443010011)D	1	☐
BLO.G1.F.L1.P1	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	1	☐
BLO.G1.F.L1.P1	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL	1	☐
BLO.G1.H.L1.P1	916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101")DX LAPARO 2 VIE -	1	☐
BLO.G1.I.L1.P1	916RC909001	905	PROL.RUB.3VIE CM 25 COD.IN041632 (DDIAM.3X4,1MM	1	☐
BLO.G1.K.L1.P1	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710	1	☐
BLO.G1.L.L1.P1	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873	1	☐

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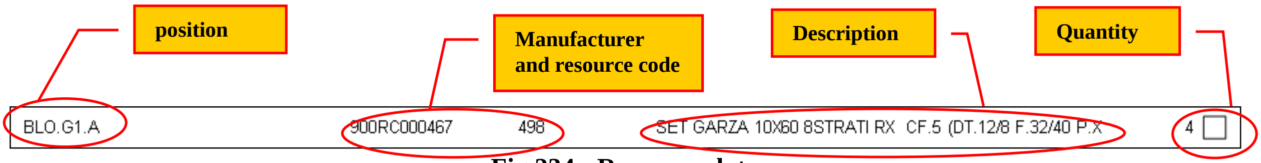
Page

Fig 233 - Kit creation (example)

The resources are ordered by group. At the beginning a header (indicated in Fig 233 **A**), displays the operation barcode, the operation data (patient name, name of the operation, date, time, planned block and room) and the document date of creation.
The resources of the same operation are divided in groups. The group is indicated by the dark grey stripe shown in Fig 233 **C**.
The area indicated in Fig 233 **B** displays the list of resources. For each resource are indicated the position, the resource code, the manufacturer code, the description and the needed quantity (Fig 234).



BLO.G1.A	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5 (DT.12/8 F.32/40 P.X	4	☐

Fig 234 - Resource data

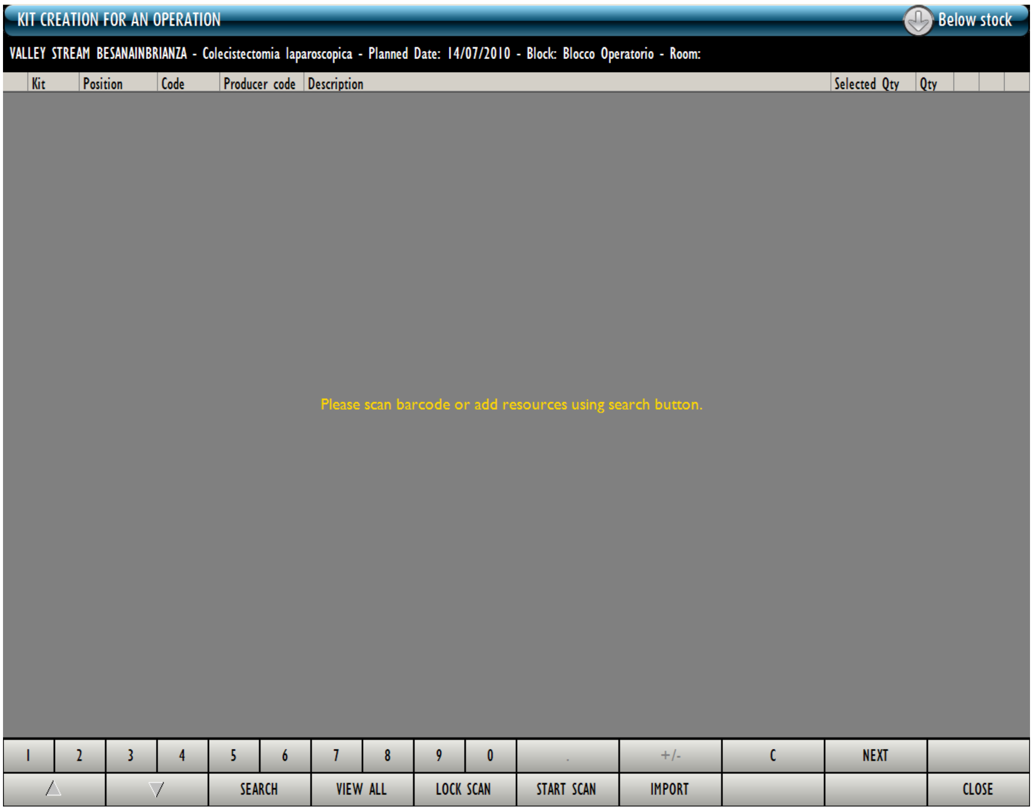
Use the **Print** button (Fig 233 **D**) on the command bar to print the document. The system's print functionalities are described in paragraph 6.8.1.

The print sheet is to be used as a checklist when the resources are actually picked from the cabinets and the kit is prepared. The checkboxes on the right can be used for this purpose.

Click the **Close** button to proceed with the kit preparation procedure. After closing the print preview the "Kit creation screen" is displayed.

20.4. Kit creation for an operation

The “Kit creation” screen (Fig 235) can be used to record the actual picking of the kit resources and to verify their quantities.



VALLEY STREAM BESANAINBRIANZA - Colecistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

Please scan barcode or add resources using search button.

Fig 235 - Kit creation for an operation

The recording can be performed either manually (the procedure is described in paragraph 0) or using a barcode reader (the procedure is described in paragraph 20.6.2).

Barcode technology is recommended when selecting an item. Scanning the item’s barcode, instead of selecting it manually, helps the user to diminish selection errors.

20.5. Kit creation screen description

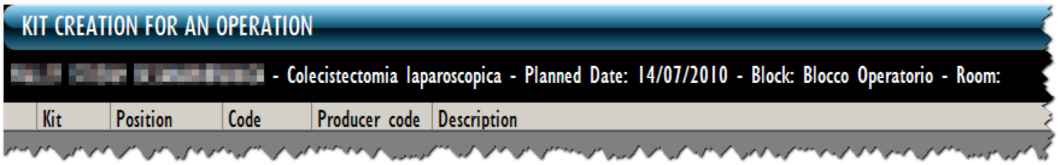
The screen shown in Fig 235 is formed of three main areas:

- the header;
- the data area;
- the command bar.

These areas are described in the following paragraphs.

20.5.1. Header

The header displays the data of the operation for which the kit is being prepared.



KIT CREATION FOR AN OPERATION

[redacted] - Colecistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

Kit	Position	Code	Producer code	Description

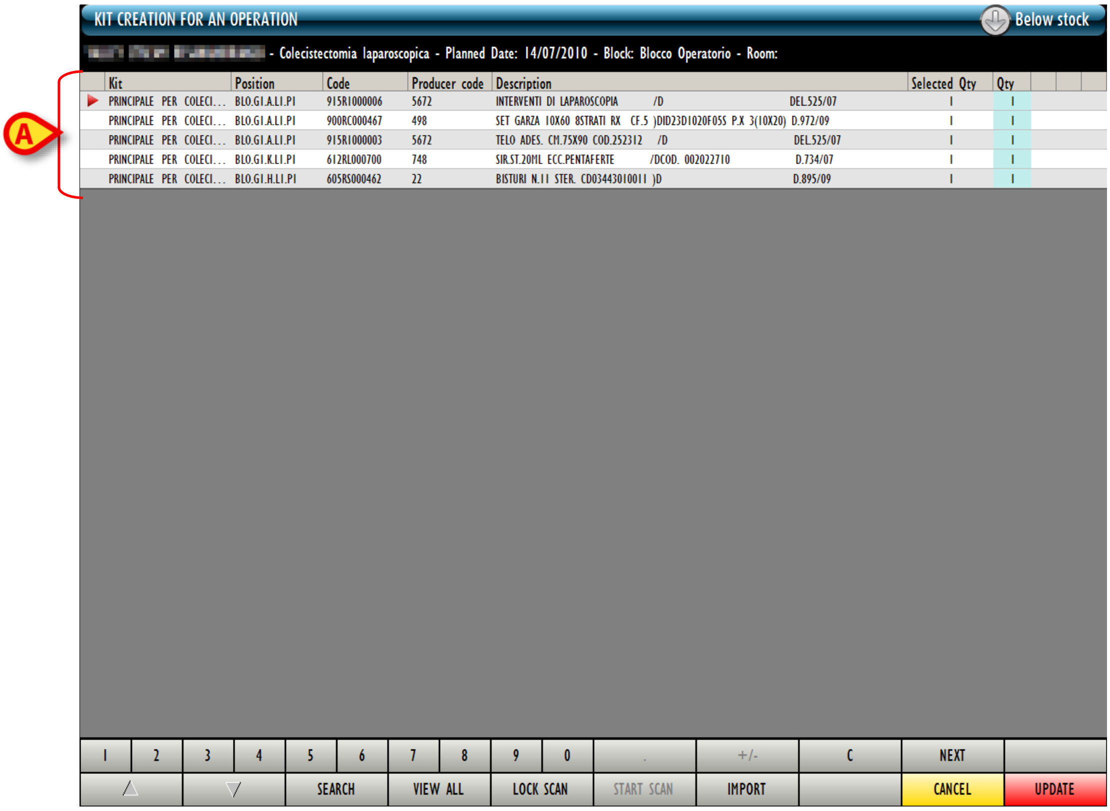
Fig 236 - Header

These data are:

- the patient name;
- the operation;
- the operation planned date and time;
- the planned block and room.

20.5.2. Data area

The data area displays the list of resources that are progressively recorded and entered into the kit. The resources are listed in a table (Fig 237 **A**).

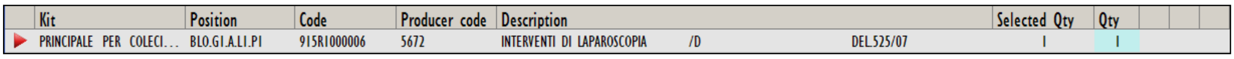


[redacted] - Colecistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

	Kit	Position	Code	Producer code	Description	Selected Qty	Qty
▶	PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	915RI000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	1	1
	PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	1	1
	PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	915RI000003	5672	TELO ADES. CM.75X90 COD.252312 /D DEL.525/07	1	1
	PRINCIPALE PER COLECI...	BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	1	1
	PRINCIPALE PER COLECI...	BLO.GI.H.LI.PI	605RS000462	22	BISTURI N.11 STER. CD03443010011)D D.895/09	1	1

Fig 237 - Recorded resources

The list "grows" as the resources are entered (either manually or by barcode scan). Each row corresponds to a resource (Fig 238).



	Kit	Position	Code	Producer code	Description	Selected Qty	Qty
▶	PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	915RI000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	1	1

Fig 238 - Resource

The information that can be displayed for each resource is:

- Name of the kit
- Position from which the resource is picked
- Resource code
- Manufacturer code
- Resource description
- Needed quantity
- Recorded quantity

The ▶ icon on the left indicates the selected row.
The mandatory fields are highlighted light-blue.

The possible yellow fields must be filled by the user (Fig 239).

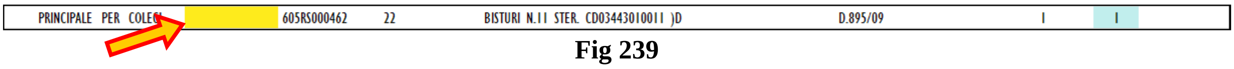


Fig 239

To insert information in a field click the field and type the information. When multiple choice is possible, a drop down offers the admissible multiple values (Fig 240).

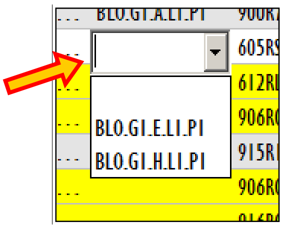


Fig 240 - Information selection

Numeric values can be inserted using either the numeric keyboard on the command bar or the workstation keyboard.

20.5.3. The command bar

The command bar (Fig 241) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, indicating successive paragraphs when more detailed instructions on a specific functionality are necessary.

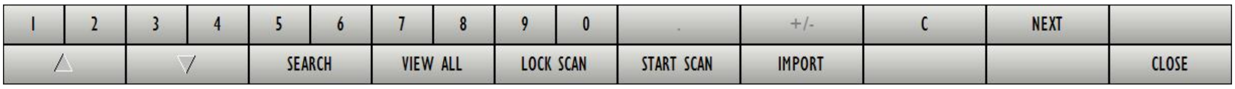


Fig 241 - Command bar

The buttons in the upper line make it possible to manage the numeric data specification.

Fig 242 - Numeric buttons

Use the numeric buttons (Fig 242) to indicate the quantities. Click one of the numbers to write the number in the "Quantity" field.

The " **.** " button is a decimal divider. The button is active only if decimal specification is relevant. The "+/-" button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The " **C** " button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

The lower line of the command bar contains the following buttons.

Use the arrow buttons ▽ and △ to scroll up and down the screen contents in case the items are too many to be displayed all at the same time.

Use the **Search** button to access the system's search functionalities (described in paragraph 28). Click this button to open the screen shown in Fig 244.

Use the **View All** button to display the complete list of resources needed for the selected kit. See paragraph 20.6.6 for a description of this functionality.

Use the **Lock Scan** button to lock the workstation while reading numerous barcodes that will be recorded all together afterwards. See paragraph 20.6.3 for a description of the related procedures.

Use the **Start Scan** button to begin the reading of numerous barcodes that will be recorded all together afterwards. See paragraph 0 for the instructions relating to this procedure.

Use the **Import** button to import the selected items using a wireless barcode reader having internal memory. See paragraph 20.6.5 for the instructions relating to this option.

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons are displayed on the command bar.

Use the **Update** button to save the changes made. After every editing it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

20.6. How to record the resource picking for kit composition

The resource picking for the composition of a kit can be recorded either manually or using a barcode reader.

The different procedures are described in the following paragraphs.

!

Barcode technology is recommended when selecting an item. Scanning the item's barcode, instead of selecting it manually, helps the user to diminish selection errors.

20.6.1. Manual procedure

To manually record the resource picking

- click the **Search** button on the command bar (Fig 243).

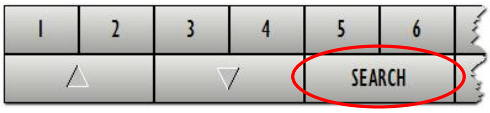


Fig 243

the search screen opens (Fig 244). The screen is described in paragraph 28.

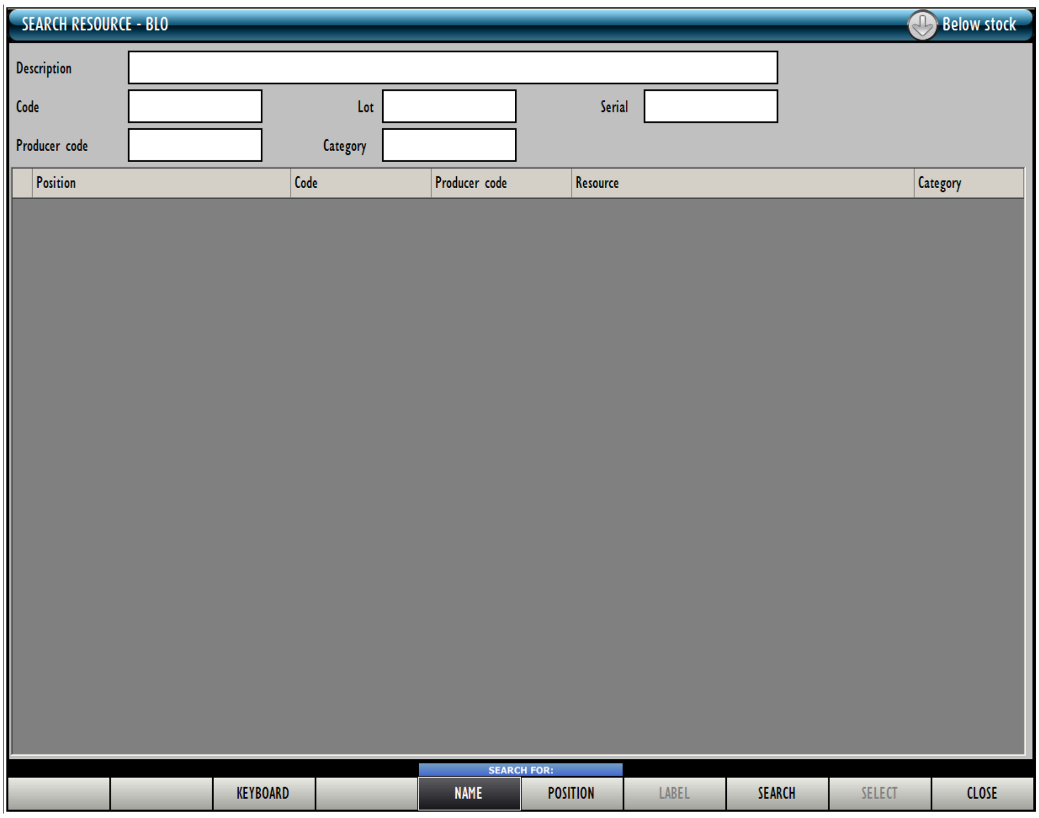
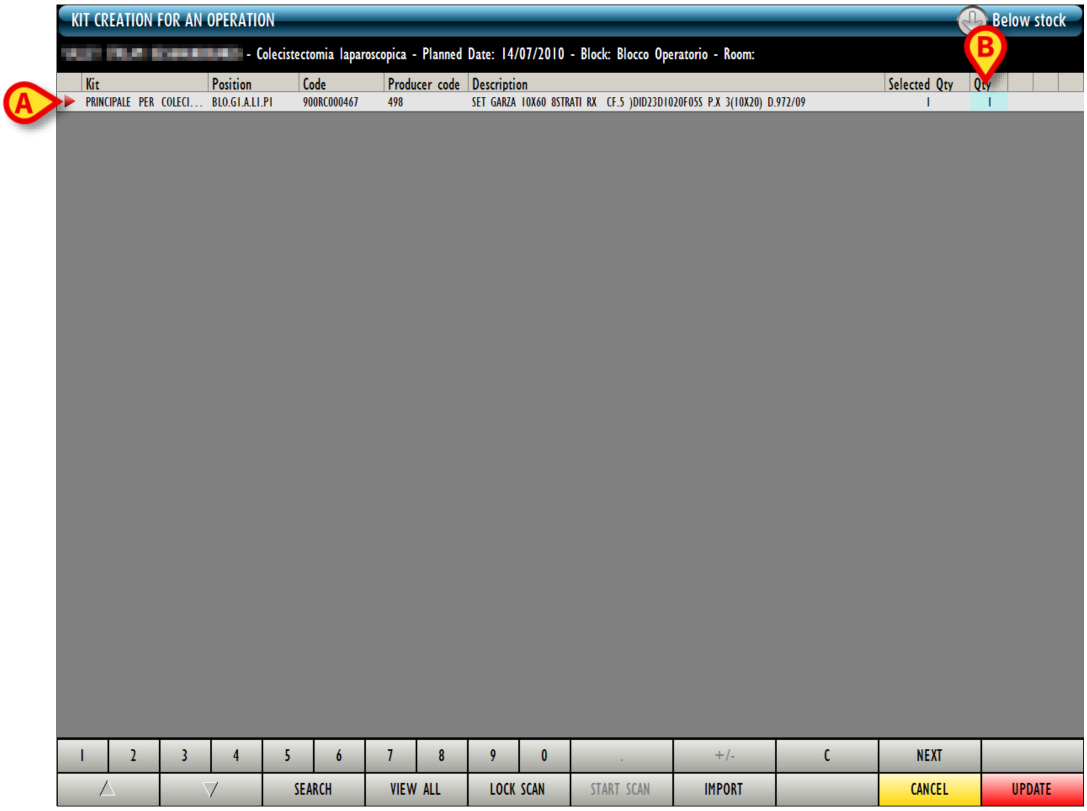


Fig 244 - Search resource

- Search the wanted resource using the functionalities described in paragraph 28.
- Double click the row corresponding to the resource that will be inserted in the kit.

A row will be added to the table on the “Kit creation screen”, corresponding to the selected resource (Fig 245 **A**).



[redacted] - Colecistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

Kit	Position	Code	Producer code	Description	Selected Qty	Qty
PRINCIPALE PER COLECI...	BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	1	1

Fig 245

- Specify the resource quantity in the “Quantity” field (Fig 245 **B**).
- Click the **Update** button on the command bar.

This procedure records the fact that the specified quantity of the selected resource has been inserted in the kit.

20.6.2. Barcode procedure

The resources can also be recorded using a barcode reader and scanning the resource barcode. This paragraph describes the procedures relating to this functionality.

Access the “Kit creation” screen (Fig 245),

- scan the resource barcode.

A row corresponding to the resource will be displayed on screen.

When the barcodes of resources of the same kind are scanned the resource quantity increases.

20.6.3. Lock scan

The **Lock Scan** button on the command bar (Fig 246) makes it possible to lock the workstation while the user reads numerous barcodes that will be recorded later, all together.

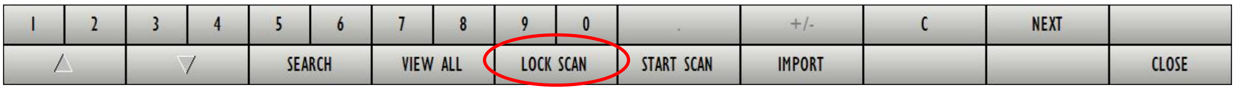


Fig 246 - Command bar

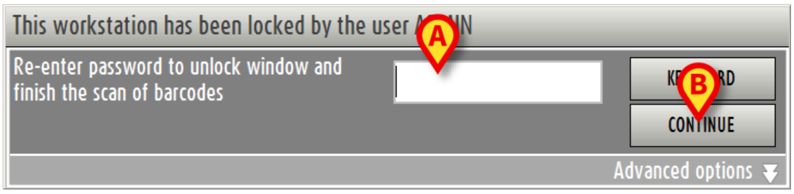
This functionality is used when it is necessary to leave the workstation alone to personally scan the barcodes of several items that are in a different place. This procedure is performed using a wireless barcode reader.

This is the procedure:

- click the **Lock Scan** button.

The button appears as selected. The button remains this way while the workstation is locked.

The following window is displayed (Fig 247).



This workstation has been locked by the user ADMIN

Re-enter password to unlock window and finish the scan of barcodes

Fig 247

- Read the barcodes. The workstation is locked to other users.

After barcodes reading,

- insert your password in the field indicated in Fig 247 **A**.
- Click the **Continue** button (Fig 247 **B**).

The workstation is this way unlocked. The rows corresponding to all the barcodes read appear on screen.

The **Keyboard** button on the window opens a virtual keyboard that can be used to insert the password (Fig 248).

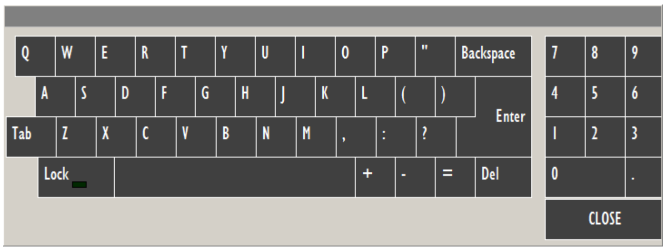


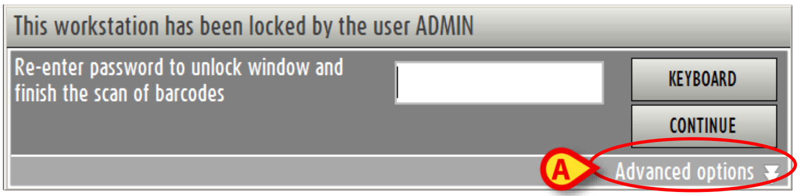
Fig 248 - Virtual keyboard

20.6.3.1. How to force the workstation unlocking

The workstation can be unlocked by another user if his/her permissions level enables him/her to do it.

To force the workstation unlocking

- click the option "Advanced options" on the window requesting password (Fig 249).

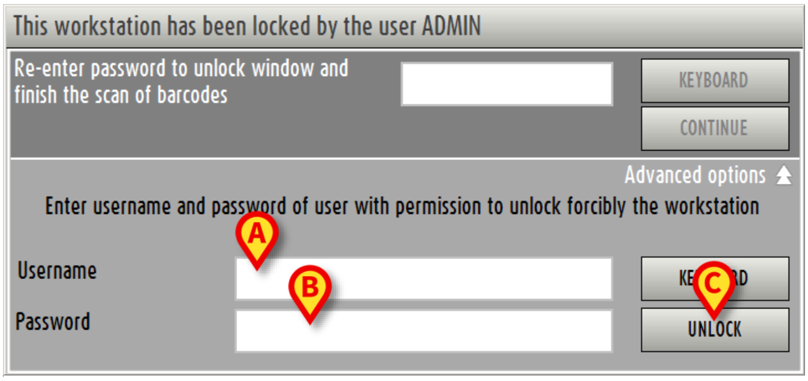


This workstation has been locked by the user ADMIN

Re-enter password to unlock window and finish the scan of barcodes

Fig 249

The window changes in the following way (Fig 250).



This workstation has been locked by the user ADMIN

Re-enter password to unlock window and finish the scan of barcodes

Enter username and password of user with permission to unlock forcibly the workstation

Fig 250 - Advanced options

- Insert the username of the new user in the "Username" field (Fig 250 **A**).
- Insert the password of the new user in the "Password" field (Fig 250 **B**).
- Click the **Unlock** button (Fig 250 **C**).

If the new user has the appropriate permissions the workstation is unlocked.

!

The barcodes read by the original user will ***<u>not</u>*** *be recorded.*

20.6.4. Start scan

The **Start Scan** button on the command bar (Fig 251) makes it possible to read numerous barcodes that will be recorded later, all at the same time.

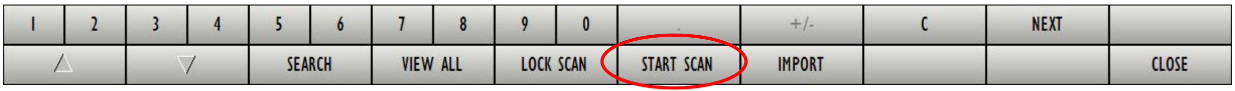


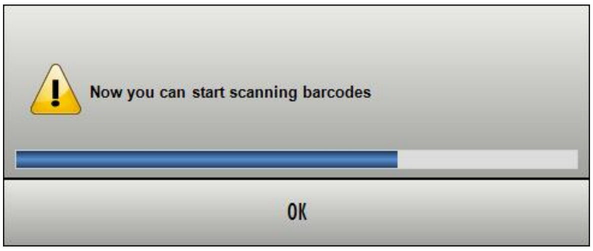
Fig 251 - Command bar

This is the procedure:

- click the **Start Scan** button.

The button changes to **Stop Scan**.

A pop-up window informs the user that barcode reading can start (Fig 252).



Now you can start scanning barcodes

Fig 252

The user is logged out. This happens because the user now probably moves away from the workstation to read the barcodes.

- Read the barcodes.

After barcode reading, to import the data of the scanned resources into the system,

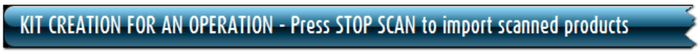
- log in again (see paragraph 6.5 for the log in procedure).

- Click the KIT ... icon on the lateral bar to access the “Kit creation” screen again.

- Click the **Stop Scan** button.

The rows corresponding to the scanned resources barcodes appear on screen.

While scanning, the blue bar on top of the screen displays the following advice “Press STOP SCAN to import the scanned products” (Fig 253).



KIT CREATION FOR AN OPERATION - Press STOP SCAN to import scanned products

Fig 253

20.6.5. Import

The **Import** button on the command bar (Fig 254) makes it possible to import into the system the data read with a wireless barcode reader having internal memory.

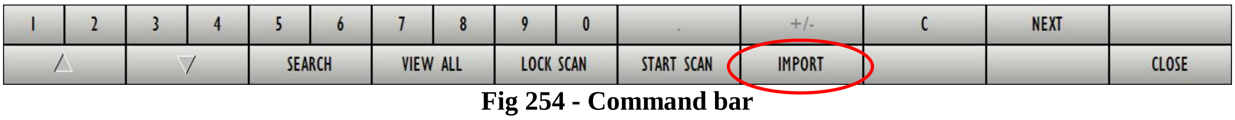
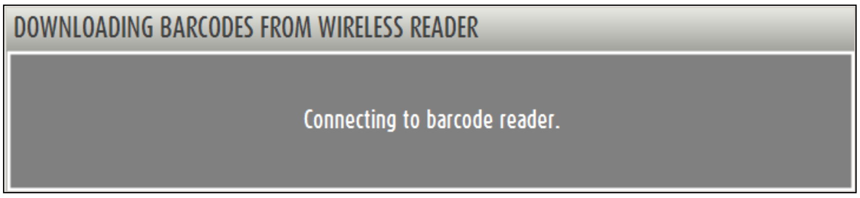


Fig 254 - Command bar

This is the procedure:

- read the barcodes using the appropriate devices, configured to connect to the system.
- Click the **Import** button.

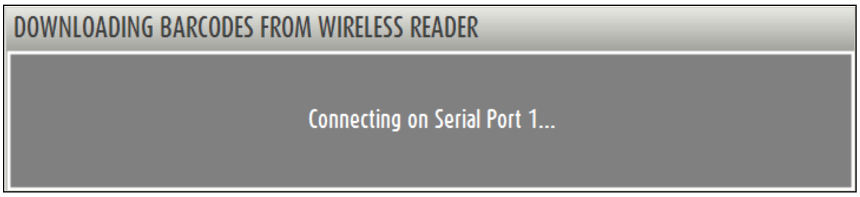
the following windows appear, informing the user on the import procedure state.



DOWNLOADING BARCODES FROM WIRELESS READER

Connecting to barcode reader.

Fig 255



DOWNLOADING BARCODES FROM WIRELESS READER

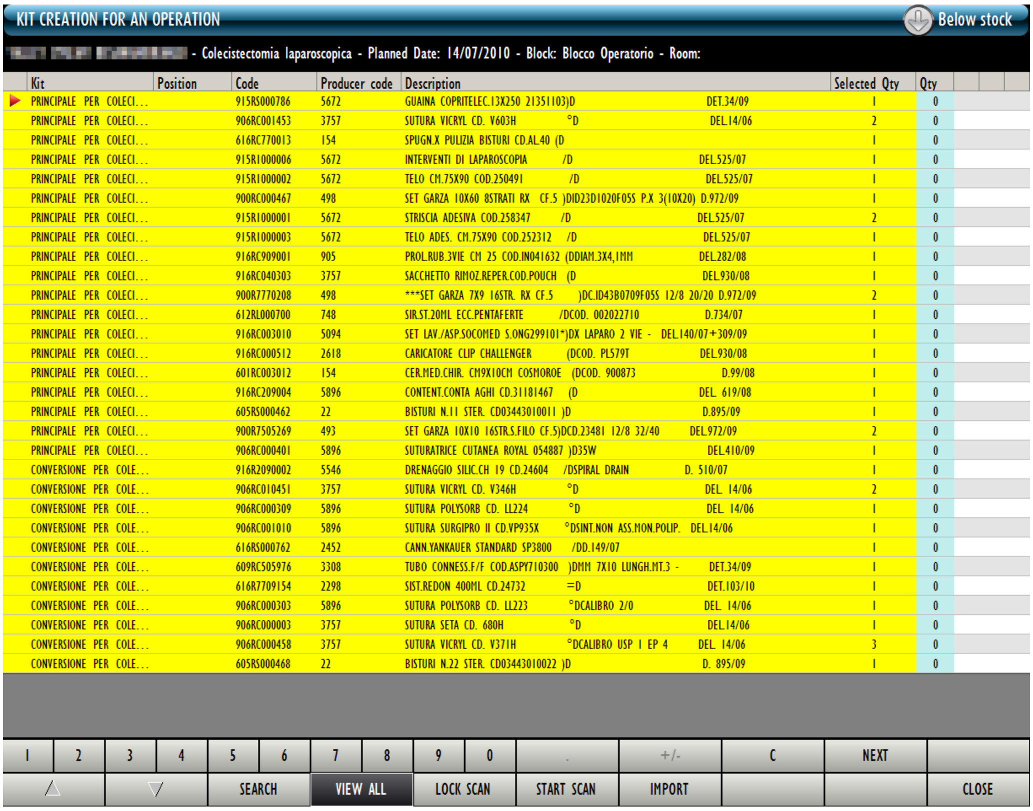
Connecting on Serial Port 1...

Fig 256

If the procedure succeeds the data are imported. The rows corresponding to the resources scanned appear on screen.

20.6.6. The “View all” option

The **View All** button on the command bar displays the complete list of resources needed for the selected operation (Fig 257).



[redacted] - Colecistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

Kit	Position	Code	Producer code	Description	Selected Qty	Qty
PRINCIPALE PER COLECI...		915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09	1	0
PRINCIPALE PER COLECI...		906RC001453	3757	SUTURA VICRYL CD. V603H °D DEL.14/06	2	0
PRINCIPALE PER COLECI...		616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	1	0
PRINCIPALE PER COLECI...		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	1	0
PRINCIPALE PER COLECI...		915R1000002	5672	TELO CM.75X90 COD.250491 /D DEL.525/07	1	0
PRINCIPALE PER COLECI...		900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	1	0
PRINCIPALE PER COLECI...		915R1000001	5672	STRISCIA ADESIVA COD.258347 /D DEL.525/07	2	0
PRINCIPALE PER COLECI...		915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D DEL.525/07	1	0
PRINCIPALE PER COLECI...		916RC909001	905	PROL.RUB.3VIE CM 25 COD.IN041632 (DDIAM.3X4,1MM DEL.282/08	1	0
PRINCIPALE PER COLECI...		916RC040303	3757	SACCHETTO RIMOZ.REPER.COD.POUCH (D DEL.930/08	1	0
PRINCIPALE PER COLECI...		900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	2	0
PRINCIPALE PER COLECI...		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	1	0
PRINCIPALE PER COLECI...		916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 VIE - DEL.140/07+309/09	1	0
PRINCIPALE PER COLECI...		916RC000512	2618	CARICATORE CLIP CHALLENGER (DCOD. PL579T DEL.930/08	1	0
PRINCIPALE PER COLECI...		601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	1	0
PRINCIPALE PER COLECI...		916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08	1	0
PRINCIPALE PER COLECI...		605RS000462	22	BISTURI N.11 STER. CD03443010011)D D.895/09	1	0
PRINCIPALE PER COLECI...		900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 DEL.972/09	2	0
PRINCIPALE PER COLECI...		906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W DEL.410/09	1	0
CONVERSIONE PER COLE...		916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	0
CONVERSIONE PER COLE...		906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL. 14/06	2	0
CONVERSIONE PER COLE...		906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL. 14/06	1	0
CONVERSIONE PER COLE...		906RC001010	5896	SUTURA SURGIPRO II CD.VP935X °DSINT.NON ASS.MON.POLIP. DEL.14/06	1	0
CONVERSIONE PER COLE...		616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	0
CONVERSIONE PER COLE...		609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	0
CONVERSIONE PER COLE...		616R7709154	2298	SIST.REDON 400ML CD.24732 =D DET.103/10	1	0
CONVERSIONE PER COLE...		906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL. 14/06	1	0
CONVERSIONE PER COLE...		906RC000003	3757	SUTURA SETA CD. 680H °D DEL.14/06	1	0
CONVERSIONE PER COLE...		906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL. 14/06	3	0
CONVERSIONE PER COLE...		605RS000468	22	BISTURI N.22 STER. CD03443010022)D D. 895/09	1	0

Fig 257 - Display all

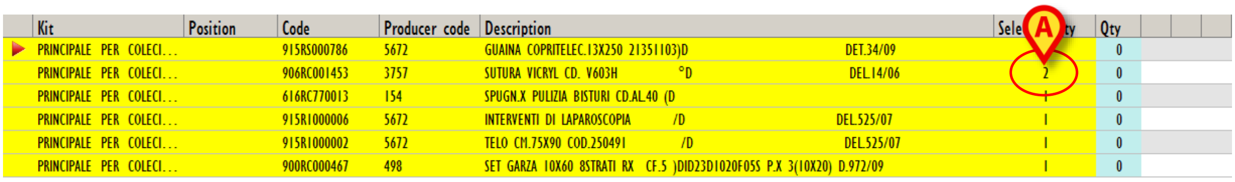
When the “View all” mode is activated the button appears as selected.
The resources are highlighted yellow until they are correctly recorded and indicated as “picked” and inserted into the kit in the appropriate quantities. After recording the row becomes white.
The procedures relating to the resources recording are those described in the preceding paragraphs.

20.6.7. Quick resource quantity recording

To quickly record the quantity of resource needed

- ➢ click the cell indicating the “Needed quantity” of the relevant resource.

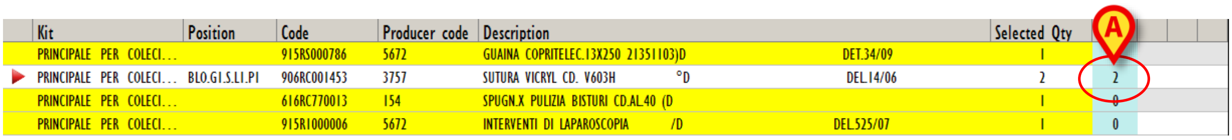
See Fig 258 **A** for an example.



Kit	Position	Code	Producer code	Description	Sele ty	Qty
PRINCIPALE PER COLECI...		915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09	1	0
PRINCIPALE PER COLECI...		906RC001453	3757	SUTURA VICRYL CD. V603H °D DEL.14/06	2	0
PRINCIPALE PER COLECI...		616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	1	0
PRINCIPALE PER COLECI...		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	1	0
PRINCIPALE PER COLECI...		915R1000002	5672	TELO CM.75X90 COD.250491 /D DEL.525/07	1	0
PRINCIPALE PER COLECI...		900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	1	0

Fig 258

The quantity of resource indicated as necessary will be automatically inserted in the “Used quantity” cell (Fig 259 **A**).



	Kit	Position	Code	Producer code	Description	Selected Qty	
	PRINCIPALE PER COLECI…		915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09	1	
▶	PRINCIPALE PER COLECI…	BLO.GI.S.LI.PI	906RC001453	3757	SUTURA VICRYL CD. V603H °D DEL.14/06	2	2
	PRINCIPALE PER COLECI…		616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL40 (D	1	0
	PRINCIPALE PER COLECI…		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	1	0

Fig 259

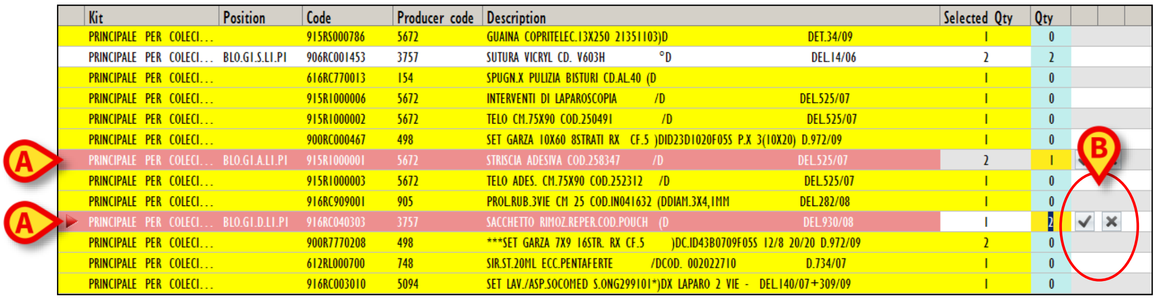
20.7. Possible exceptions

There are cases in which the recorded quantity of a resource does not correspond to the quantity requested by the kit. These cases are signalled with a specific procedure.

There are three possible cases:

1) a resource is recorded that was not in the list of resources needed for the kit;
2) the resource quantity is higher than that needed;
3) the resource quantity is lower than that needed.

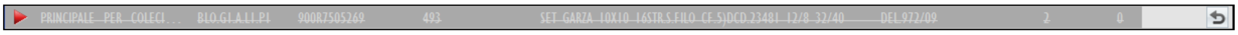
The exceptions, in all cases, are signalled by the pink colour highlighting the relevant row (Fig 260 **A**).



	Kit	Position	Code	Producer code	Description	Selected Qty	Qty	
	PRINCIPALE PER COLECI…		915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09	1	0	
	PRINCIPALE PER COLECI…	BLO.GI.S.LI.PI	906RC001453	3757	SUTURA VICRYL CD. V603H °D DEL.14/06	2	2	
	PRINCIPALE PER COLECI…		616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL40 (D	1	0	
	PRINCIPALE PER COLECI…		915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	1	0	
	PRINCIPALE PER COLECI…		915R1000002	5672	TELO CM.75X90 COD.250491 /D DEL.525/07	1	0	
	PRINCIPALE PER COLECI…		900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	1	0	
	PRINCIPALE PER COLECI…	BLO.GI.A.LI.PI	915R1000001	5672	STRISCIA ADESIVA COD.258347 /D DEL.525/07	2	1	
	PRINCIPALE PER COLECI…		915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D DEL.525/07	1	0	
	PRINCIPALE PER COLECI…		916RC909001	905	PROL.RUB.3VIE CM 25 COD.IN041632 (DDIAM.3X4,1MM DEL.282/08	1	0	
▶	PRINCIPALE PER COLECI…	BLO.GI.D.LI.PI	916RC040303	3757	SACCHETTO RIMOZ.REPER.COD.POUCH (D DEL.930/08	1	2	✓ ✖
	PRINCIPALE PER COLECI…		900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	2	0	
	PRINCIPALE PER COLECI…		612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	1	0	
	PRINCIPALE PER COLECI…		916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 VIE - DEL.140/07+309/09	1	0	

Fig 260 - Exceptions

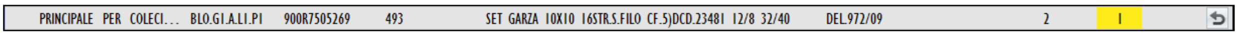
The ✖ icon on the right of the row (Fig 260 **B**) cancels the resource from the list. After clicking the ✖ icon the row appears as in Fig 261.



▶	~~PRINCIPALE PER COLECI…~~	~~BLO.GI.A.LI.PI~~	~~900R7505269~~	~~493~~	~~SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 DEL.972/09~~	~~2~~	~~0~~	↶

Fig 261 - Cancelled resource

The ✓ icon on the right of the row (Fig 260 **B**) accepts an exception as a correct value. After clicking the ✓ icon the row appears as in Fig 262. The cell indicating the recorded quantity remains yellow to indicate that it still is an exception.



PRINCIPALE PER COLECI…	BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 DEL.972/09	2	1	↶

Fig 262 - Accepted exception

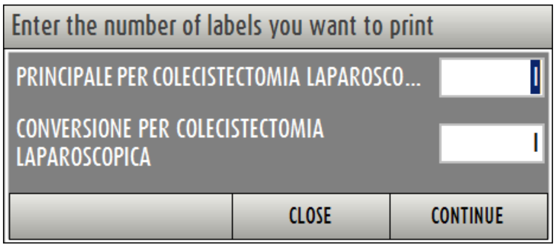
In both cases you can use the ↶ button as “Undo” button.

20.8. Completing the kit resources recording procedure

When the user decides that the kit is complete, he/she must click the **Update** button on the command bar.

The procedures requires now to print the adhesive labels that will be stuck to the cases that will be brought in the operating room.

For this purpose a specific window appears on screen (Fig 263) after the **Update** button is clicked.



Enter the number of labels you want to print

PRINCIPALE PER COLECISTECTOMIA LAPAROSCO... 1

CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA 1

Fig 263 - print label

The window lists all the groups forming the prepared kit. The field placed near each group makes it possible to specify the number of labels that will be printed (the resources belonging to the same group can be placed in different cases).

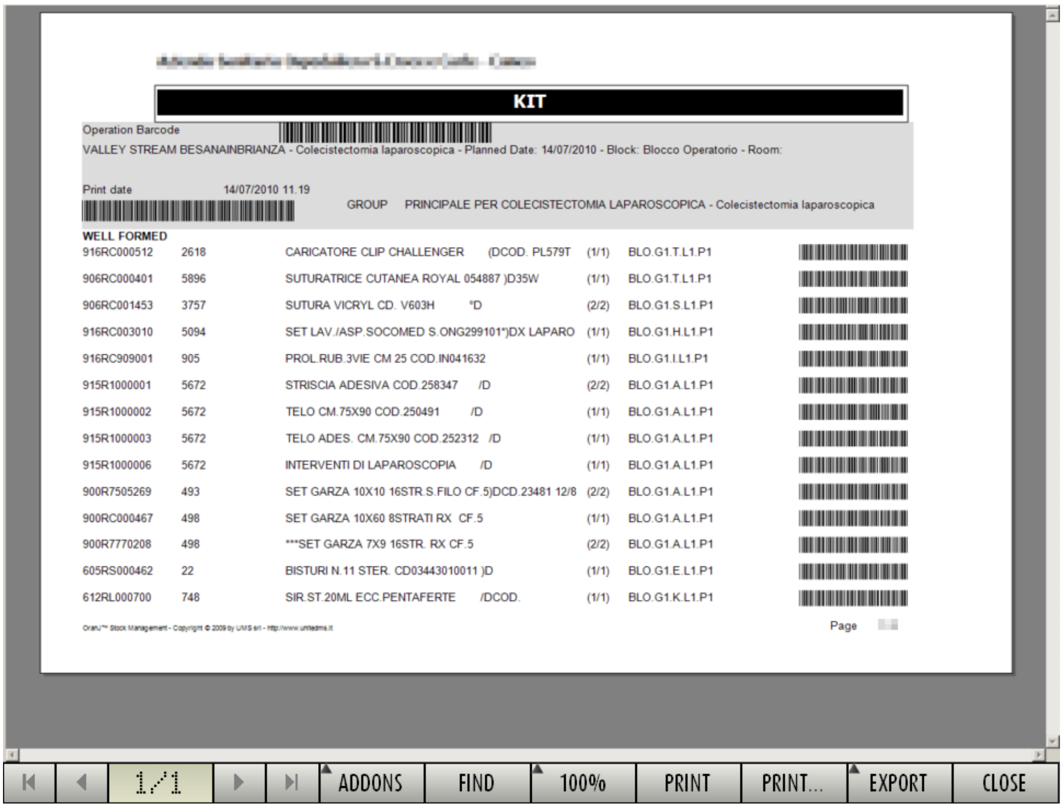
The labels are then stuck to the cases containing the resources.

After the number of labels has been specified

- click the **Continue** button.

The labels are printed. A print report is also created as summary, listing the resources in the different groups. A print preview is displayed (Fig 264).

This document usually goes with the kit, into the operating room.



[redacted]

KIT

Operation Barcode
VALLEY STREAM BESANAINBRIANZA - Colecistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

Print date 14/07/2010 11.19
GROUP PRINCIPALE PER COLECISTECTOMIA LAPAROSCOPICA - Colecistectomia laparoscopica

WELL FORMED

916RC000512	2618	CARICATORE CLIP CHALLENGER (DCOD. PL579T	(1/1)	BLO.G1.T.L1.P1
906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W	(1/1)	BLO.G1.T.L1.P1
906RC001453	3757	SUTURA VICRYL CD. V603H °D	(2/2)	BLO.G1.S.L1.P1
916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO	(1/1)	BLO.G1.H.L1.P1
916RC909001	905	PROL.RUB.3VIE CM 25 COD.IN041632	(1/1)	BLO.G1.I.L1.P1
915R1000001	5672	STRISCIA ADESIVA COD.258347 /D	(2/2)	BLO.G1.A.L1.P1
915R1000002	5672	TELO CM.75X90 COD.250491 /D	(1/1)	BLO.G1.A.L1.P1
915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D	(1/1)	BLO.G1.A.L1.P1
915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D	(1/1)	BLO.G1.A.L1.P1
900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8	(2/2)	BLO.G1.A.L1.P1
900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5	(1/1)	BLO.G1.A.L1.P1
900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5	(2/2)	BLO.G1.A.L1.P1
605RS000462	22	BISTURI N.11 STER. CD03443010011)D	(1/1)	BLO.G1.E.L1.P1
612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD.	(1/1)	BLO.G1.K.L1.P1

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Page [redacted]

Fig 264 - Kit content (print report)

See paragraph 6.8.1 for the system’s print functionalities.

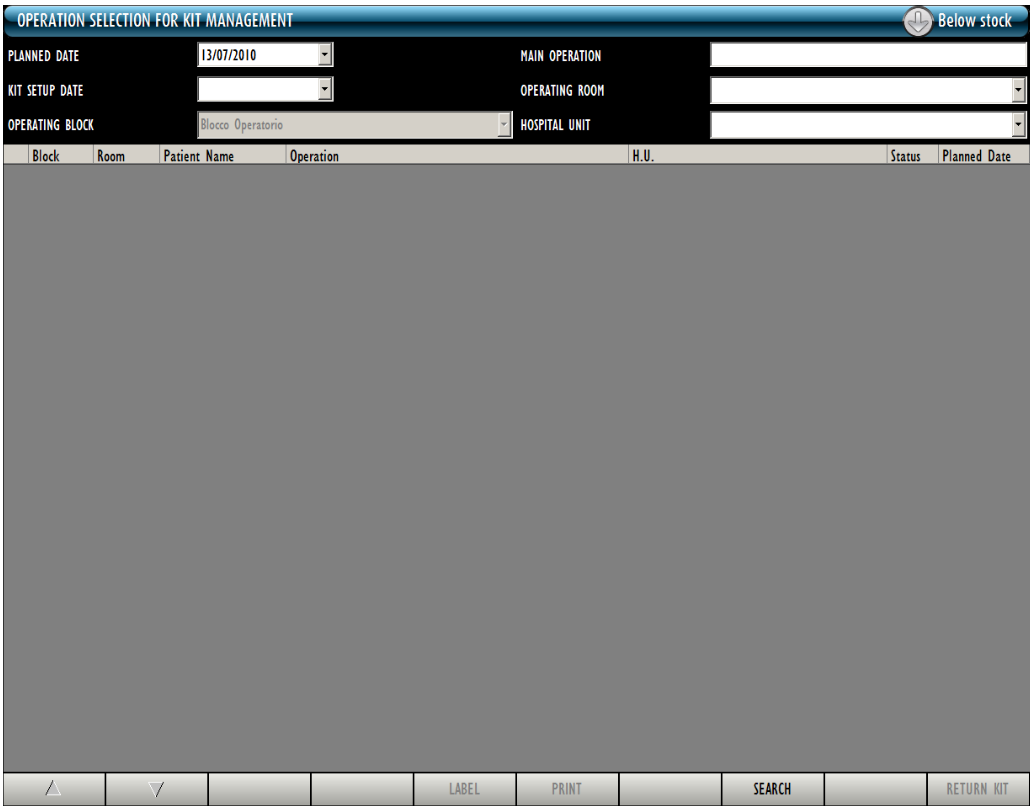
21. Return from kit

The “Return from kit” module is used to record the resources that were picked from the cabinets to be inserted in the kits but were not used during the operation (“Returns” from now on).

To select the module

- click the corresponding icon KIT ....

The following screen opens (Fig 265).



PLANNED DATE 13/07/2010

KIT SETUP DATE

OPERATING BLOCK Blocco Operatorio

MAIN OPERATION

OPERATING ROOM

HOSPITAL UNIT

Fig 265 - Operation selection for “return from kit”

This screen makes it possible to find and select the operation for which the resources are returned.

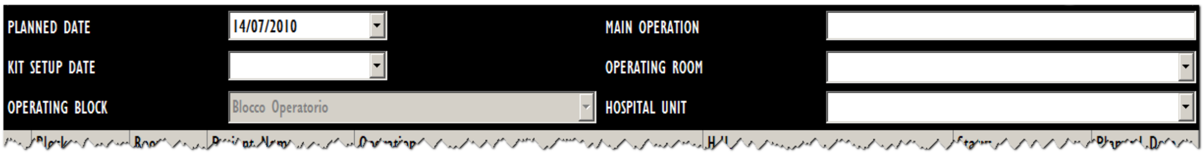
21.1. Screen structure

The “Return from kit” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

The procdure requires, first of all, the selection of the operation to which the returned resources are attributed.
After selection, the list of all the resources picked for that operation is displayed.

The screen changes when the work switches from the operation selection phase to the “Returns” recording phase. Both phases are described in the following paragraphs.

21.1.1. Operation selection - Filters



PLANNED DATE 14/07/2010
KIT SETUP DATE
OPERATING BLOCK Blocco Operatorio
MAIN OPERATION
OPERATING ROOM
HOSPITAL UNIT

Fig 266 - Filters on the “Operation selection” screen

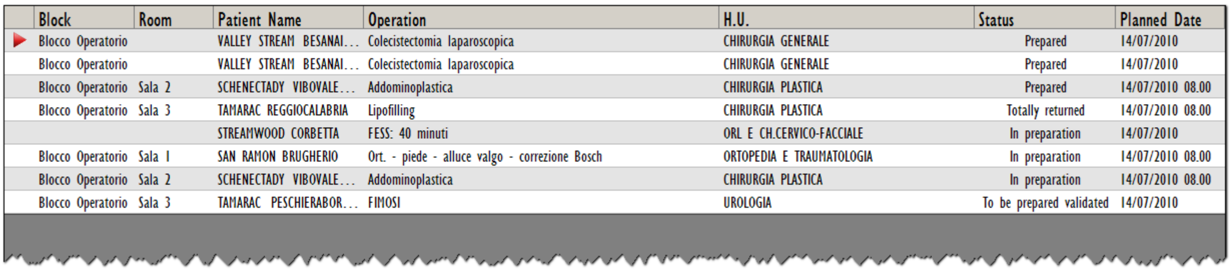
The available filters on this screen are:

- “Planned date” - Makes it possible to specify the planned date of the operation for which the kit has been prepared. The operations listed on this screen are all planned for the date here specified.
- “Kit setup date” - Makes it possible to specify the date in which the kit was set up.
- “Operating block” - Displays the operations of a specific operating block.
- “Main operation” - Displays only the specified main operation.
- “Hospital unit” - Displays the operations of a specific hospital unit.
- “Operating room” - Displays the operations of a specific room.

See paragraph 7.4.2 for general instructions on how the filters work.

21.1.2. Operation selection - Data area

The data area contains the list of operations corresponding to the values specified in the search fields.



	Block	Room	Patient Name	Operation	H.U.	Status	Planned Date
▶	Blocco Operatorio		VALLEY STREAM BESANAI...	Colecistectomia laparoscopica	CHIRURGIA GENERALE	Prepared	14/07/2010
	Blocco Operatorio		VALLEY STREAM BESANAI...	Colecistectomia laparoscopica	CHIRURGIA GENERALE	Prepared	14/07/2010
	Blocco Operatorio	Sala 2	SCHENECTADY VIBOVALE...	Addominoplastica	CHIRURGIA PLASTICA	Prepared	14/07/2010 08.00
	Blocco Operatorio	Sala 3	TAMARAC REGGIOCALABRIA	Lipofilling	CHIRURGIA PLASTICA	Totally returned	14/07/2010 08.00
			STREAMWOOD CORBETTA	FESS: 40 minuti	ORL E CH.CERVICO-FACCIALE	In preparation	14/07/2010
	Blocco Operatorio	Sala 1	SAN RAMON BRUGHERIO	Ort. - piede - alluce valgo - correzione Bosch	ORTOPEDIA E TRAUMATOLOGIA	In preparation	14/07/2010 08.00
	Blocco Operatorio	Sala 2	SCHENECTADY VIBOVALE...	Addominoplastica	CHIRURGIA PLASTICA	In preparation	14/07/2010 08.00
	Blocco Operatorio	Sala 3	TAMARAC PESCHIERABOR...	FIMOSI	UROLOGIA	To be prepared validated	14/07/2010

Fig 267

Each row corresponds to an operation.

For each operation the following information can be displayed:

- the operating block;
- the operating room;
- the patient name;
- the operation;
- the operation hospital unit
- the operation kit status
- the operation date and time.

There are 7 possible statuses for an operation kit. These are:

- to be prepared - meaning that the kit has not been prepared yet;
- to be prepared validated - meaning that the kit has not been prepared yet but it was reviewed, possibly modified and validated by the person in charge for this purpose (i.e. the pharmacy staff);
- in preparation - someone is managing the kit (either for validation or for preparation);
- prepared - the kit has been prepared;
- prepared no more valid - the kit has been prepared but something changed after preparation (i.e. the operation data, the kit structure, the resouces configured quantities in the kit etc.);
- partial return - some of the kit resources have been returned;
- total return - all of the kit resources have been returned.

The ▶ icon at the beginning of a row indicates the operation currently selected.

21.1.3. Operation selection - Command bar

The command bar contains several buttons (Fig 268). This paragraph explains the functions of each button.

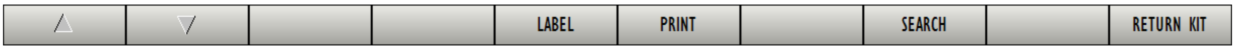


Fig 268 - Command bar

Use the arrow buttons ▼ and ▲ to scroll up and down the screen contents in case the items are too many to be displayed all together.

The **Label** button makes it possible to print the kit sticker label again, in case of need (see paragraph 20.8).
The **Print** button makes it possible to print the kit resources complete list again, in case of need (see paragraph 20.8).
Use the **Search** button to display the list of operations corresponding to the values specified in the search fields.
Use the **Return Kit** button to proceed with the “return” procedure. The **Return Kit** button opens the “Returns” recording screen, described in paragraph 21.2 and following.

21.2. “Operation kits give back” screen description

To access the “Operation kits give back” screen,

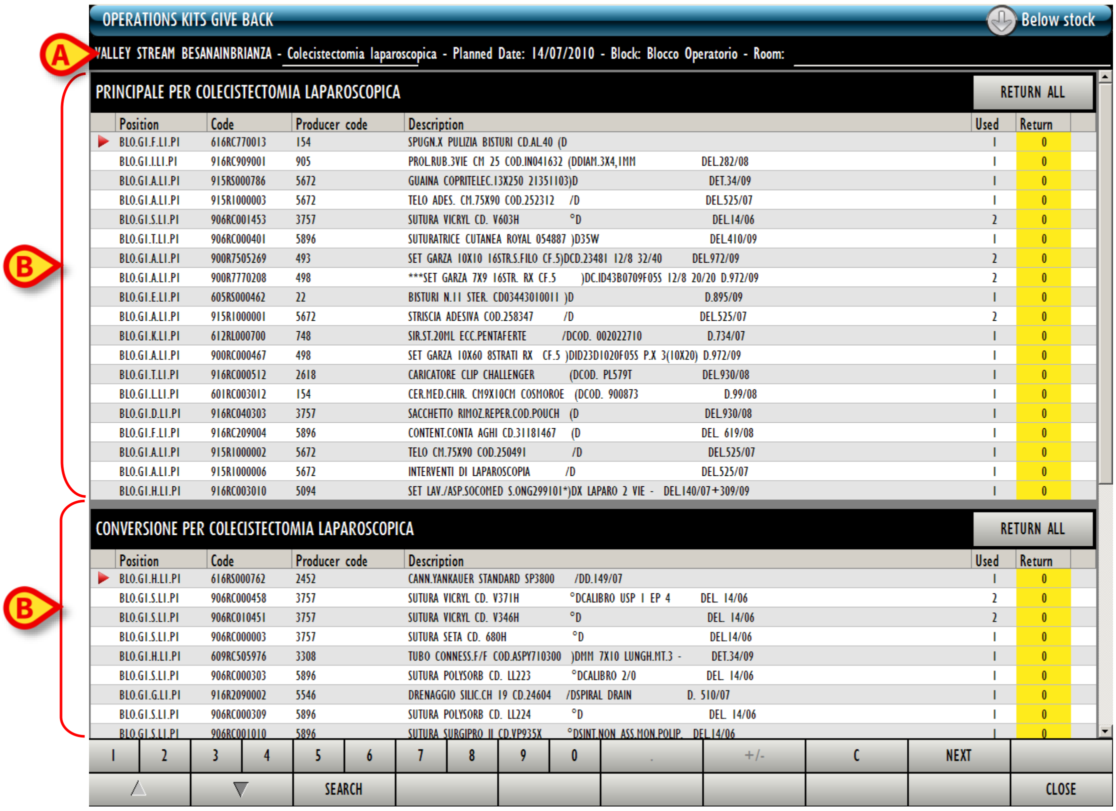
on the “Operation selection” screen (Fig 265),

- click the row corresponding to the operation for which the returns are being recorded.

The row is selected, the ▶ icon appears on the left.

- Click the **Return Kit** button on the command bar.

The following screen opens (Fig 269).



VALLEY STREAM BESANAINBRIANZA - Colecistectomia laparoscopica - Planned Date: 14/07/2010 - Block: Blocco Operatorio - Room:

PRINCIPALE PER COLECISTECTOMIA LAPAROSCOPICA

	Position	Code	Producer code	Description	Used	Return
▶	BLO.GI.F.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL40 (D	1	0
	BLO.GI.I.LI.PI	916RC909001	905	PROL.RUB.3VIE CM 25 COD.IN041632 (DDIAM.3X4,1MM DEL.282/08	1	0
	BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09	1	0
	BLO.GI.A.LI.PI	915R1000003	5672	TELO ADES. CM.75X90 COD.252312 /D DEL.525/07	1	0
	BLO.GI.S.LI.PI	906RC001453	3757	SUTURA VICRYL CD. V603H °D DEL.14/06	2	0
	BLO.GI.T.LI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W DEL.410/09	1	0
	BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 DEL.972/09	2	0
	BLO.GI.A.LI.PI	900R7770208	498	***SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	2	0
	BLO.GI.E.LI.PI	605RS000462	22	BISTURI N.11 STER. CD03443010011)D D.895/09	1	0
	BLO.GI.A.LI.PI	915R1000001	5672	STRISCIA ADESIVA COD.258347 /D DEL.525/07	2	0
	BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	1	0
	BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	1	0
	BLO.GI.T.LI.PI	916RC000512	2618	CARICATORE CLIP CHALLENGER (DCOD. PL579T DEL.930/08	1	0
	BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	1	0
	BLO.GI.D.LI.PI	916RC040303	3757	SACCHETTO RIMOZ.REPER.COD.POUCH (D DEL.930/08	1	0
	BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08	1	0
	BLO.GI.A.LI.PI	915R1000002	5672	TELO CM.75X90 COD.250491 /D DEL.525/07	1	0
	BLO.GI.A.LI.PI	915R1000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	1	0
	BLO.GI.H.LI.PI	916RC003010	5094	SET LAV./ASP.SOCOMED S.ONG299101*)DX LAPARO 2 VIE - DEL.140/07+309/09	1	0

CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA

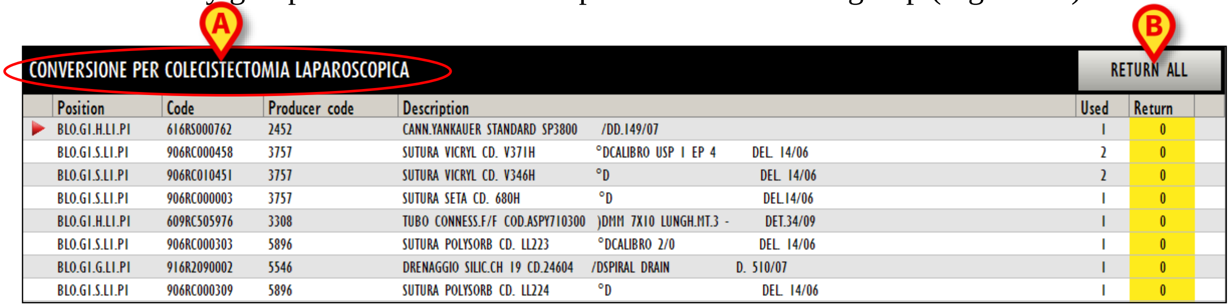
	Position	Code	Producer code	Description	Used	Return
▶	BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	0
	BLO.GI.S.LI.PI	906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL. 14/06	2	0
	BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL. 14/06	2	0
	BLO.GI.S.LI.PI	906RC000003	3757	SUTURA SETA CD. 680H °D DEL.14/06	1	0
	BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	0
	BLO.GI.S.LI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL. 14/06	1	0
	BLO.GI.G.LI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	0
	BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL. 14/06	1	0
	BLO.GI.S.LI.PI	906RC001010	5896	SUTURA SURGIPRO II CD.VP935X °DSINT.NON ASS.MON.POLIP. DEL.14/06	1	0

Fig 269 - Returns from kit

The screen displays on top the main operation data (patient name, operation, planned date and location - Fig 269 **A**).

All the resources that are part of the kit are displayed on screen, divided in groups corresponding to sub-kits (Fig 269 **B**).

The name of every group is indicated on the top-left corner of each group (Fig 270 **A**).

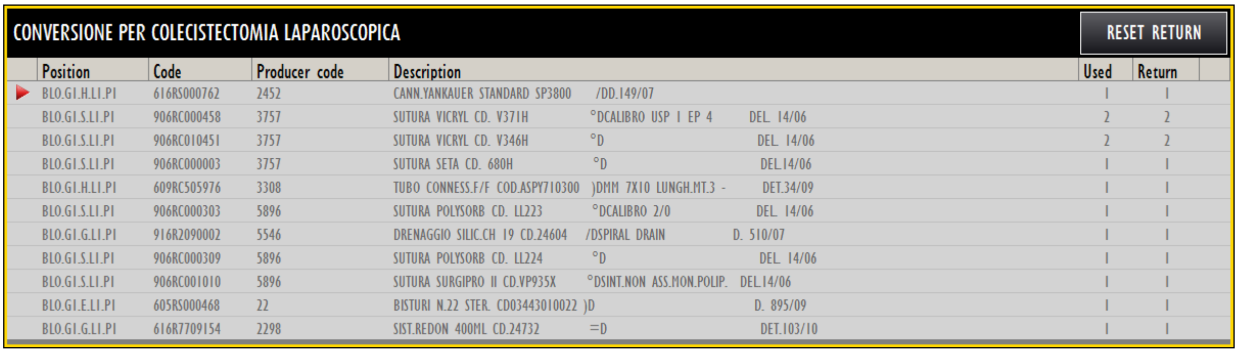


CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA

	Position	Code	Producer code	Description	Used	Return
▶	BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	0
	BLO.GI.S.LI.PI	906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL 14/06	2	0
	BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL 14/06	2	0
	BLO.GI.S.LI.PI	906RC000003	3757	SUTURA SETA CD. 680H °D DEL.14/06	1	0
	BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	0
	BLO.GI.S.LI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL 14/06	1	0
	BLO.GI.G.LI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	0
	BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL 14/06	1	0

Fig 270 - Resources group

The **Return All** button on the right (Fig 270 **B**) makes it possible, with just one click, to return all the resources of a group at the same time. After clicking the button the list of resources appears as in Fig 271. The button turns to **Reset Return**. Click it to annul the procedure.



CONVERSIONE PER COLECISTECTOMIA LAPAROSCOPICA

	Position	Code	Producer code	Description	Used	Return
▶	BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1
	BLO.GI.S.LI.PI	906RC000458	3757	SUTURA VICRYL CD. V371H °DCALIBRO USP 1 EP 4 DEL 14/06	2	2
	BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL CD. V346H °D DEL 14/06	2	2
	BLO.GI.S.LI.PI	906RC000003	3757	SUTURA SETA CD. 680H °D DEL.14/06	1	1
	BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	1
	BLO.GI.S.LI.PI	906RC000303	5896	SUTURA POLYSORB CD. LL223 °DCALIBRO 2/0 DEL 14/06	1	1
	BLO.GI.G.LI.PI	916R2090002	5546	DRENAGGIO SILIC.CH 19 CD.24604 /DSPIRAL DRAIN D. 510/07	1	1
	BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 °D DEL 14/06	1	1
	BLO.GI.S.LI.PI	906RC001010	5896	SUTURA SURGIPRO II CD.VP935X °DSINT.NON ASS.MON.POLIP. DEL.14/06	1	1
	BLO.GI.E.LI.PI	605RS000468	22	BISTURI N.22 STER. CD03443010022)D D. 895/09	1	1
	BLO.GI.G.LI.PI	616R7709154	2298	SIST.REDON 400ML CD.24732 =D DET.103/10	1	1

Fig 271 - All resources returned

Each row on the list corresponds to a resource. For each resource the following information can be specified:

- resource position;
- resource code;
- manufacturer code;
- resource description;
- used quantity;
- returned quantity.

21.2.1. How to record the “Returns”

1. Click the row corresponding to the resource that must be returned.

The row is selected. The ▶ icon appears on the left.

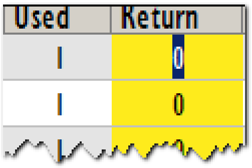
2. Use the numeric buttons on the command bar to specify the returned resource quantity.
3. Click the **Update** button on the command bar.

OR

1. Click the “Returned quantity” cell (Fig 272) on the row corresponding to the resource that must be returned.

The row is selected. The ▶ icon appears on the left.

The quantity is highlighted inside the cell (Fig 272).



Used	Return
1	0
1	0

Fig 272

2. Use either the numeric buttons on the command bar or the workstation keyboard to specify the returned resource quantity.
3. Click the **Update** button on the command bar.

After clicking on **Update** button a print record listing the returned resources is created. A print preview is displayed.

The quantities specified in the “Used resource” cell are updated according to the new values. I.e.: if 5 items are picked of a certain resource and 2 items are returned, the “Used resources” cell, after updating, specifies “3”.

If the quantity of items returned is equal to or bigger than the quantity of picked items, the row corresponding to the resource disappears from the list displayed on screen.

An additional “Waste” column is displayed on the “Operation kits give back” screen if the “Waste” module is currently in use. In this case it is possible to indicate the possible waste as well. To do that click the “Waste” cell and then indicate the wasted resource quantity

21.2.2. Barcode reading for the “Return” procedure

When the “return from kit” screen is displayed the barcode reader can be used as search and selection tool.

Reading the barcode of the resource that must be returned increases the returned quantity (one unit).

To use this procedure

- read the barcode of the resource that must be returned.

The quantity displayed in the “Returned resources” cell is increased of one unit.

- Click the **Update** button on the command bar.

If the kit’s main barcode is scanned all the resources are returned at once.

22. Generic kits management procedures

A “generic kit” is a kit that is not associated to a specific operation. Generic kits are prepared in advance and kept in a stocroom to be used at need.

The procedures relating to the generic kits management can be described in three main phases:

1. generic kit creation (described in this paragraph);
2. existing generic kits monitoring and management (described in this paragraph);
3. generic kit association to a specific operation (described in paragraph 23).

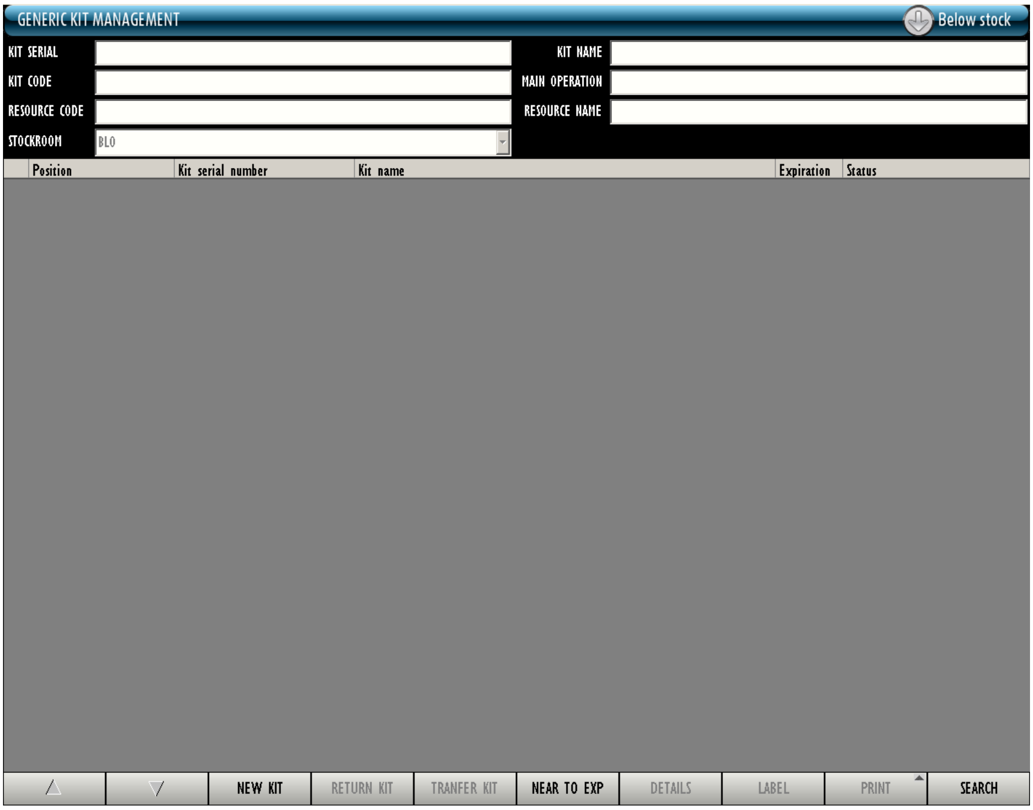
A specific procedure exists, to associate a generic kit to an emergency operation (this procedure is described in paragraph 24).

Generic kits creation, monitoring and management procedures are performed on the “Generic kit management” module.

To access this module

- click the corresponding icon on the lateral bar.

The following screen opens (Fig 273).



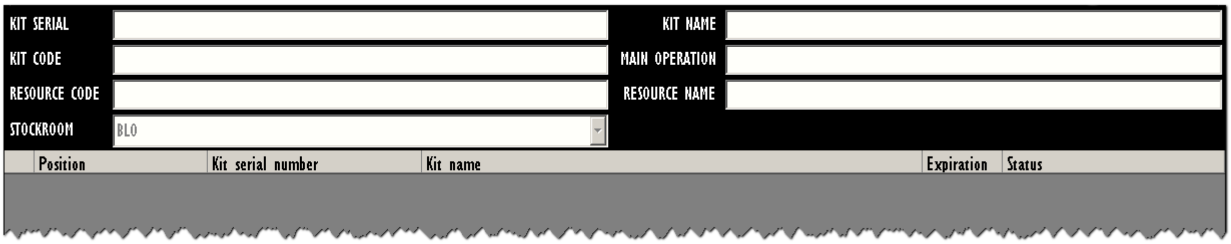
STOCKROOM: BLO

Fig 273 - Generic kits management

22.1. “Generic kit management” - Screen structure

The “Return from kit” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

22.1.1. Filters



STOCKROOM BLO

Fig 274 - Filters on the “Generic kits management” screen

The filters available on the “Generic kits management” screen (Fig 274) are:

- “Kit serial” - It makes it possible to specify the serial number of the kit that must be displayed.
- “Kit code” - It makes it possible to specify the code of the specific kit that must be displayed.
- “Resource code” - It makes it possible to insert the code of a resource belonging to the kit that must be displayed. The list of all the kits containing the resource is this way displayed.
- “Stockroom” - It makes it possible to select the relevant stockroom. This is not properly a filter: the stockroom specification is necessary to indicate the stockroom from which the resources are picked.
- “Kit name” - It makes it possible to specify the name of the specific kit that must be displayed.
- “Main operation” - It makes it possible to specify the name of the main operation to which the kit that must be displayed refers. The list of all the kits referring to the main operation indicated in this filter is displayed (please note: it is a “standard operation”, not a specific intervention)
- “Resource name” - It makes it possible to insert the name of a resource belonging to the kit that must be displayed. The list of all the kits containing the resource is this way displayed.

See paragraph 7.4.2 for instruction on the use of filters in the DIGISTAT® “Stock Management” system.

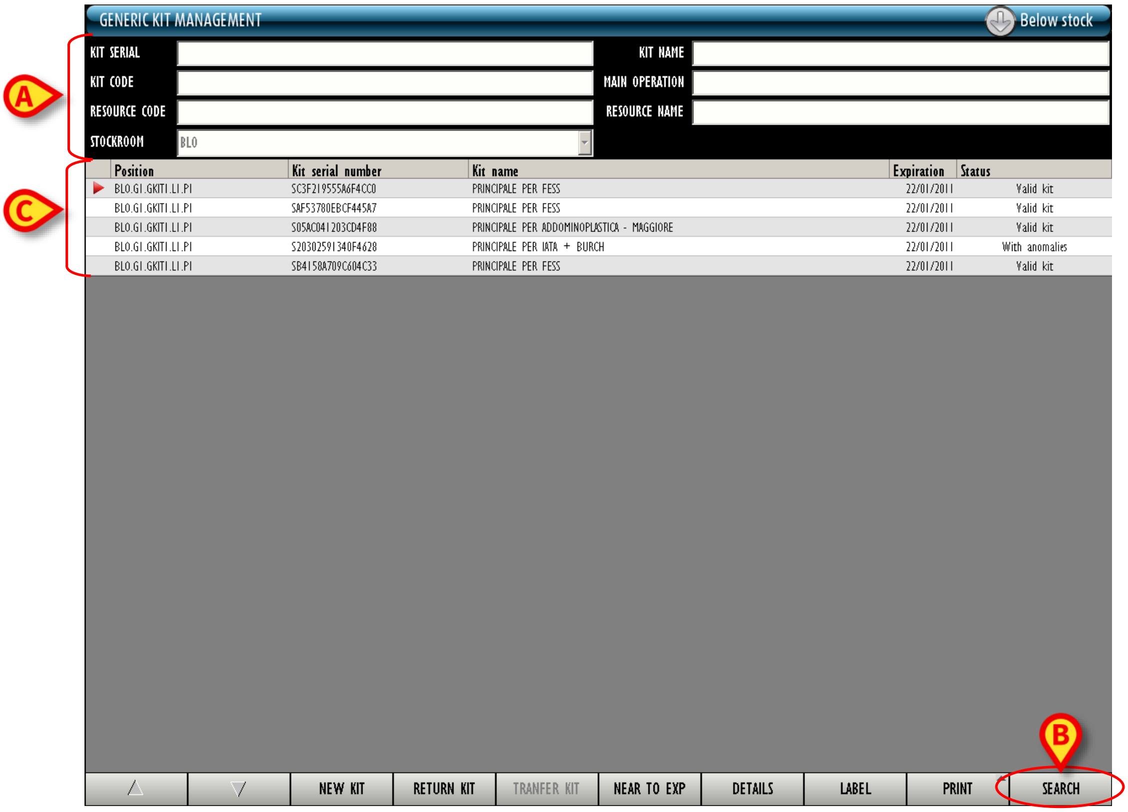
22.1.2. Data area

The data area displays the list of kits corresponding to the values specified in the filters.

To display the list of kits,

- ➢ specify the values of the filters (Fig 275 **A**).
- ➢ Click the **Search** button on the command bar (Fig 275 **B**).

The list of kits is displayed as a table (Fig 275 **C**). If no value is specified the system displays the list of all the existing kits.



STOCKROOM: BLO

Position	Kit serial number	Kit name	Expiration	Status
BLO.GI.GKITI.LI.PI	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	SAF53780EBCF445A7	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FESS	22/01/2011	Valid kit

Fig 275 - Generic kits list

The kit search can be performed by barcode reader. In this case a single row is displayed, corresponding to the kit whose barcode is scanned. Then, in the following procedures "Kit return" and "Kit transfer" (paragraphs 22.3 and 22.4) the kit serial number (or kit barcode specification) is not necessary.

Each row on the table corresponds to a kit. For each kit the following information can be specified:

- the position;
- the kit serial number;
- the kit name;

- the kit expiration date;
- the kit status.

There are three possible statuses for a generic kit:

- valid kit - it means that the kit contains all and only the resources forming the “standard” kit;
- kit with anomalies - it means that there are differences between the resources actually in the kit and the resources forming the “standard” kit. A kit “with anomalies” can be associated to an operation or transferred to another position only by users having specific permissions, otherwise only the “return from kit” procedure can be activated;
- expired kit - the expired kits are highlighted red. An expired kit can be associated to an operation or transferred to another position only by users having specific permissions, otherwise only the “return from kit” procedure can be activated.

The ▶ icon at the beginning of a row indicates the selected kit.

22.1.3. Command bar

This paragraph explains the functionalities relating to each button on the command bar (Fig 276).

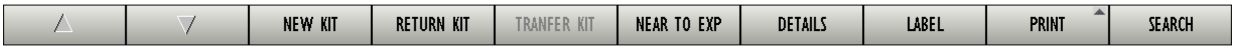


Fig 276 - Command bar

Use the arrow buttons ▼ and ▲ to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **New Kit** button to create a new generic kit. The procedure is described in paragraph 22.2.

The **Return Kit** button activates the “Generic kit return” procedure, described in paragraph 22.3.

Use the **Transfer Kit** button to activate the “Generic kit transfer” procedure, described in paragraph 22.4.

The **Near to Exp.** button, when selected, displays only those generic kits that are close to expiration. The proximity is set by configuration. The button, after clicked, appears as selected.

Use the **Details** button to display the details of a selected kit (see paragraph 22.5).

The **Label** button makes it possible to print the kit sticker label again.

The **Print** button opens a menu containing two options (Fig 277).

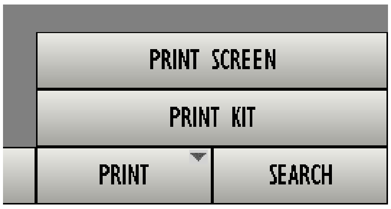


Fig 277

The “Print screen” option creates a report summarizing the contents of the screen currently displayed.
The “Print kit” option creates a report listing the resources that are part of a selected kit. In both cases a print preview is displayed. The system’s print functionalities are described in paragraph 6.8.1.

Use the **Search** button to display the list of existing generic kits on the “generic kits management” screen. See paragraph 22.1.2.

22.2. How to create a new generic kit

To create a new generic kit,

- use the “Stockroom” filter to select the stockroom from which the resources will be picked.

The name of the selected stockroom is displayed in the “Stockroom” field.

- click the **New Kit** button on the command bar.

The “Standard operation selection” screen opens (Fig 278).

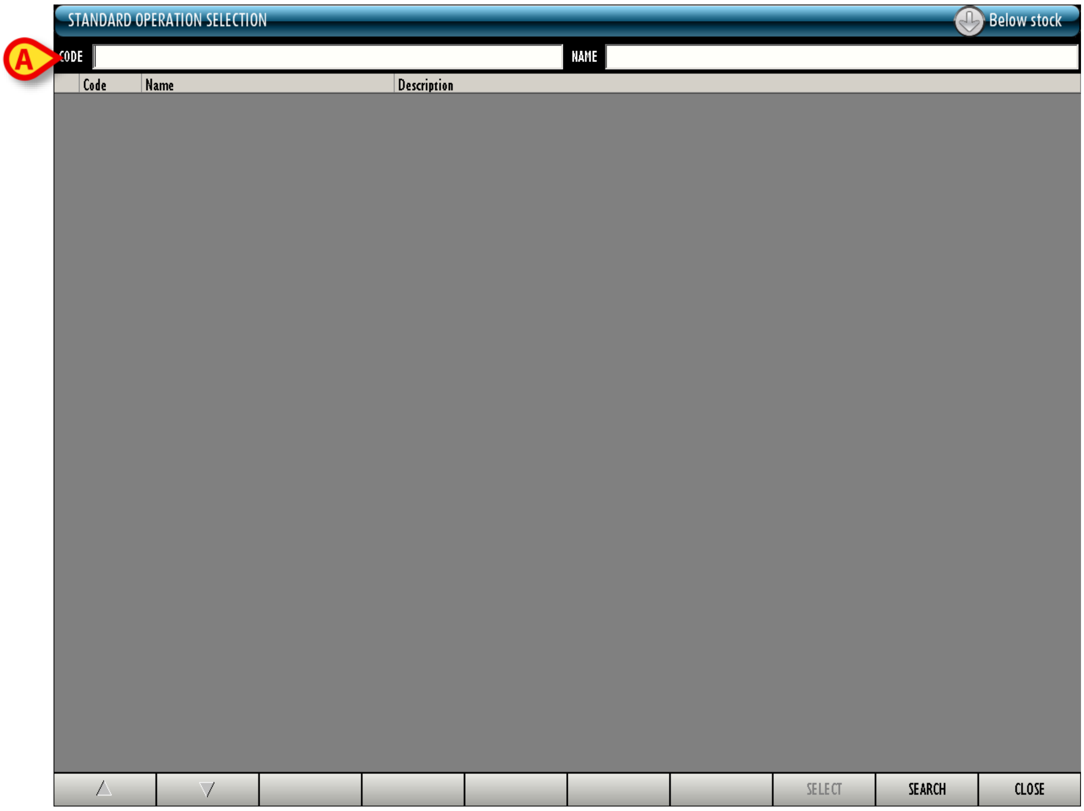
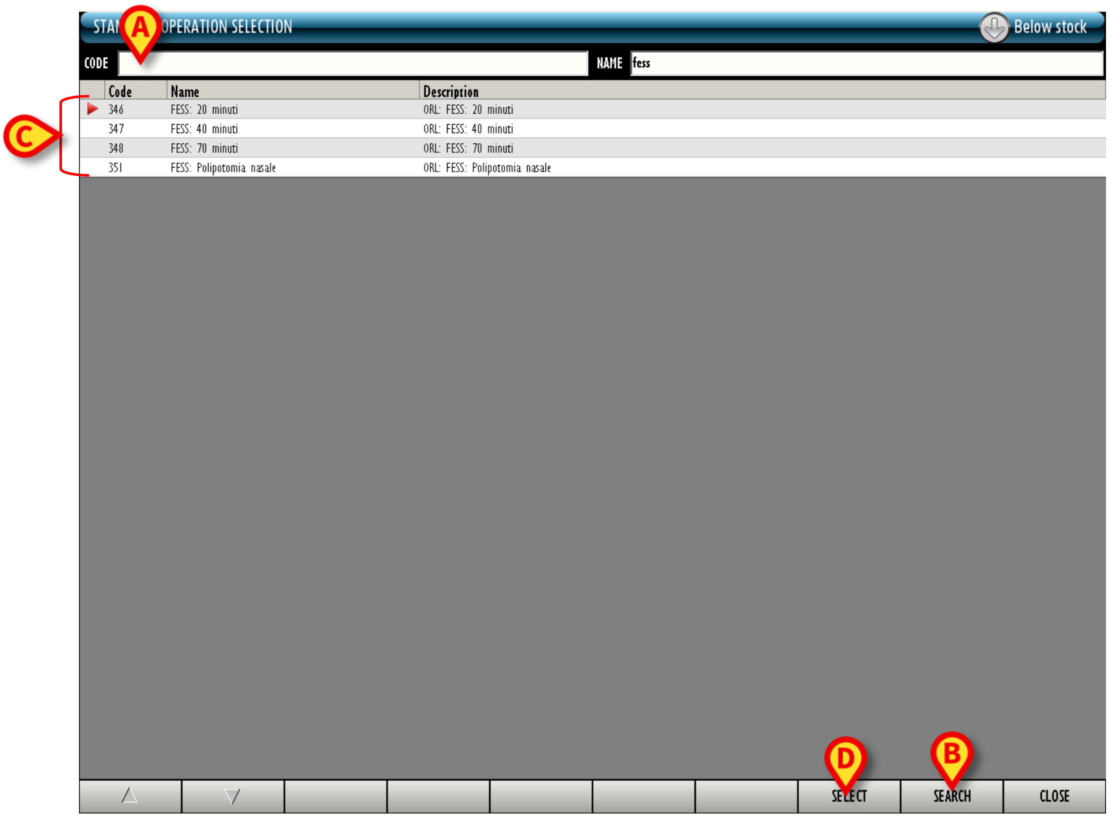


Fig 278 - Standard operation selection

This screen makes it possible to specify the standard operation (i.e. the type of operation) for which the kit is being created.

The filters indicated in Fig 278 **A** make it possible to search for the relevant standard operation. You can search by either the name or the code of the standard operation.

- Insert either the code or the name of the operation in the fields indicated Fig 279 **A**.
- Click the **Search** button on the command bar (Fig 279 **B**).
- The list of operations matching the specified values is displayed (Fig 279 **C**).



CODE

NAME fess

	Code	Name	Description
▶	346	FESS: 20 minuti	ORL: FESS: 20 minuti
	347	FESS: 40 minuti	ORL: FESS: 40 minuti
	348	FESS: 70 minuti	ORL: FESS: 70 minuti
	351	FESS: Polipotomia nasale	ORL: FESS: Polipotomia nasale

Fig 279

- ➢ Click the row corresponding to the relevant standard operation.

The ▶ icon appears at the beginning of the selected row.

- ➢ Click the **Select** button on the command bar (Fig 279 **D**).

The following screen opens (Fig 280 - Standard kit selection).

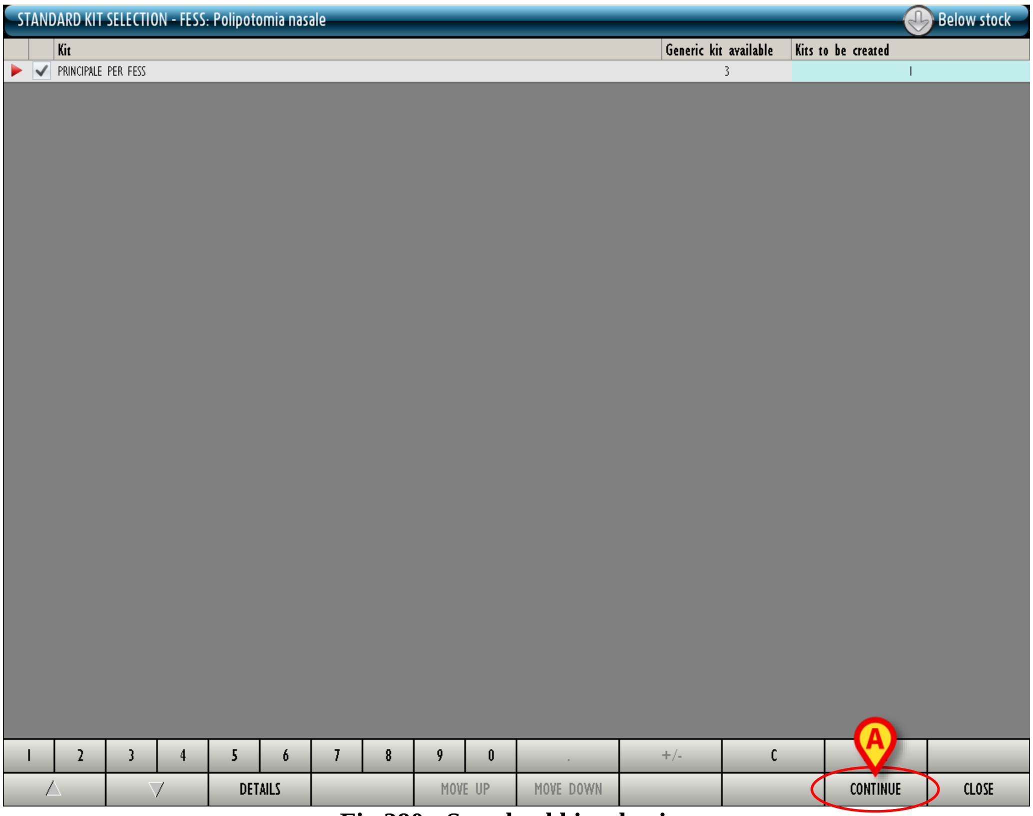


Fig 280 - Standard kit selection

This screen displays the list of the possible kits for the standard operation selected in the previous screen.

If, for an operation, several kits exist it is possible to choose which kits are going to be prepared by either selecting or deselecting the checkbox placed at the beginning of the row corresponding to the kit (Fig 281).

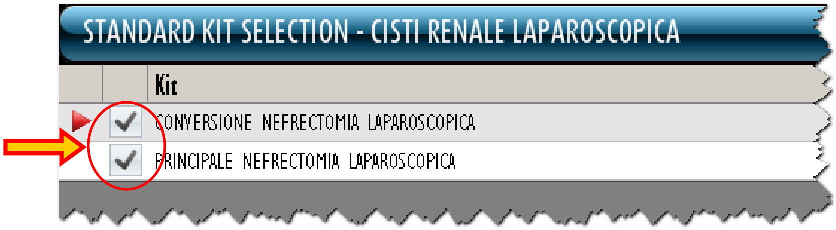

STANDARD KIT SELECTION - CISTI RENALE LAPAROSCOPICA
Kit
CONVERSIONE NEFRECTOMIA LAPAROSCOPICA
PRINCIPALE NEFRECTOMIA LAPAROSCOPICA

Fig 281 - 2 kits configured for the same operation

If one of the checkboxes is deselected the corresponding row changes as in Fig 282. Only the selected kits are prepared.

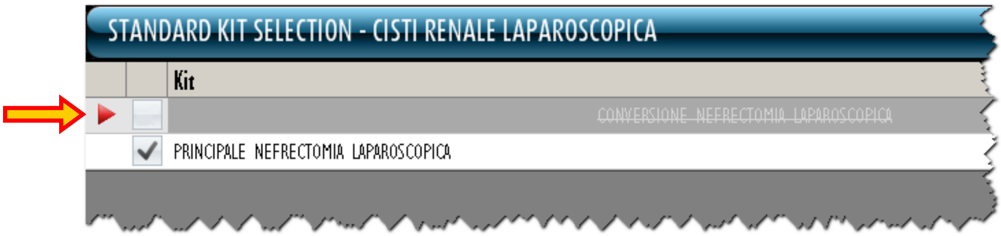
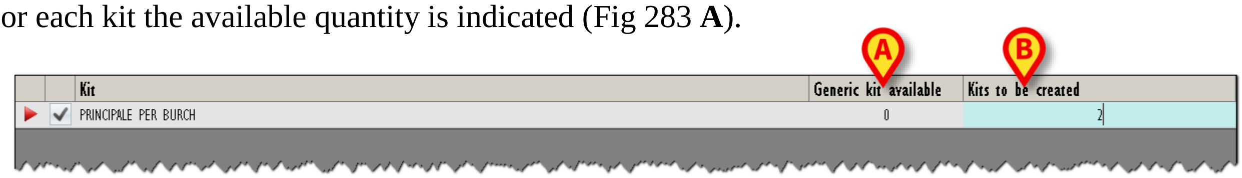

STANDARD KIT SELECTION - CISTI RENALE LAPAROSCOPICA
Kit
CONVERSIONE NEFRECTOMIA LAPAROSCOPICA
PRINCIPALE NEFRECTOMIA LAPAROSCOPICA

Fig 282 - Only one kit will be prepared

For each kit the available quantity is indicated (Fig 283 **A**).

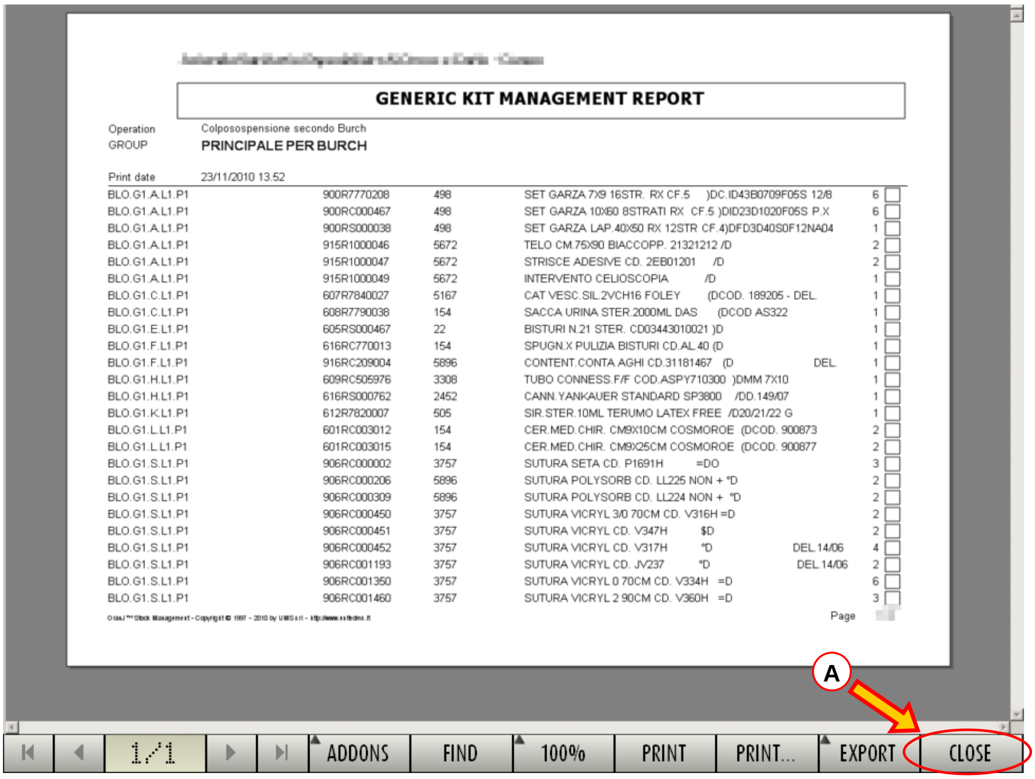


		Kit	Generic kit available	Kits to be created
▶	✓	PRINCIPALE PER BURCH	0	2

Fig 283

- Insert the number of generic kits to be created in the field indicated in Fig 283 **B**.
- Click the **Continue** button on the command bar (Fig 280 **C**).

A print report is generated, containing the list of resources that are part of the kit. A print preview is displayed (Fig 284).



[redacted]

GENERIC KIT MANAGEMENT REPORT

Operation Colposospensione secondo Burch
GROUP PRINCIPALE PER BURCH

Print date 23/11/2010 13.52

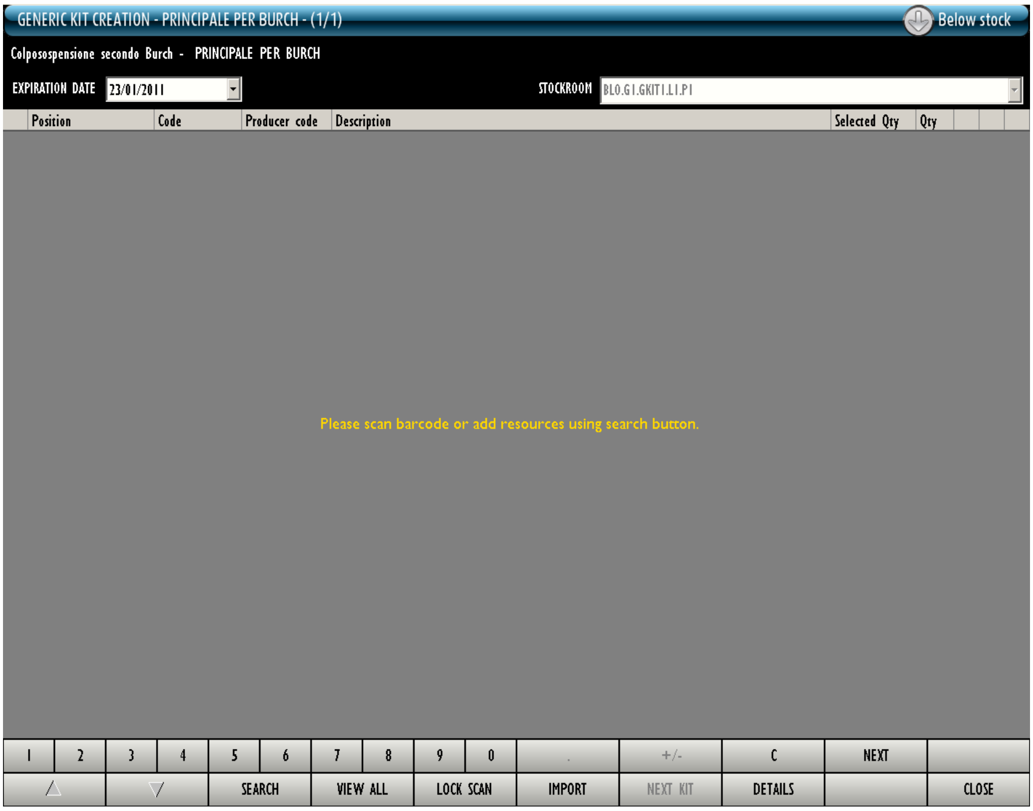
BLO.G1.A.L1.P1	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8		6	☐
BLO.G1.A.L1.P1	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X		6	☐
BLO.G1.A.L1.P1	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA04		1	☐
BLO.G1.A.L1.P1	915R1000046	5672	TELO CM.75X90 BIACCOPP. 21321212 /D		2	☐
BLO.G1.A.L1.P1	915R1000047	5672	STRISCE ADESIVE CD. 2EB01201 /D		2	☐
BLO.G1.A.L1.P1	915R1000049	5672	INTERVENTO CELIOSCOPIA /D		1	☐
BLO.G1.C.L1.P1	607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL.		1	☐
BLO.G1.C.L1.P1	608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322		1	☐
BLO.G1.E.L1.P1	605RS000467	22	BISTURI N.21 STER. CD03443010021)D		1	☐
BLO.G1.F.L1.P1	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D		1	☐
BLO.G1.F.L1.P1	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D	DEL.	1	☐
BLO.G1.H.L1.P1	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10		1	☐
BLO.G1.H.L1.P1	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07		1	☐
BLO.G1.K.L1.P1	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G		1	☐
BLO.G1.L.L1.P1	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873		2	☐
BLO.G1.L.L1.P1	601RC003015	154	CER.MED.CHIR. CM9X25CM COSMOROE (DCOD. 900877		2	☐
BLO.G1.S.L1.P1	906RC000002	3757	SUTURA SETA CD. P1691H =DO		3	☐
BLO.G1.S.L1.P1	906RC000206	5896	SUTURA POLYSORB CD. LL225 NON + °D		2	☐
BLO.G1.S.L1.P1	906RC000309	5896	SUTURA POLYSORB CD. LL224 NON + °D		2	☐
BLO.G1.S.L1.P1	906RC000450	3757	SUTURA VICRYL 3/0 70CM CD. V316H =D		2	☐
BLO.G1.S.L1.P1	906RC000451	3757	SUTURA VICRYL CD. V347H $D		2	☐
BLO.G1.S.L1.P1	906RC000452	3757	SUTURA VICRYL CD. V317H °D	DEL.14/06	4	☐
BLO.G1.S.L1.P1	906RC001193	3757	SUTURA VICRYL CD. JV237 °D	DEL.14/06	2	☐
BLO.G1.S.L1.P1	906RC001350	3757	SUTURA VICRYL 0 70CM CD. V334H =D		6	☐
BLO.G1.S.L1.P1	906RC001460	3757	SUTURA VICRYL 2 90CM CD. V360H =D		3	☐

Page

Fig 284

- Close the print preview (Fig 284 **A**).

The generic kit creation screen opens (Fig 285). This screen is described in detail in paragraph 22.2.1.



GENERIC KIT CREATION - PRINCIPALE PER BURCH - (1/1)

Colposospensione secondo Burch - PRINCIPALE PER BURCH

EXPIRATION DATE 23/01/2011

STOCKROOM BL0.G1.GKIT1.L1.P1

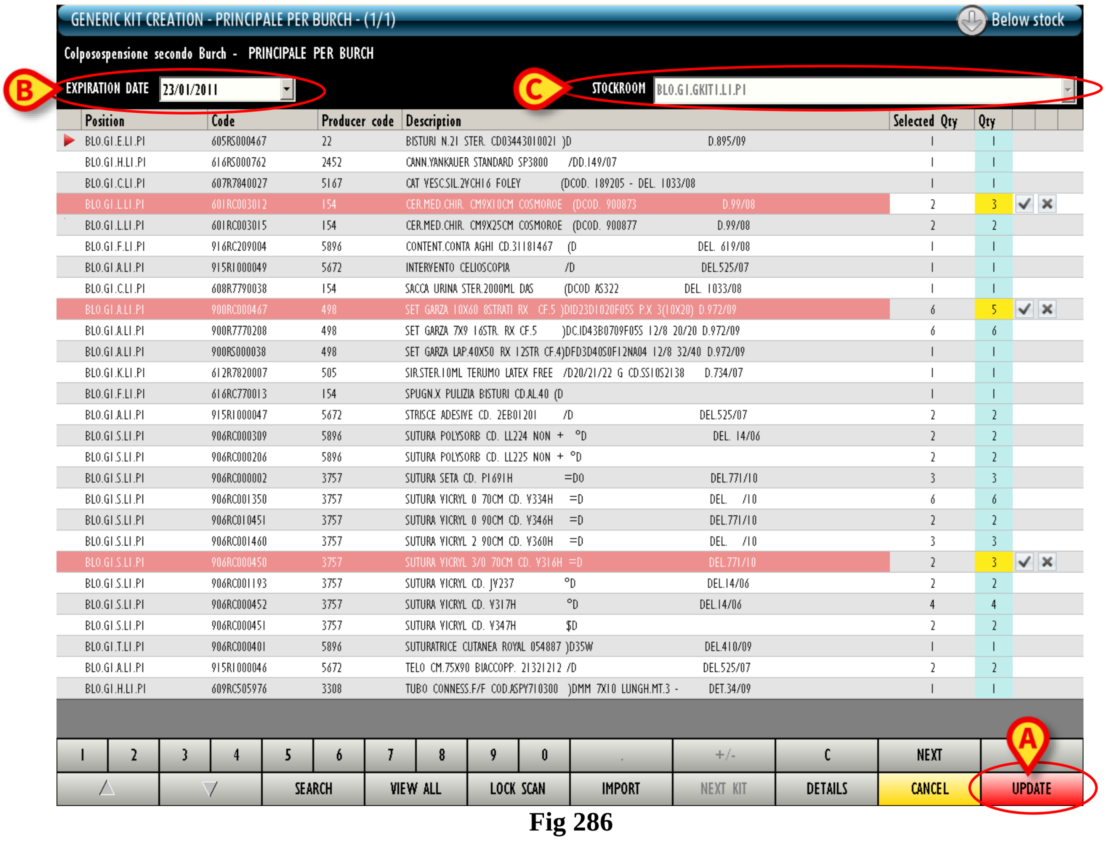
Position	Code	Producer code	Description	Selected Qty	Qty

Please scan barcode or add resources using search button.

Fig 285

Insert the kit’s resources (either manually or by barcode scan). See paragraphs 20.6, 20.7 and 20.8 for a detailed description of the resources specification procedures.

- Specify the kit’s expiration date in the field indicated in Fig 286 **B**.
- Specify the stockroom in which the kit will be located (use the field indicated in Fig 286 **C** for this purpose). Selection is enabled only if several options are available.



GENERIC KIT CREATION - PRINCIPALE PER BURCH - (1/1)

Colposospensione secondo Burch - PRINCIPALE PER BURCH

EXPIRATION DATE 23/01/2011

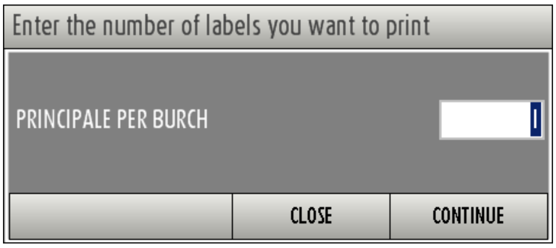
STOCKROOM BLO.GI.GKIT1.LI.PI

Position	Code	Producer code	Description	Selected Qty	Qty		
BLO.GI.E.LI.PI	605RS000467	22	BISTURI N.21 STER. CD03443010021)D D.895/09	1	1		
BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1		
BLO.GI.C.LI.PI	607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08	1	1		
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	2	3	✓	✗
BLO.GI.L.LI.PI	601RC003015	154	CER.MED.CHIR. CM9X25CM COSMOROE (DCOD. 900877 D.99/08	2	2		
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08	1	1		
BLO.GI.A.LI.PI	915RI000049	5672	INTERVENTO CELIOSCOPIA /D DEL.525/07	1	1		
BLO.GI.C.LI.PI	608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08	1	1		
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	6	5	✓	✗
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	6	6		
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA04 12/8 32/40 D.972/09	1	1		
BLO.GI.K.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS10S2138 D.734/07	1	1		
BLO.GI.F.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL40 (D	1	1		
BLO.GI.A.LI.PI	915RI000047	5672	STRISCE ADESIVE CD. 2EB01201 /D DEL.525/07	2	2		
BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 NON + °D DEL. 14/06	2	2		
BLO.GI.S.LI.PI	906RC000206	5896	SUTURA POLYSORB CD. LL225 NON + °D	2	2		
BLO.GI.S.LI.PI	906RC000002	3757	SUTURA SETA CD. P1691H =D0 DEL.771/10	3	3		
BLO.GI.S.LI.PI	906RC001350	3757	SUTURA VICRYL 0 70CM CD. V334H =D DEL. /10	6	6		
BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL 0 90CM CD. V346H =D DEL.771/10	2	2		
BLO.GI.S.LI.PI	906RC001460	3757	SUTURA VICRYL 2 90CM CD. V360H =D DEL. /10	3	3		
BLO.GI.S.LI.PI	906RC000450	3757	SUTURA VICRYL 3/0 70CM CD. V316H =D DEL.771/10	2	3	✓	✗
BLO.GI.S.LI.PI	906RC001193	3757	SUTURA VICRYL CD. JV237 °D DEL.14/06	2	2		
BLO.GI.S.LI.PI	906RC000452	3757	SUTURA VICRYL CD. V317H °D DEL.14/06	4	4		
BLO.GI.S.LI.PI	906RC000451	3757	SUTURA VICRYL CD. V347H $D	2	2		
BLO.GI.T.LI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W DEL.410/09	1	1		
BLO.GI.A.LI.PI	915RI000046	5672	TELO CM.75X90 BIACCOPP. 21321212 /D DEL.525/07	2	2		
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	1		

Fig 286

- ➢ Click the **Update** button on the command bar (Fig 286 **A**).

A window opens, making it possibile to specify the number of sticker labels to be printed (Fig 287).



Enter the number of labels you want to print

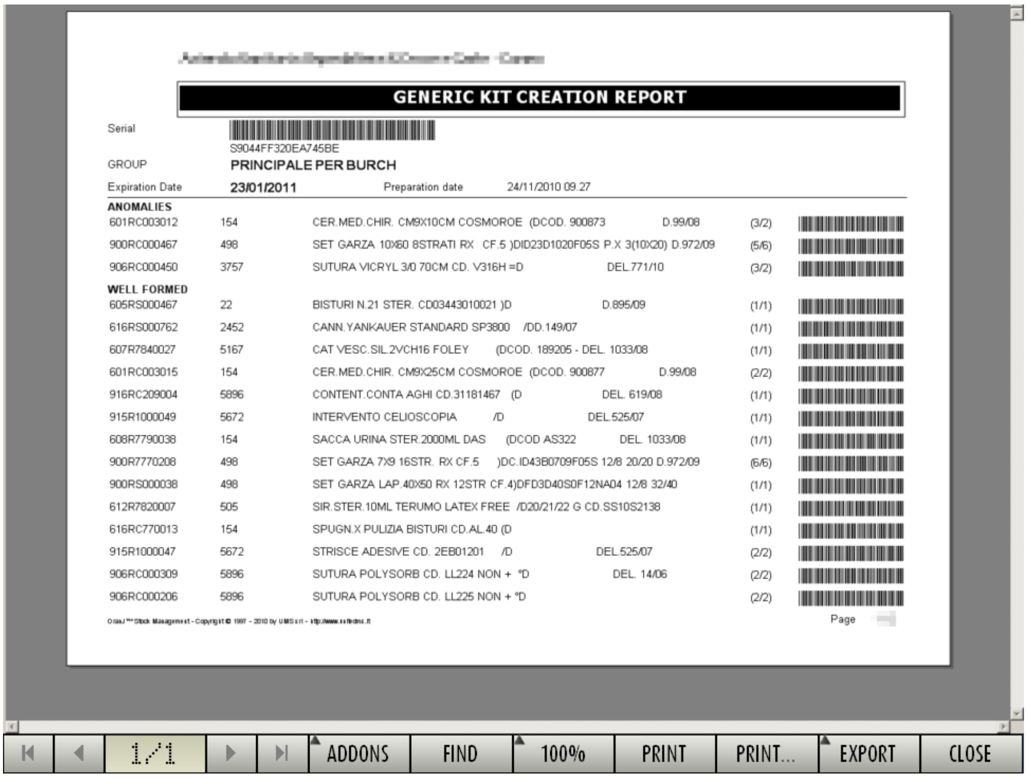
PRINCIPALE PER BURCH

Fig 287

- ➢ Specify the number of labels.

- ➢ Click the **Continue** button on the window.

The system creates now the print report to be inserted in the kit envelope. A print preview is displayed (Fig 288).



[redacted]

GENERIC KIT CREATION REPORT

Serial S9044FF320EA745BE
GROUP **PRINCIPALE PER BURCH**
Expiration Date **23/01/2011** Preparation date 24/11/2010 09.27

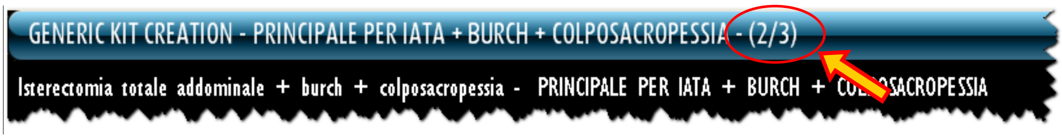
ANOMALIES			
601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	(3/2)
900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	(5/6)
906RC000450	3757	SUTURA VICRYL 3/0 70CM CD. V316H =D DEL.771/10	(3/2)
WELL FORMED			
605RS000467	22	BISTURI N.21 STER. CD03443010021)D D.895/09	(1/1)
616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	(1/1)
607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08	(1/1)
601RC003015	154	CER.MED.CHIR. CM9X25CM COSMOROE (DCOD. 900877 D.99/08	(2/2)
916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08	(1/1)
915R1000049	5672	INTERVENTO CELIOSCOPIA /D DEL.525/07	(1/1)
608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08	(1/1)
900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	(6/6)
900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA04 12/8 32/40	(1/1)
612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS10S2138	(1/1)
616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	(1/1)
915R1000047	5672	STRISCE ADESIVE CD. 2EB01201 /D DEL.525/07	(2/2)
906RC000309	5896	SUTURA POLYSORB CD. LL224 NON + °D DEL. 14/06	(2/2)
906RC000206	5896	SUTURA POLYSORB CD. LL225 NON + °D	(2/2)

Page

Fig 288

- ➢ Close the print preview.

The generic kit creation procedure concludes here. If, in the “Standard kit creation” screen, more than one kit was indicated in the “kits to be created” column (Fig 280 **B**) the system goes to the beginning of the creation procedure of following kit (Fig 285). The screen header indicates the number of the kit we are creating (in Fig 289 the second kit of three is being created).

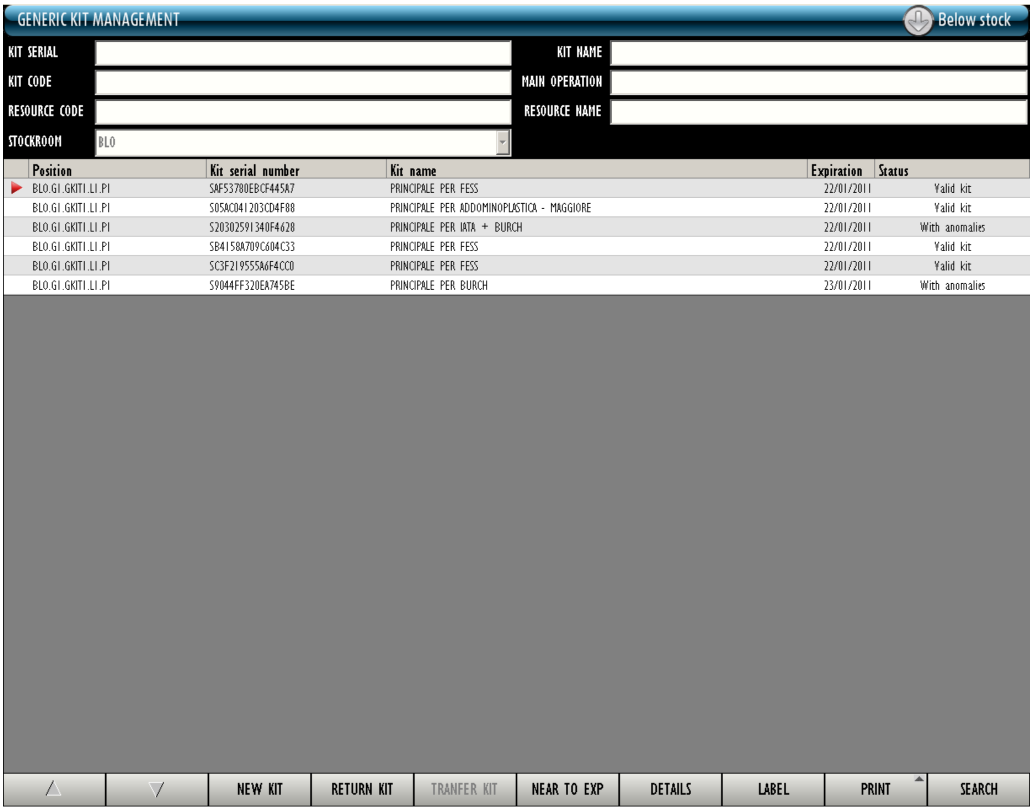


GENERIC KIT CREATION - PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA - (2/3)

Isterectomia totale addominale + burch + colposacropessia - PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA

Fig 289

When the last kit is created the system goes back to the generic kit management screen.



STOCKROOM BLO

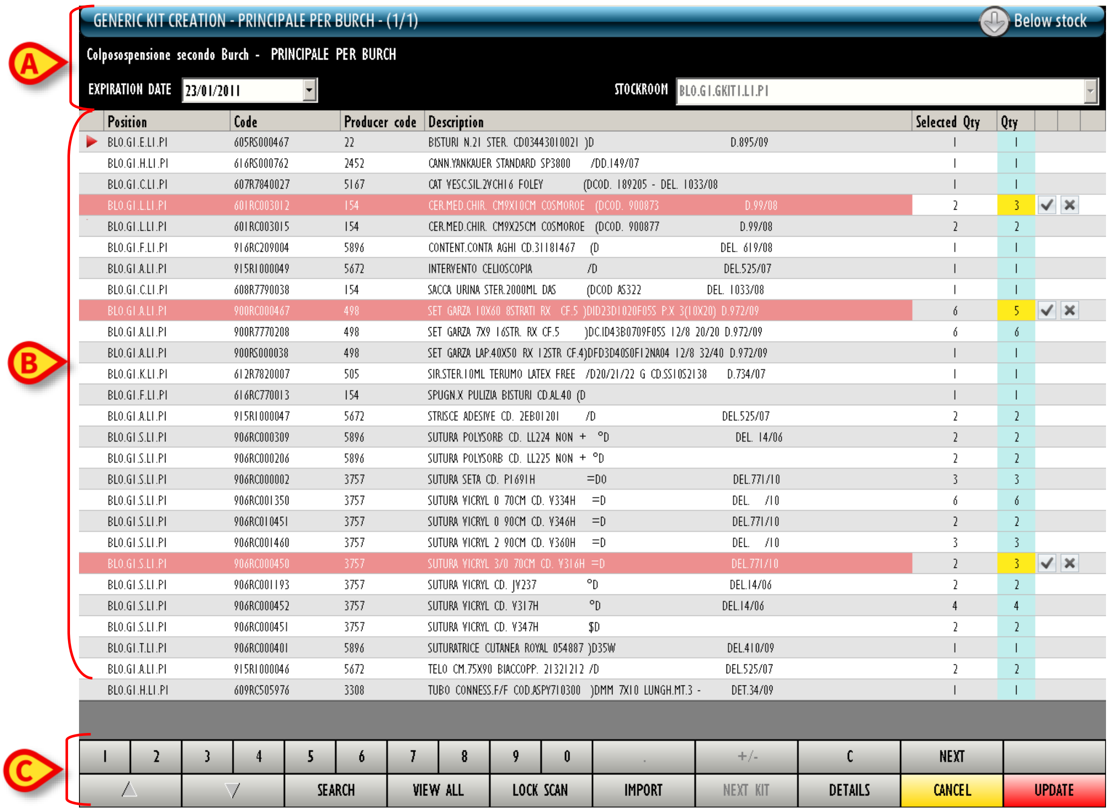
Position	Kit serial number	Kit name	Expiration	Status
BLO.GI.GKITI.LI.PI	SAF53780EBCF445A7	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	Valid kit
BLO.GI.GKITI.LI.PI	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomalies

Fig 290

22.2.1. Generic kit creation screen description

The generic kit creation screen, shown in Fig 291, is formed of three main areas:

- the header (Fig 291 **A**);
- the data area (Fig 291 **B**);
- the command bar (Fig 291 **C**).



GENERIC KIT CREATION - PRINCIPALE PER BURCH - (1/1)

Colposospensione secondo Burch - PRINCIPALE PER BURCH

EXPIRATION DATE 23/01/2011

STOCKROOM BLO.GI.GKIT1.LI.PI

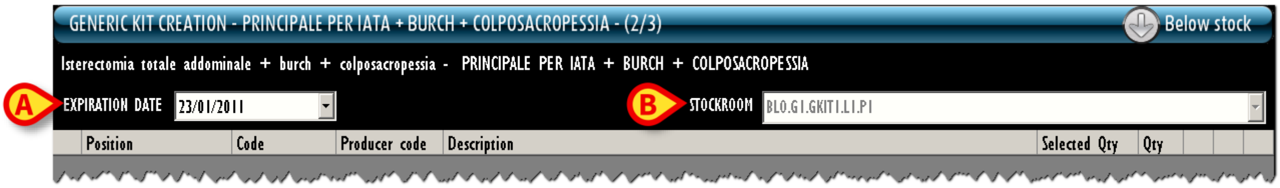
Position	Code	Producer code	Description	Selected Qty	Qty
BLO.GI.E.LI.PI	605RS000467	22	BISTURI N.21 STER. CD03443010021)D D.895/09	1	1
BLO.GI.H.LI.PI	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1
BLO.GI.C.LI.PI	607R7840027	5167	CAT VESC.SIL.2VCH16 FOLEY (DCOD. 189205 - DEL. 1033/08	1	1
BLO.GI.L.LI.PI	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	2	3 ✓ ✕
BLO.GI.L.LI.PI	601RC003015	154	CER.MED.CHIR. CM9X25CM COSMOROE (DCOD. 900877 D.99/08	2	2
BLO.GI.F.LI.PI	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08	1	1
BLO.GI.A.LI.PI	915RI000049	5672	INTERVENTO CELIOSCOPIA /D DEL.525/07	1	1
BLO.GI.C.LI.PI	608R7790038	154	SACCA URINA STER.2000ML DAS (DCOD AS322 DEL. 1033/08	1	1
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	6	5 ✓ ✕
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	6	6
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA04 12/8 32/40 D.972/09	1	1
BLO.GI.K.LI.PI	612R7820007	505	SIR.STER.10ML TERUMO LATEX FREE /D20/21/22 G CD.SS10S2138 D.734/07	1	1
BLO.GI.F.LI.PI	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	1	1
BLO.GI.A.LI.PI	915RI000047	5672	STRISCE ADESIVE CD. 2EB01201 /D DEL.525/07	2	2
BLO.GI.S.LI.PI	906RC000309	5896	SUTURA POLYSORB CD. LL224 NON + °D DEL. 14/06	2	2
BLO.GI.S.LI.PI	906RC000206	5896	SUTURA POLYSORB CD. LL225 NON + °D	2	2
BLO.GI.S.LI.PI	906RC000002	3757	SUTURA SETA CD. P1691H =D0 DEL.771/10	3	3
BLO.GI.S.LI.PI	906RC001350	3757	SUTURA VICRYL 0 70CM CD. V334H =D DEL. /10	6	6
BLO.GI.S.LI.PI	906RC010451	3757	SUTURA VICRYL 0 90CM CD. V346H =D DEL.771/10	2	2
BLO.GI.S.LI.PI	906RC001460	3757	SUTURA VICRYL 2 90CM CD. V360H =D DEL. /10	3	3
BLO.GI.S.LI.PI	906RC000450	3757	SUTURA VICRYL 3/0 70CM CD. V316H =D DEL.771/10	2	3 ✓ ✕
BLO.GI.S.LI.PI	906RC001193	3757	SUTURA VICRYL CD. JV237 °D DEL.14/06	2	2
BLO.GI.S.LI.PI	906RC000452	3757	SUTURA VICRYL CD. V317H °D DEL.14/06	4	4
BLO.GI.S.LI.PI	906RC000451	3757	SUTURA VICRYL CD. V347H $D	2	2
BLO.GI.T.LI.PI	906RC000401	5896	SUTURATRICE CUTANEA ROYAL 054887)D35W DEL.410/09	1	1
BLO.GI.A.LI.PI	915RI000046	5672	TELO CM.75X90 BIACCOPP. 21321212 /D DEL.525/07	2	2
BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	1

Fig 291

The following paragraphs describe these three areas.

22.2.1.1. Header

The header displays, in the blue bar on top of the page, alongside the name of the screen ("generic kit creation"), the name of the kit we are creating ("Principale per IATA…" in the example shown in Fig 292) and the indication of the number of kit we are creating relating to the required total (2/3 in the example).



GENERIC KIT CREATION - PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA - (2/3)

Isterectomia totale addominale + burch + colposacropessia - PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA

EXPIRATION DATE 23/01/2011

STOCKROOM BLO.GI.GKIT1.LI.PI

Position	Code	Producer code	Description	Selected Qty	Qty

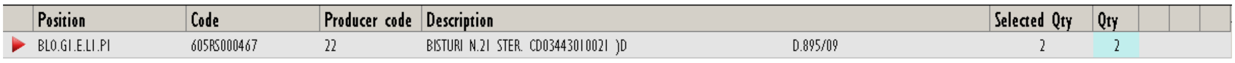
Fig 292 - Header

Under the blue bar the name of the kit is displayed again.

The field indicated in Fig 292 **A** makes it possible to specify the expiration date of the kit being created.
The field indicated in Fig 292 **B** makes it possible to specify the stockroom in which the kit being created is going to be located. The field is enabled only if several options are available.

22.2.1.2. The data area

The data area shows the list of resources that are progressively recorded and inserted in the kit. The resources are listed in a table (Fig 291 **B**).
The list "grows" as the resources are inserted (either manually or by barcode scan). Each row corresponds to a resource (Fig 293).



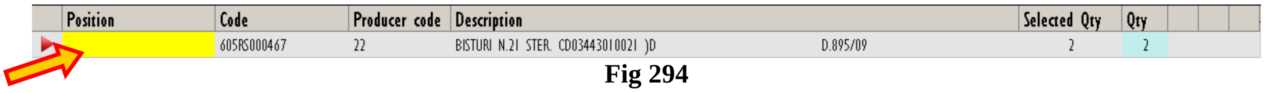
	Position	Code	Producer code	Description	Selected Qty	Qty
▶	BLO.GI.E.LI.PI	605RS000467	22	BISTURI N.21 STER. CD03443010021)D D.895/09	2	2

Fig 293 - Resource

The information that can be provided for each resource is:

- position from which the resource is picked;
- resource code;
- producer code;
- resource description;
- needed quantity;
- recorded quantity.

The ▶ icon placed on the left of a row indicates the selected row.
The mandatory fields are highlighted light blue.
The possible fields highlighted yellow must be specified by the user (Fig 294).



	Position	Code	Producer code	Description	Selected Qty	Qty
▶		605RS000467	22	BISTURI N.21 STER. CD03443010021)D D.895/09	2	2

Fig 294

To specify one of the fields, click the field and type the information required. Sometimes a drop down menu containing the possible options is available (Fig 295).

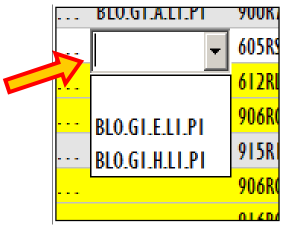


Fig 295 - Selection

Numeric values can be inserted using both the numeric buttons on the command bar and the physical workstation keyboard.

22.2.1.3. The command bar

The command bar (Fig 296) is formed of several buttons. This paragraph lists briefly the functionalities relating to the different buttons, indicating successive paragraphs when more detailed instructions on a specific functionality are necessary.

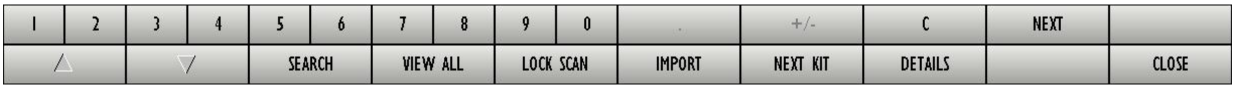


Fig 296 - Command bar

The buttons in the upper line make it possible to manage the numeric data specification.

Fig 297 - Numeric buttons

Use the numeric buttons (Fig 297) to indicate the quantities. Click one of the numbers to write the number in the “Quantity” field.

The “ **.** ” button is a decimal divider. The button is active only if decimal specification is relevant. The “+/-” button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The “ **C** ” button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

The lower line of the command bar contains the following buttons.

Use the arrow buttons ▽ and △ to scroll up and down the screen contents in case the items are too many to be displayed all at the same time.

Use the **Search** button to access the system’s search functionalities (described in paragraph 28).

Use the **View All** button to display the complete list of resources needed for the selected kit. See paragraph 20.6.6 for a description of this functionality.

Use the **Lock Scan** button to lock the workstation while reading numerous barcodes that will be recorded all together afterwards. See paragraph 20.6.3 for a description of the related procedures.

Use the **Import** button to import the selected items using a wireless barcode reader with internal memory. See paragraph 20.6.5 for the instructions relating to this option.

Use the **Next Kit** button to create the successive kit. I.e. if the second kit is being prepared of four required, this button can be clicked to directly create the third kit.

Use the **Details** button to create a print report containing the full list of resources that are part of the kit (an example is shown in Fig 284).

Use the **Close** button to close the current screen.

When editing the screen contents the **Update** and **Cancel** buttons are displayed on the command bar.

Use the **Update** button to save the changes made. After every editing it is necessary to click the **Update** button to save the changes.

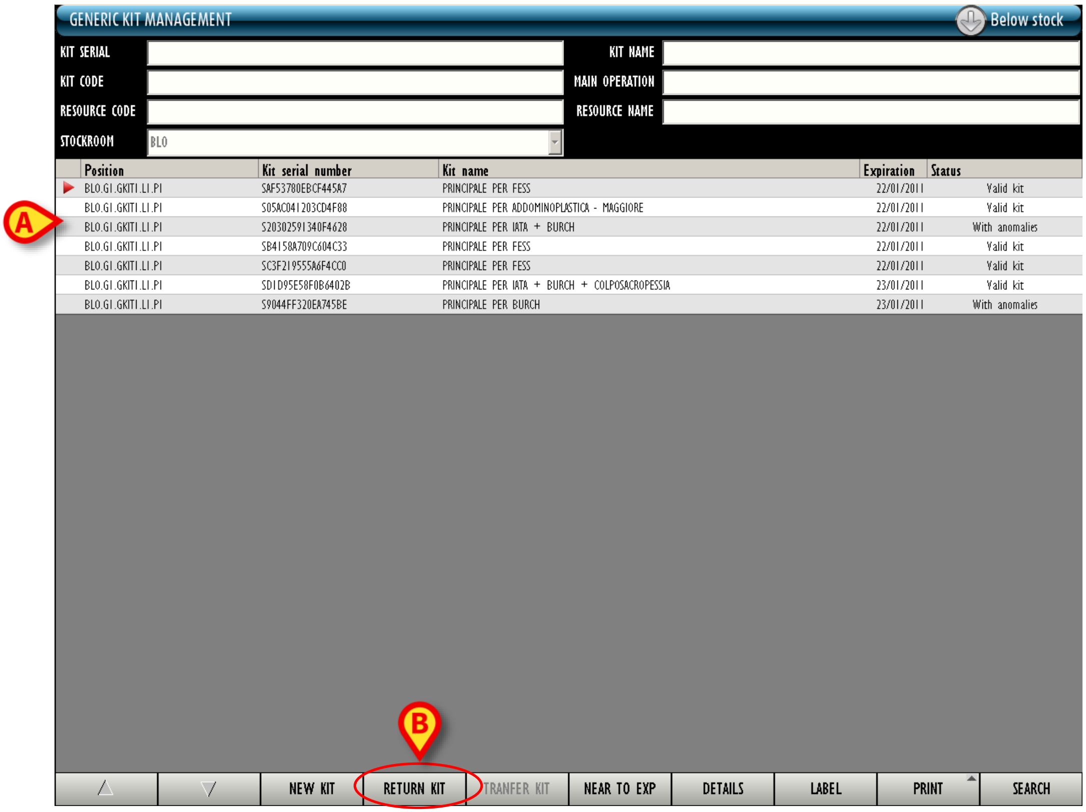
The **Cancel** button annuls all the changes made.

22.2.2. Kit resources recording procedures

The procedures that must be activated to record the resources of a generic kit are the same used to record the resources of the kits associated to a specific operation. See paragraphs 20.6, 20.7 and 20.8 for a detailed description of these procedures.
The procedure described in paragraph 0 (“Start scan”) is not active for the creation of generic kits, therefore it is not relevant in this context.

22.3. How to return a generic kit

To return a generic kit, on the generic kits management screen (Fig 298),



STOCKROOM BLO

	Position	Kit serial number	Kit name	Expiration	Status
▶	BLO.GI.GKITI.LI.PI	SAF53780EBCF445A7	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
	BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	SD1D95E58F0B6402B	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomalies

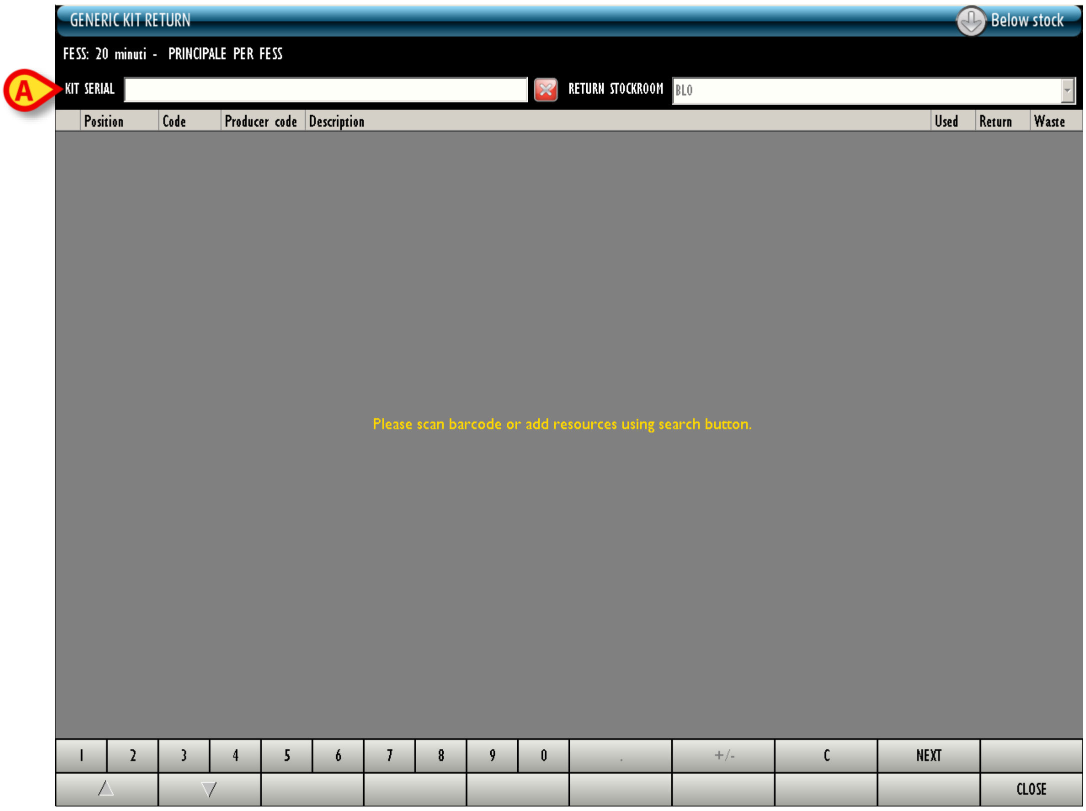
Fig 298

- click the row corresponding to the kit that must be returned.

The ▶ icon appears on the left (Fig 298 **A**).

- Click the **Return Kit** button on the command bar (Fig 298 **B**).

The following screen opens (Fig 299).



FESS: 20 minuti - PRINCIPALE PER FESS

KIT SERIAL

RETURN STOCKROOM BLO

Please scan barcode or add resources using search button.

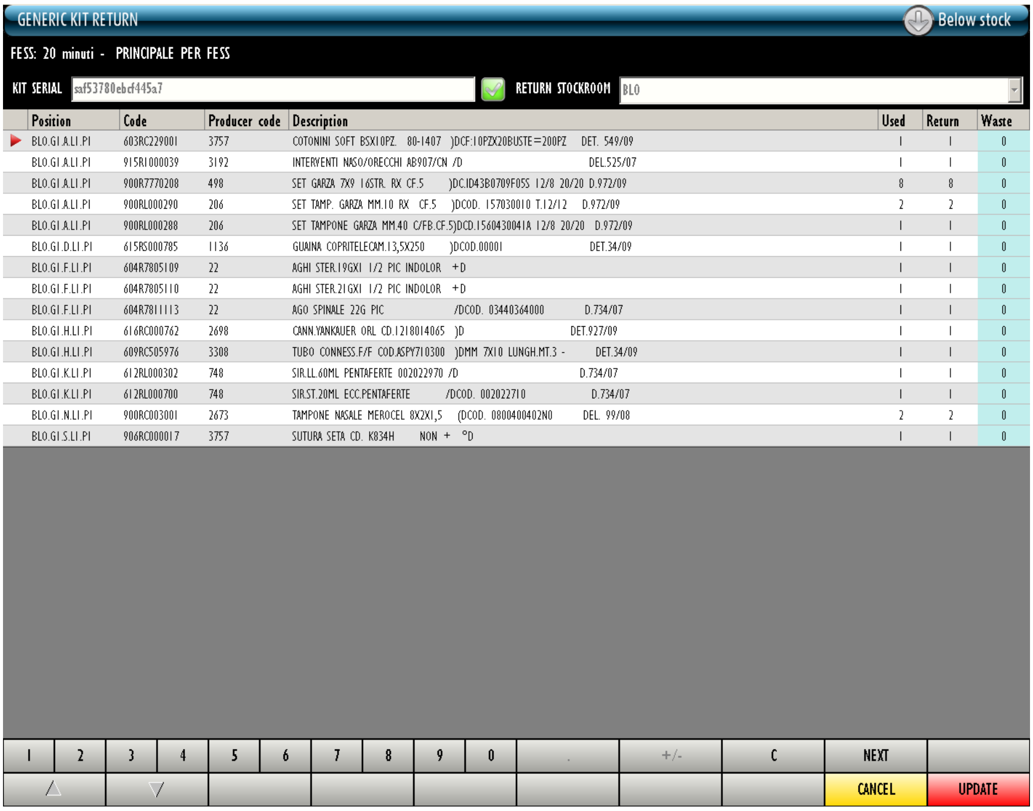
Fig 299 - Generic kit return

- ➢ Either insert the kit serial number in the field indicated in Fig 299 **A**, or scan the kit's barcode.

If, in the generic kit management screen (Fig 298), the kit is selected by barcode scan, it is not necessary to insert the kit serial number or to scan the kit's barcode again.

If the serial number is correct the screen changes in the way shown in Fig 300, displaying the list of resources that are part of the kit.

The "return stockroom" field placed on the right is enabled only if it is possible to return the kit to more than one stockroom. In these cases stockroom specification is required.



FESS: 20 minuti - PRINCIPALE PER FESS

KIT SERIAL saf53780ebcf445a7 RETURN STOCKROOM BLO

	Position	Code	Producer code	Description	Used	Return	Waste
▶	BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200PZ DET. 549/09	1	1	0
	BLO.GI.A.LI.PI	915RI000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D DEL.525/07	1	1	0
	BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	8	8	0
	BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	2	2	0
	BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20 D.972/09	1	1	0
	BLO.GI.D.LI.PI	615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 DET.34/09	1	1	0
	BLO.GI.F.LI.PI	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	1	1	0
	BLO.GI.F.LI.PI	604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D	1	1	0
	BLO.GI.F.LI.PI	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000 D.734/07	1	1	0
	BLO.GI.H.LI.PI	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D DET.927/09	1	1	0
	BLO.GI.H.LI.PI	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	1	0
	BLO.GI.K.LI.PI	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D D.734/07	1	1	0
	BLO.GI.K.LI.PI	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	1	1	0
	BLO.GI.N.LI.PI	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 DEL. 99/08	2	2	0
	BLO.GI.S.LI.PI	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	1	1	0

Fig 300

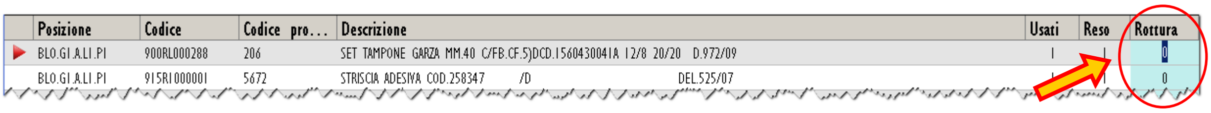
The screen shown in Fig 300 makes it possible to indicate the possible waste of the resources that are part of the kit.

To specify a waste

- ➢ Click the "Waste" cell on the row corresponding to the resource to be wasted (Fig 301).

The number in the cell is this way highlighted.

- ➢ Insert the number of "wasted" items using either the workstation keyboard or the numeric buttons on the command bar.



	Posizione	Codice	Codice pro...	Descrizione	Usati	Reso	Rottura
▶	BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8 20/20 D.972/09	1	1	0
	BLO.GI.A.LI.PI	915RI000001	5672	STRISCIA ADESIVA COD.258347 /D DEL.525/07	1	1	0

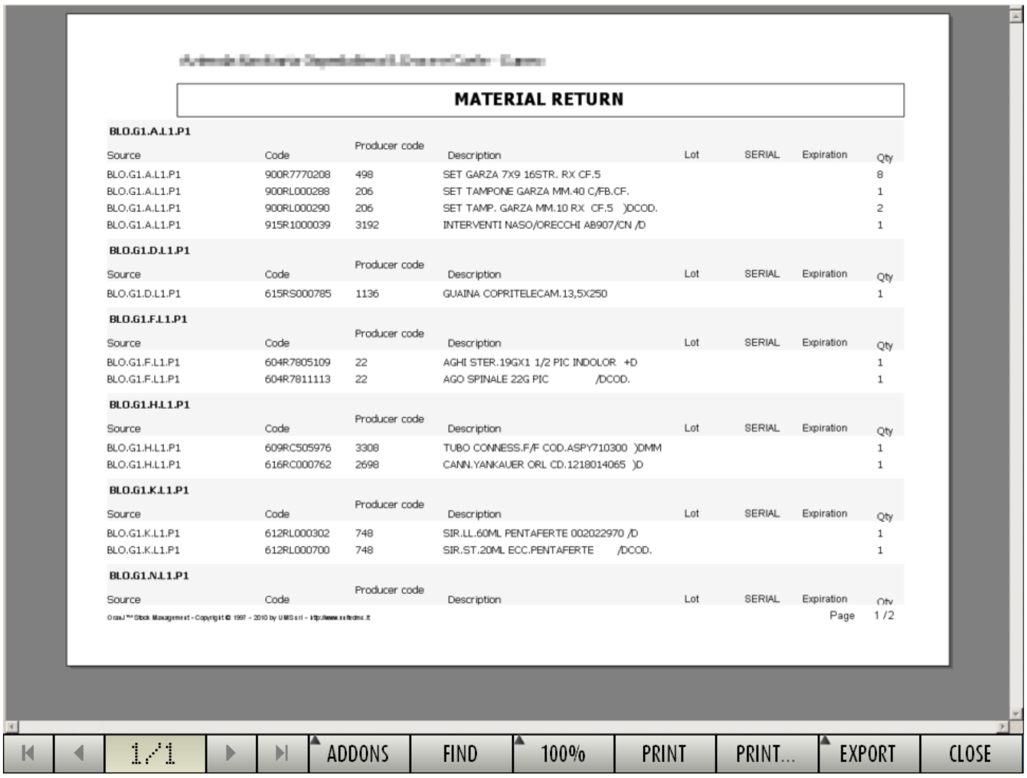
Fig 301

Repeat this procedure for all the wasted resources.

- ➢ Click the **Update** button on the command bar.

The return from kit is this way recorded.

A print report is created, listing all the resources that must be returned, and indicating for each resource the position (Fig 302). A print preview is displayed. The report can be printed and used to bring the resources back to their original positions.


[redacted]

MATERIAL RETURN

BLO.G1.A.L1.P1

Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.G1.A.L1.P1	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5				8
BLO.G1.A.L1.P1	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.				1
BLO.G1.A.L1.P1	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD.				2
BLO.G1.A.L1.P1	915R1000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D				1

BLO.G1.D.L1.P1

Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.G1.D.L1.P1	615RS000785	1136	GUAINA COPRITELECAM.13,5X250				1

BLO.G1.F.L1.P1

Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.G1.F.L1.P1	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D				1
BLO.G1.F.L1.P1	604R7811113	22	AGO SPINALE 22G PIC /DCOD.				1

BLO.G1.H.L1.P1

Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.G1.H.L1.P1	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM				1
BLO.G1.H.L1.P1	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D				1

BLO.G1.K.L1.P1

Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty
BLO.G1.K.L1.P1	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D				1
BLO.G1.K.L1.P1	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD.				1

BLO.G1.N.L1.P1

Source	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty

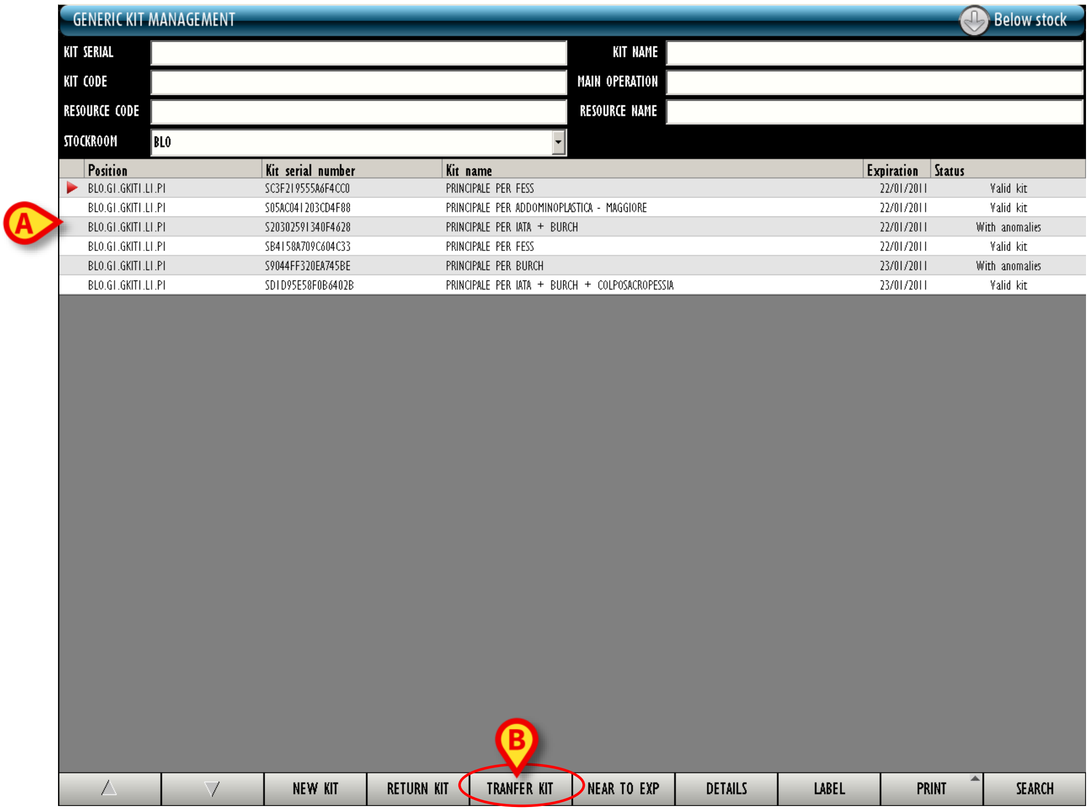
Page 1 /2

Fig 302

When the print preview is closed the generic kits management screen is displayed again (Fig 303).

22.4. How to transfer a generic kit

To record the transfer of a generic kit, on the generic kit management screen (Fig 303),



KIT SERIAL
KIT CODE
RESOURCE CODE
STOCKROOM BLO
KIT NAME
MAIN OPERATION
RESOURCE NAME

	Position	Kit serial number	Kit name	Expiration	Status
▶	BLO.GI.GKITI.LI.PI	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
	BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomalies
	BLO.GI.GKITI.LI.PI	SD1D95E58F0B6402B	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	Valid kit

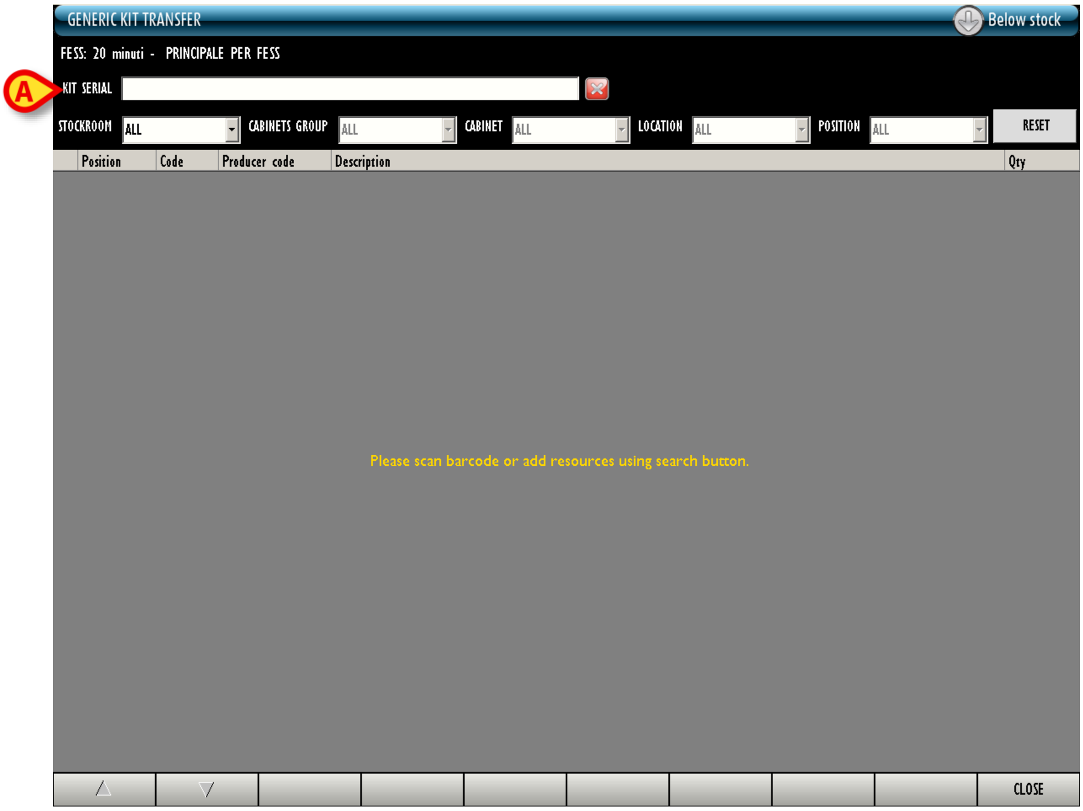
Fig 303

- ➢ click the row corresponding to the kit that must be transferred.

The ▶ icon appears on the left (Fig 303 **A**).

- ➢ Click the **Transfer Kit** button on the command bar (Fig 303 **B**).

The following screen opens (Fig 304).



FESS: 20 minuti - PRINCIPALE PER FESS

KIT SERIAL

STOCKROOM ALL

CABINETS GROUP ALL

CABINET ALL

LOCATION ALL

POSITION ALL

Please scan barcode or add resources using search button.

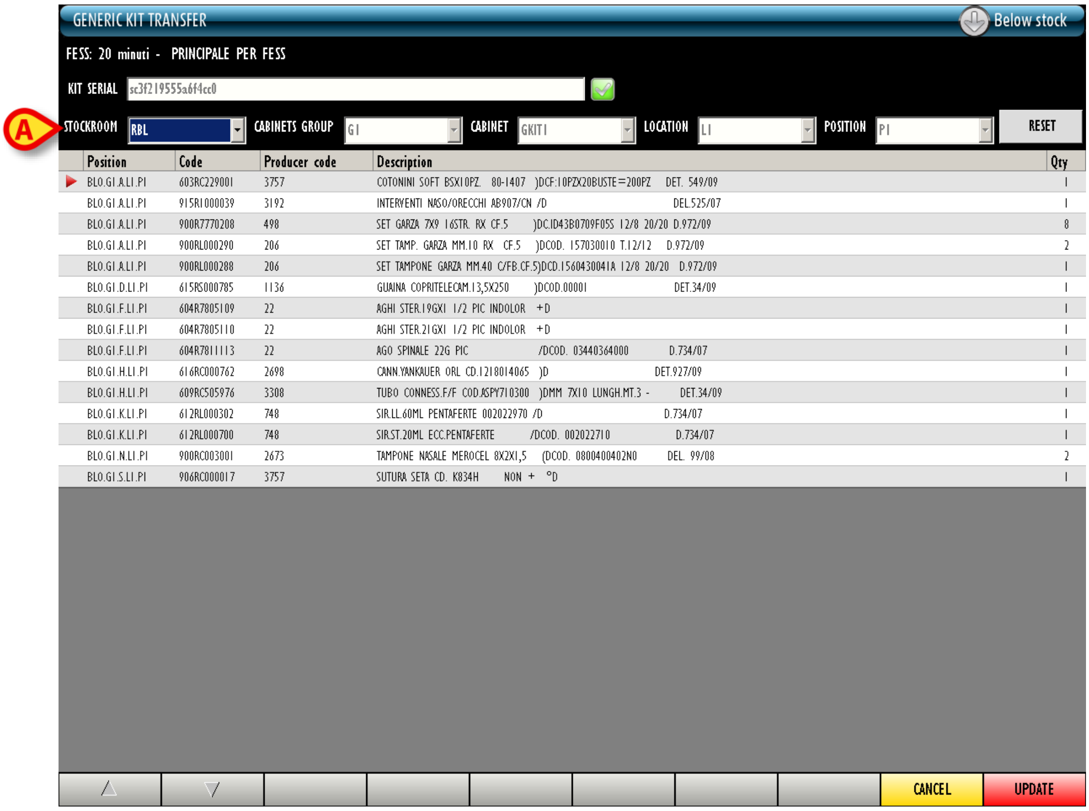
Fig 304

- Either insert the kit serial number in the field indicated in Fig 304 **A**, or scan the kit barcode.

If, in the generic kit management screen (Fig 303) the kit is selected by barcode scan, it is not necessary to insert the kit serial number or to scan the kit's barcode again.

- Specify the destination stockroom in the field indicated in Fig 305 **A**.

The screen changes to display the list of resources that will be transferred (Fig 305).



GENERIC KIT TRANSFER

FESS: 20 minuti - PRINCIPALE PER FESS

KIT SERIAL sc3f219555a6f4cc0

STOCKROOM RBL
CABINETS GROUP G1
CABINET GKIT1
LOCATION L1
POSITION P1

Position	Code	Producer code	Description	Qty
BLO.G1.A.L1.P1	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200PZ DET. 549/09	1
BLO.G1.A.L1.P1	915R1000039	3192	INTERVENTI NASO/ORECCHI AB907/CN /D DEL.525/07	1
BLO.G1.A.L1.P1	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	8
BLO.G1.A.L1.P1	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	2
BLO.G1.A.L1.P1	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.156043004IA 12/8 20/20 D.972/09	1
BLO.G1.D.L1.P1	615RS000785	1136	GUAINA COPRITELECAM.13,5X250)DCOD.00001 DET.34/09	1
BLO.G1.F.L1.P1	604R7805109	22	AGHI STER.19GX1 1/2 PIC INDOLOR +D	1
BLO.G1.F.L1.P1	604R7805110	22	AGHI STER.21GX1 1/2 PIC INDOLOR +D	1
BLO.G1.F.L1.P1	604R7811113	22	AGO SPINALE 22G PIC /DCOD. 03440364000 D.734/07	1
BLO.G1.H.L1.P1	616RC000762	2698	CANN.YANKAUER ORL CD.1218014065)D DET.927/09	1
BLO.G1.H.L1.P1	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1
BLO.G1.K.L1.P1	612RL000302	748	SIR.LL.60ML PENTAFERTE 002022970 /D D.734/07	1
BLO.G1.K.L1.P1	612RL000700	748	SIR.ST.20ML ECC.PENTAFERTE /DCOD. 002022710 D.734/07	1
BLO.G1.N.L1.P1	900RC003001	2673	TAMPONE NASALE MEROCEL 8X2X1,5 (DCOD. 0800400402N0 DEL. 99/08	2
BLO.G1.S.L1.P1	906RC000017	3757	SUTURA SETA CD. K834H NON + °D	1

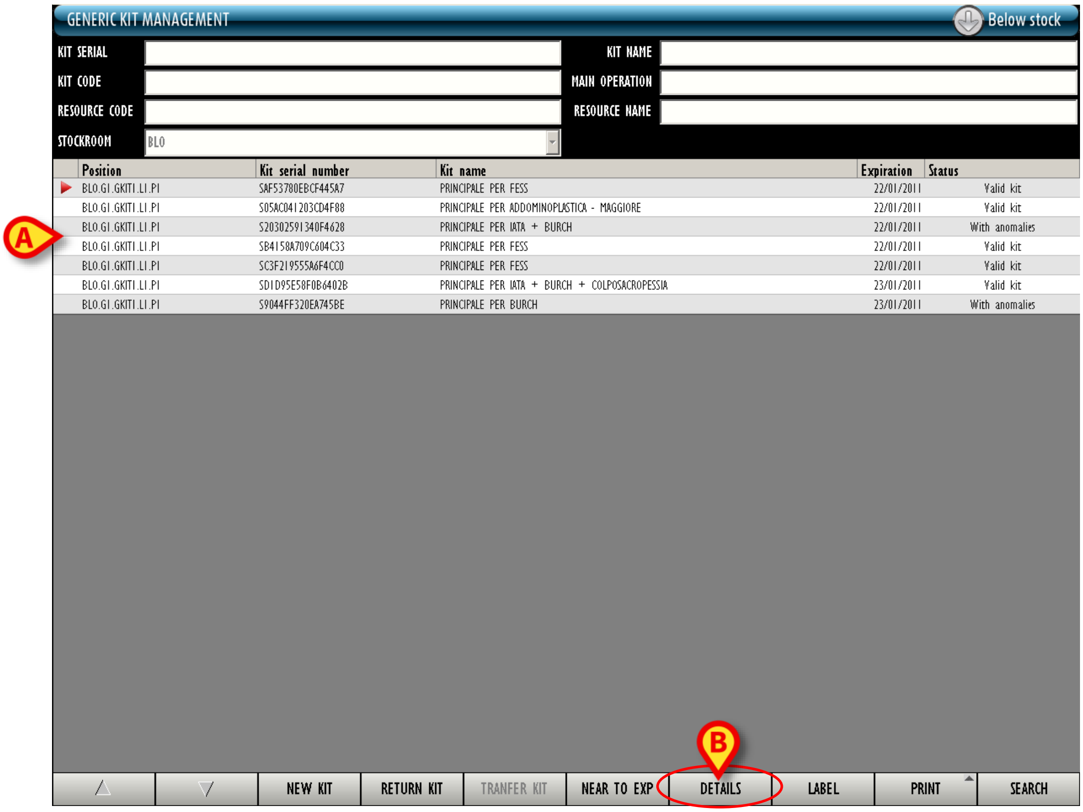
Fig 305

- ➢ Specify, in the “Cabinet group”, “Cabinet”, “Location”, “Position” fields (indicated in Fig 305 **A**) the kit’s new destination. If the fields are not enabled it means that only one destination is available.
- ➢ Click the **Update** button on the command bar.

The kit transfer is this way recorded. The generic kit management screen is displayed again (Fig 303).

22.5. How to display the kit details

To display the details of a generic kit, on the generic kits management screen (Fig 306),



STOCKROOM BLO

	Position	Kit serial number	Kit name	Expiration	Status
▶	BLO.GI.GKITI.LI.PI	SAF53780EBCF445A7	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
	BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	SD1D95E58F0B6402B	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomalies

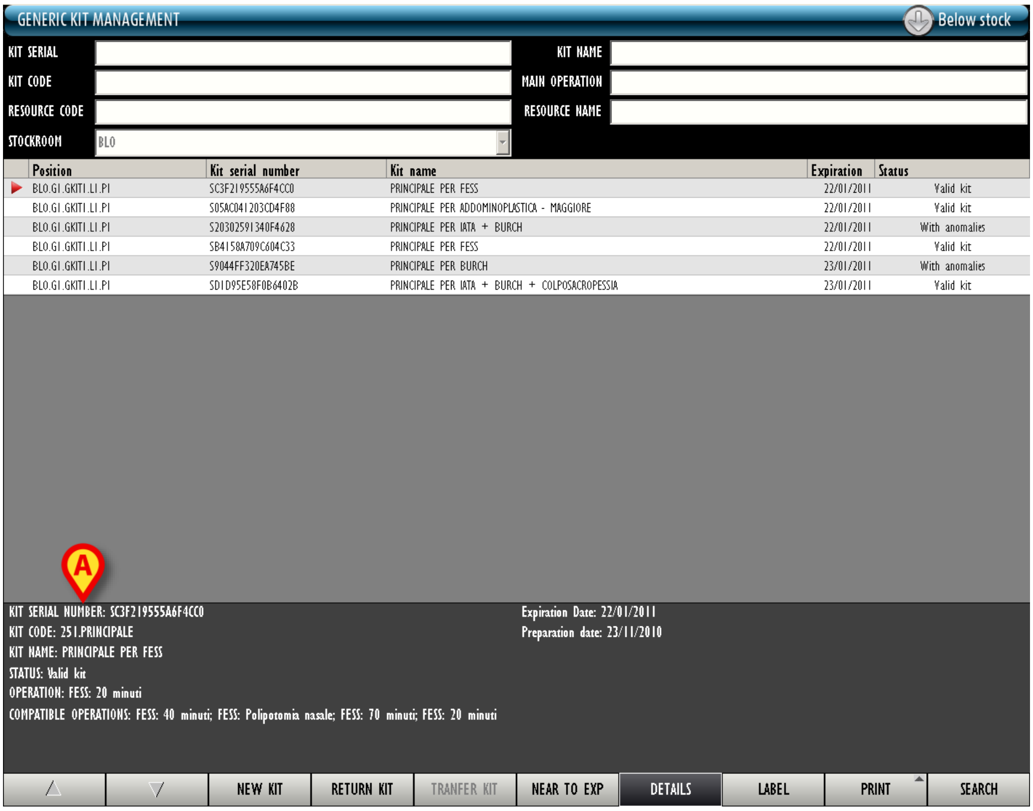
Fig 306

- ➢ click the row corresponding to the kit whose details must be displayed.

The ▶ icon is displayed on the left (Fig 306 **A**).

- ➢ Click the **Details** button on the command bar (Fig 306 **B**).

The screen changes in the following way (Fig 307). The details of the selected kit are displayed in the area shown in Fig 307 **A**.



	Position	Kit serial number	Kit name	Expiration	Status
▶	BLO.GI.GKITI.LI.PI	SC3F219555A6F4CC0	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S20302591340F4628	PRINCIPALE PER IATA + BURCH	22/01/2011	With anomalies
	BLO.GI.GKITI.LI.PI	SB4158A709C604C33	PRINCIPALE PER FESS	22/01/2011	Valid kit
	BLO.GI.GKITI.LI.PI	S9044FF320EA745BE	PRINCIPALE PER BURCH	23/01/2011	With anomalies
	BLO.GI.GKITI.LI.PI	SD1D95E58F0B6402B	PRINCIPALE PER IATA + BURCH + COLPOSACROPESSIA	23/01/2011	Valid kit

KIT SERIAL NUMBER: SC3F219555A6F4CC0
KIT CODE: 251.PRINCIPALE
KIT NAME: PRINCIPALE PER FESS
STATUS: Valid kit
OPERATION: FESS: 20 minuti
COMPATIBLE OPERATIONS: FESS: 40 minuti; FESS: Polipotomia nasale; FESS: 70 minuti; FESS: 20 minuti

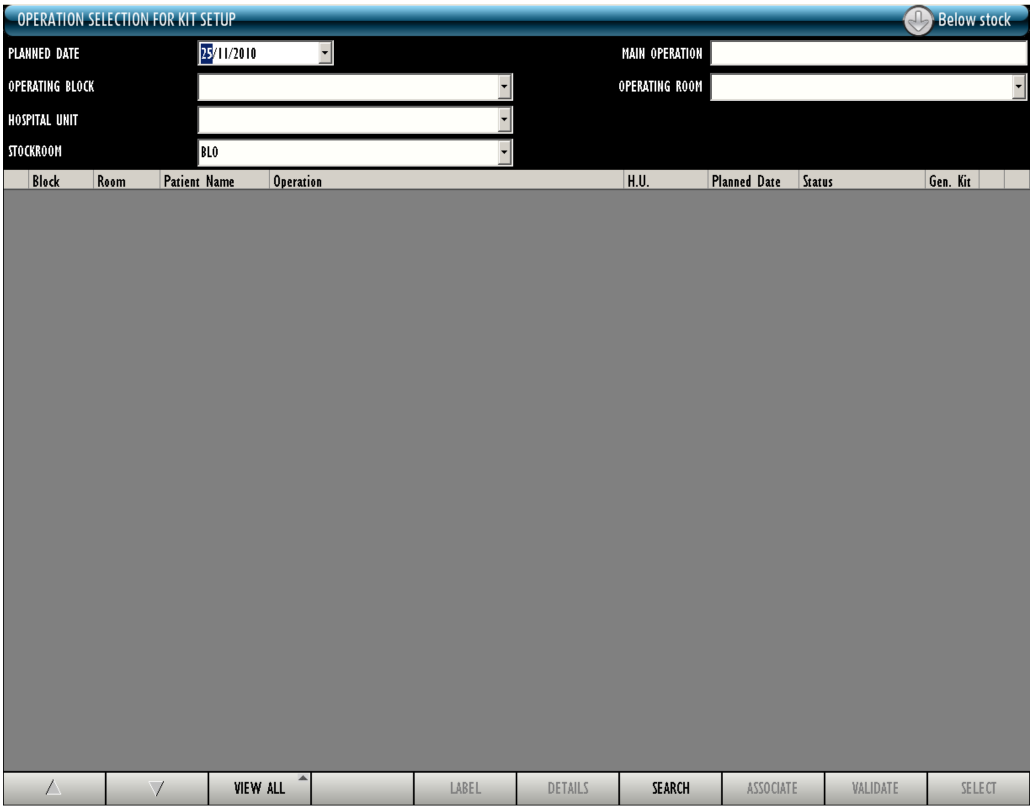
Expiration Date: 22/01/2011
Preparation date: 23/11/2010

Fig 307

23. Associating a generic kit to an operation

To associate a generic kit to an operation,

- click the icon on the lateral bar to access the operation selection screen (Fig 308).



PLANNED DATE 25/11/2010

MAIN OPERATION

OPERATING BLOCK

OPERATING ROOM

HOSPITAL UNIT

STOCKROOM BLO

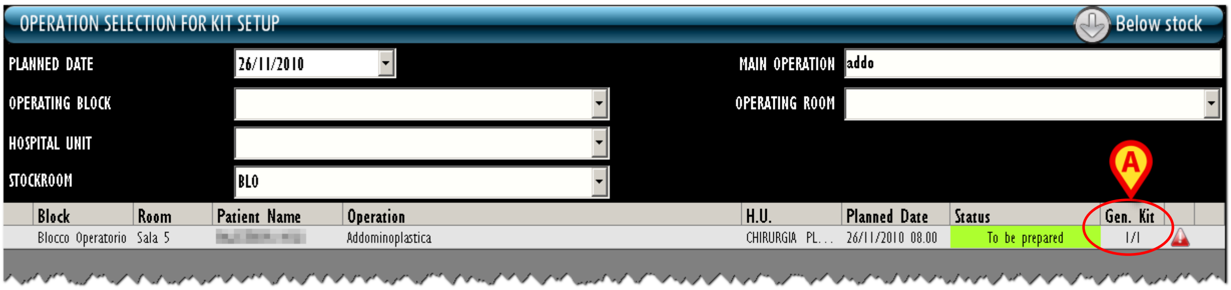
Block	Room	Patient Name	Operation	H.U.	Planned Date	Status	Gen. Kit

Fig 308

This screen and the relating procedures are described in paragraph 20.

- Use the search filters to search the operation that must be associated to the kit.

The row corresponding to the wanted operation is displayed. In the example shown in Fig 309 it is an “Addominoplastica” operation.



PLANNED DATE 26/11/2010

MAIN OPERATION addo

OPERATING BLOCK

OPERATING ROOM

HOSPITAL UNIT

STOCKROOM BLO

Block	Room	Patient Name	Operation	H.U.	Planned Date	Status	Gen. Kit
Blocco Operatorio	Sala 5	[redacted]	Addominoplastica	CHIRURGIA PL...	26/11/2010 08.00	To be prepared	1/1

Fig 309

The cell indicated in Fig 309 **A** and enlarged in Fig 310 displays the quantity of generic kits available for the operation. In the example there is 1 kit available on 1 necessary (1/1).

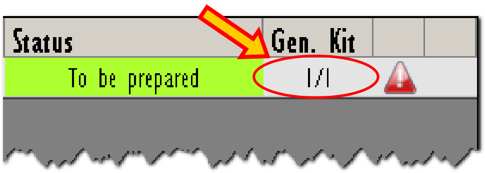


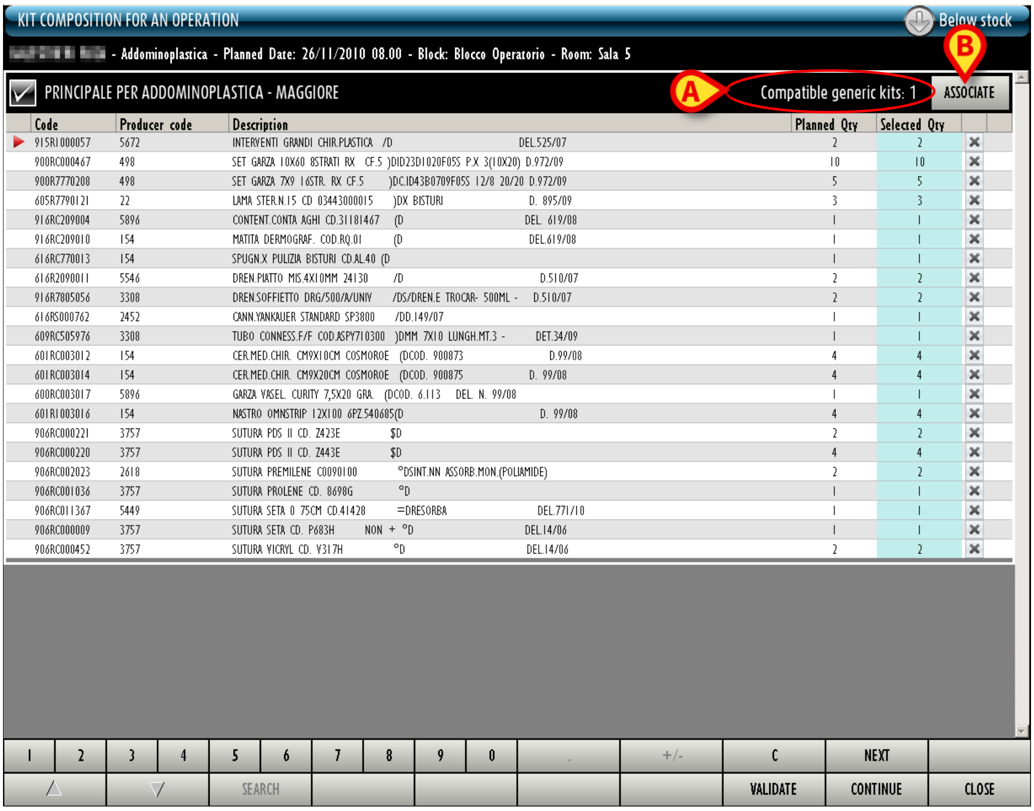
Fig 310

- ➢ Click the row corresponding to the operation to which the generic kit must be associated.

The operation is this way selected. The ▶ icon appears on the left.

- ➢ Click the **Associate** button on the command bar.

The "Kit composition for an operation" screen opens (Fig 311). This screen's features and procedures are described in paragraph 20.2 and following paragraphs.



[redacted] - Addominoplastica - Planned Date: 26/11/2010 08.00 - Block: Blocco Operatorio - Room: Sala 5

☑ PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE

Compatible generic kits: 1

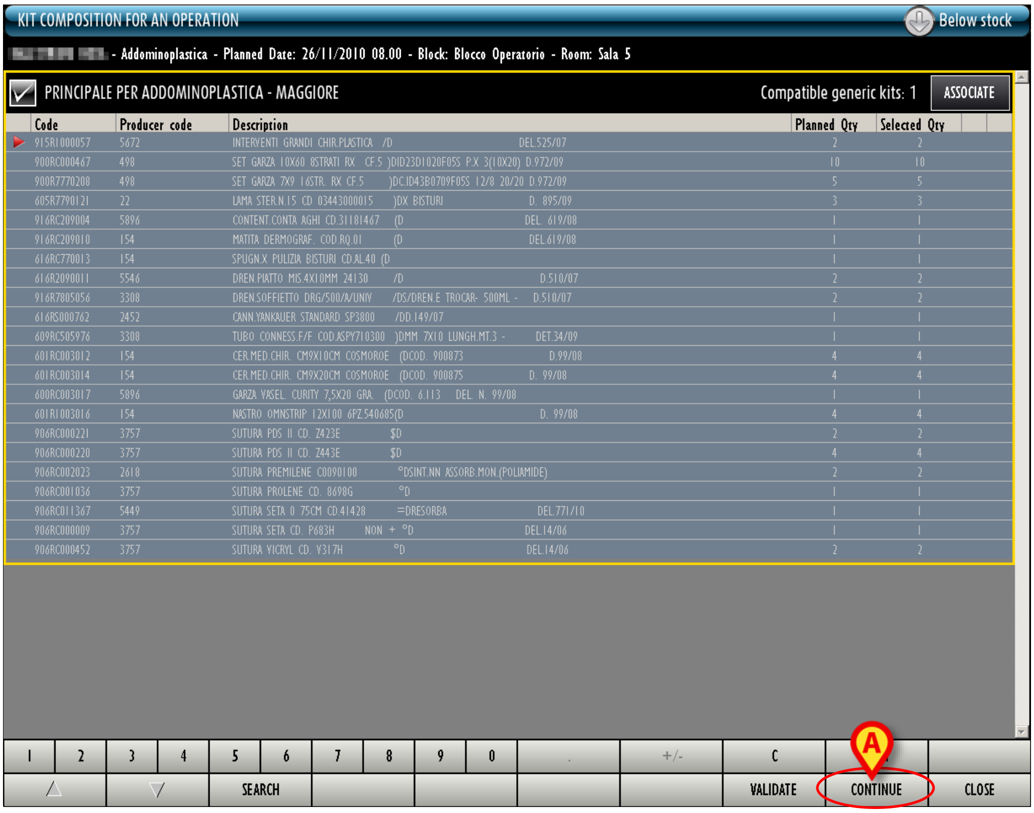
	Code	Producer code	Description	Planned Qty	Selected Qty	
▶	915RI000057	5672	INTERVENTI GRANDI CHIR.PLASTICA /D DEL.525/07	2	2	✖
	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	10	10	✖
	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	5	5	✖
	605R7790121	22	LAMA STER.N.15 CD 03443000015)DX BISTURI D. 895/09	3	3	✖
	916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08	1	1	✖
	916RC209010	154	MATITA DERMOGRAF. COD.RQ.01 (D DEL.619/08	1	1	✖
	616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	1	1	✖
	616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 /D D.510/07	2	2	✖
	916R7805056	3308	DREN.SOFFIETTO DRG/500/A/UNIV /DS/DREN.E TROCAR- 500ML - D.510/07	2	2	✖
	616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1	✖
	609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	1	✖
	601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	4	4	✖
	601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE (DCOD. 900875 D. 99/08	4	4	✖
	600RC003017	5896	GARZA VASEL. CURITY 7,5X20 GRA. (DCOD. 6.113 DEL. N. 99/08	1	1	✖
	601RI003016	154	NASTRO OMNSTRIP 12X100 6PZ.540685(D D. 99/08	4	4	✖
	906RC000221	3757	SUTURA PDS II CD. Z423E $D	2	2	✖
	906RC000220	3757	SUTURA PDS II CD. Z443E $D	4	4	✖
	906RC002023	2618	SUTURA PREMILENE C0090100 °DSINT.NN ASSORB.MON.(POLIAMIDE)	2	2	✖
	906RC001036	3757	SUTURA PROLENE CD. 8698G °D	1	1	✖
	906RC011367	5449	SUTURA SETA 0 75CM CD.41428 =DRESORBA DEL.771/10	1	1	✖
	906RC000009	3757	SUTURA SETA CD. P683H NON + °D DEL.14/06	1	1	✖
	906RC000452	3757	SUTURA VICRYL CD. V317H °D DEL.14/06	2	2	✖

Fig 311

For each kit the number of compatible generic kits is indicated (Fig 311 **A**).

- ➢ Click the **Associate** button to associate the kit to the selected operation (Fig 311 **B**).

The screen changes in the following way (Fig 312).



[redacted] - Addominoplastica - Planned Date: 26/11/2010 08.00 - Block: Blocco Operatorio - Room: Sala 5

☑ PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE

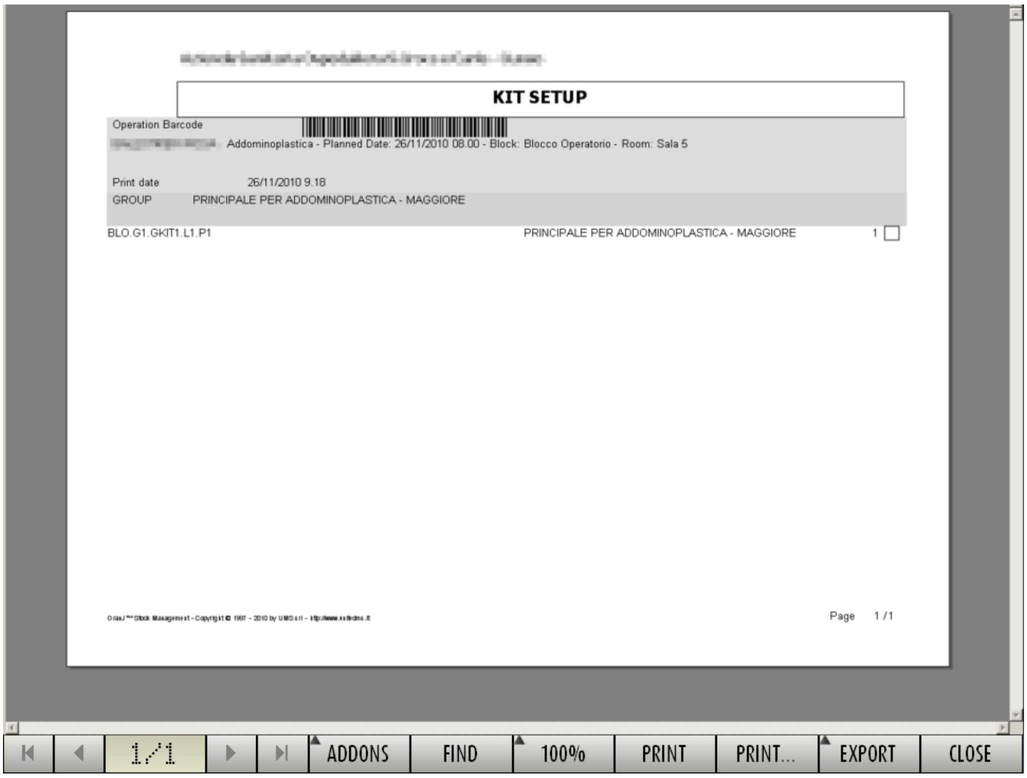
Compatible generic kits: 1

Code	Producer code	Description	Planned Qty	Selected Qty
915RI000057	5672	INTERVENTI GRANDI CHIR.PLASTICA /D DEL.525/07	2	2
900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	10	10
900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8 20/20 D.972/09	5	5
605R7790121	22	LAMA STER.N.15 CD 03443000015)DX BISTURI D. 895/09	3	3
916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D DEL. 619/08	1	1
916RC209010	154	MATITA DERMOGRAF. COD.RQ.01 (D DEL.619/08	1	1
616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL40 (D	1	1
616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 /D D.510/07	2	2
916R7805056	3308	DREN.SOFFIETTO DRG/500/A/UNIV /DS/DREN.E TROCAR- 500ML - D.510/07	2	2
616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	1	1
609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10 LUNGH.MT.3 - DET.34/09	1	1
601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD. 900873 D.99/08	4	4
601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE (DCOD. 900875 D. 99/08	4	4
600RC003017	5896	GARZA VASEL. CURITY 7,5X20 GRA. (DCOD. 6.113 DEL. N. 99/08	1	1
601RI003016	154	NASTRO OMNSTRIP 12X100 6PZ.540685(D D. 99/08	4	4
906RC000221	3757	SUTURA PDS II CD. Z423E $D	2	2
906RC000220	3757	SUTURA PDS II CD. Z443E $D	4	4
906RC002023	2618	SUTURA PREMILENE C0090100 °DSINT.NN ASSORB.MON.(POLIAMIDE)	2	2
906RC001036	3757	SUTURA PROLENE CD. 8698G °D	1	1
906RC011367	5449	SUTURA SETA 0 75CM CD.41428 =DRESORBA DEL.771/10	1	1
906RC000009	3757	SUTURA SETA CD. P683H NON + °D DEL.14/06	1	1
906RC000452	3757	SUTURA VICRYL CD. V317H °D DEL.14/06	2	2

Fig 312

- ➢ Click the **Continue** button on the command bar (Fig 312 **A**).

A print report containing the list of items to be picked is created. A print preview is displayed (Fig 313). The report can be used to actually pick the resources.



[redacted]

KIT SETUP

Operation Barcode

[redacted] Addominoplastica - Planned Date: 26/11/2010 08.00 - Block: Blocco Operatorio - Room: Sala 5

Print date 26/11/2010 9.18

GROUP PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE

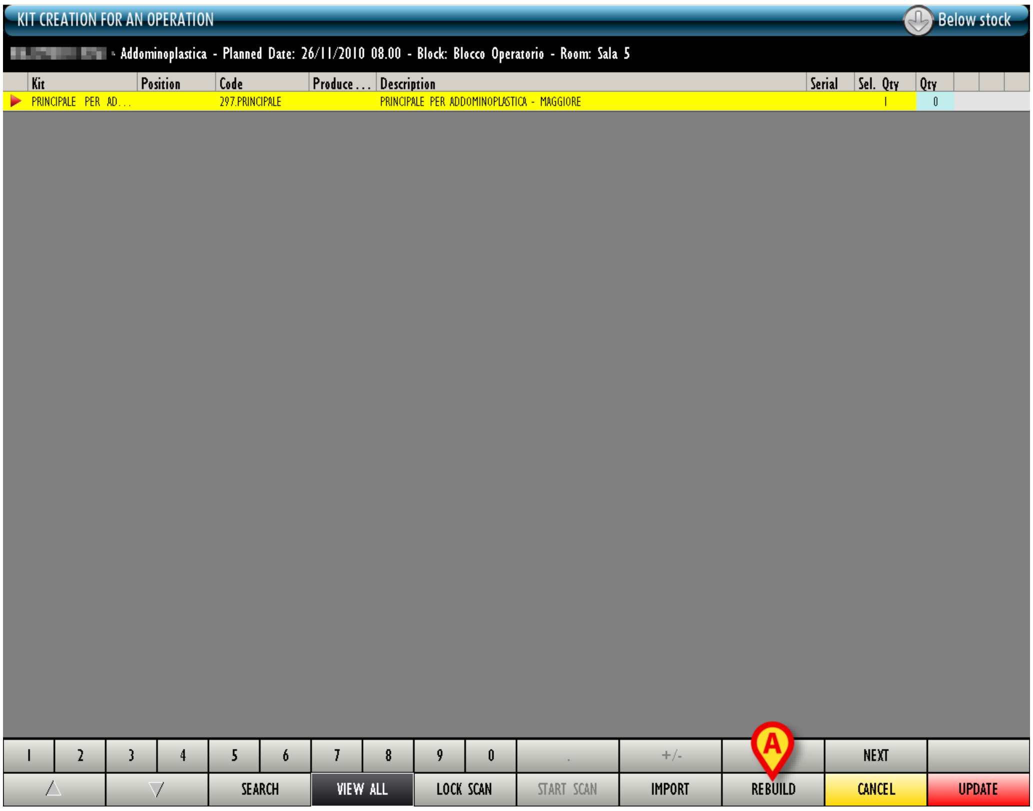
BLO.G1.GKIT1.L1.P1 PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE 1 ☐

Page 1 / 1

Fig 313

- ➢ Close the print preview.

The “Kit creation for an operation” screen is displayed (Fig 314). This screen’s features and functionalities are described in paragraph 20.2 and following paragraphs.

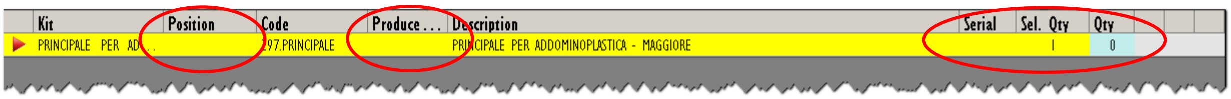


[redacted] - Addominoplastica - Planned Date: 26/11/2010 08.00 - Block: Blocco Operatorio - Room: Sala 5

Kit	Position	Code	Produce...	Description	Serial	Sel. Qty	Qty
PRINCIPALE PER AD...		297.PRINCIPALE		PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE		1	0

Fig 314

- ➢ Specify, where required, all the data relating to the kit to be picked: the quantity, the serial number, the position of each kit (Fig 315).



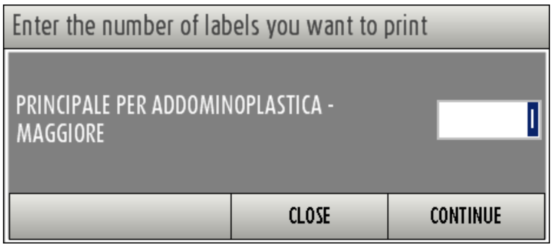
Kit	Position	Code	Produce...	Description	Serial	Sel. Qty	Qty
PRINCIPALE PER AD...		297.PRINCIPALE		PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE		1	0

Fig 315

- ➢ Click the **Update** button on the command bar.

If necessary, the kit can be rebuilt by specifying the resources again. Use for this purpose the **Rebuild** button on the command bar (Fig 314 **A**). The resources specification procedure (described in paragraph 20.6) is this way activated again.

A pop-up window appears, requiring to specify the number of labels to be printed.



Enter the number of labels you want to print

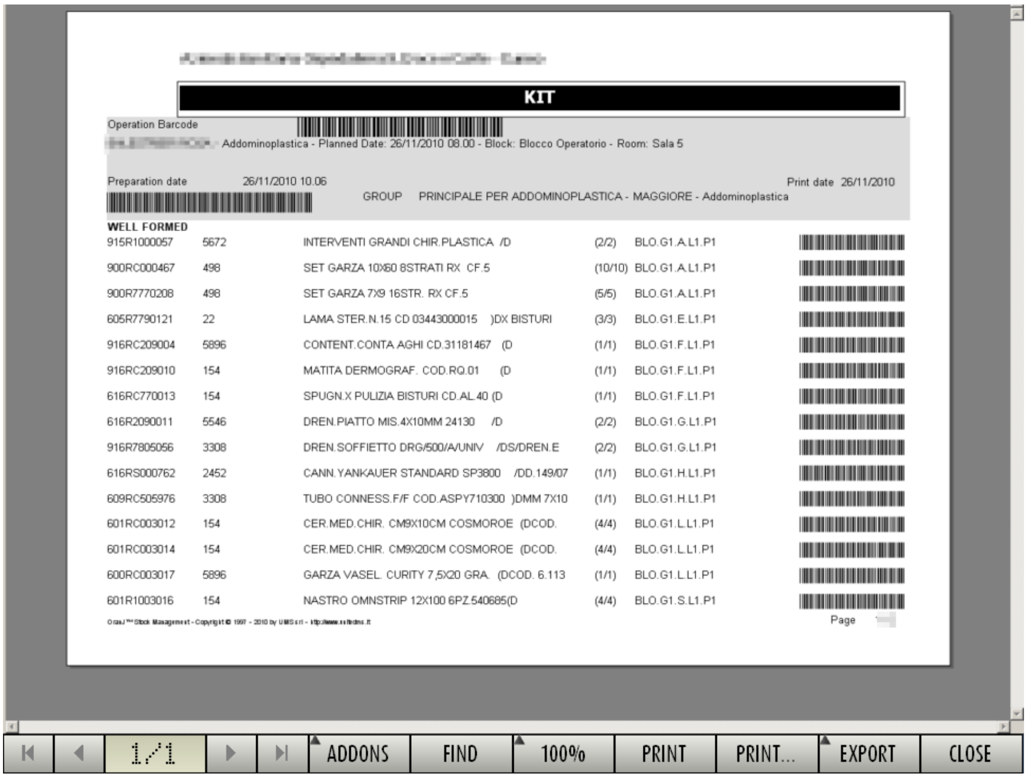
PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE

Fig 316

After specification,

- click the **Continue** button.

The labels are now printed. The print report accompanying the kit is created. A print preview is displayed (Fig 317).



[redacted]

KIT

Operation Barcode

[redacted] - Addominoplastica - Planned Date: 26/11/2010 08.00 - Block: Blocco Operatorio - Room: Sala 5

Preparation date 26/11/2010 10.06

Print date 26/11/2010

GROUP PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE - Addominoplastica

WELL FORMED

915R1000057	5672	INTERVENTI GRANDI CHIR.PLASTICA /D	(2/2)	BLO.G1.A.L1.P1
900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5	(10/10)	BLO.G1.A.L1.P1
900R7770208	498	SET GARZA 7X9 16STR. RX CF.5	(5/5)	BLO.G1.A.L1.P1
605R7790121	22	LAMA STER.N.15 CD 03443000015)DX BISTURI	(3/3)	BLO.G1.E.L1.P1
916RC209004	5896	CONTENT.CONTA AGHI CD.31181467 (D	(1/1)	BLO.G1.F.L1.P1
916RC209010	154	MATITA DERMOGRAF. COD.RQ.01 (D	(1/1)	BLO.G1.F.L1.P1
616RC770013	154	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	(1/1)	BLO.G1.F.L1.P1
616R2090011	5546	DREN.PIATTO MIS.4X10MM 24130 /D	(2/2)	BLO.G1.G.L1.P1
916R7805056	3308	DREN.SOFFIETTO DRG/500/A/UNIV /DS/DREN.E	(2/2)	BLO.G1.G.L1.P1
616RS000762	2452	CANN.YANKAUER STANDARD SP3800 /DD.149/07	(1/1)	BLO.G1.H.L1.P1
609RC505976	3308	TUBO CONNESS.F/F COD.ASPY710300)DMM 7X10	(1/1)	BLO.G1.H.L1.P1
601RC003012	154	CER.MED.CHIR. CM9X10CM COSMOROE (DCOD.	(4/4)	BLO.G1.L.L1.P1
601RC003014	154	CER.MED.CHIR. CM9X20CM COSMOROE (DCOD.	(4/4)	BLO.G1.L.L1.P1
600RC003017	5896	GARZA VASEL. CURITY 7,5X20 GRA. (DCOD. 6.113	(1/1)	BLO.G1.L.L1.P1
601R1003016	154	NASTRO OMNSTRIP 12X100 6PZ.540685(D	(4/4)	BLO.G1.S.L1.P1

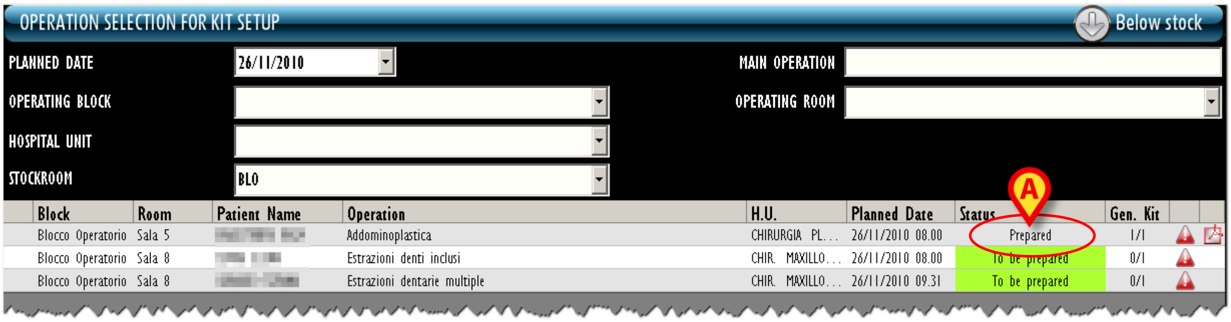
Page [redacted]

Fig 317

- Close the print preview.

The generic kit association procedure is this way completed. The “Operation selection for kit setup” screen is displayed again (Fig 318).

The state of the operation for which the association procedure was performed is now “Prepared” (Fig 318 **A**).



PLANNED DATE 26/11/2010

MAIN OPERATION

OPERATING BLOCK

OPERATING ROOM

HOSPITAL UNIT

STOCKROOM BLO

Block	Room	Patient Name	Operation	H.U.	Planned Date	Status	Gen. Kit		
Blocco Operatorio	Sala 5	[redacted]	Addominoplastica	CHIRURGIA PL...	26/11/2010 08.00	Prepared	1/1	⚠	
Blocco Operatorio	Sala 8	[redacted]	Estrazioni denti inclusi	CHIR. MAXILLO...	26/11/2010 08.00	To be prepared	0/1	⚠	
Blocco Operatorio	Sala 8	[redacted]	Estrazioni dentarie multiple	CHIR. MAXILLO...	26/11/2010 09.31	To be prepared	0/1	⚠	

Fig 318

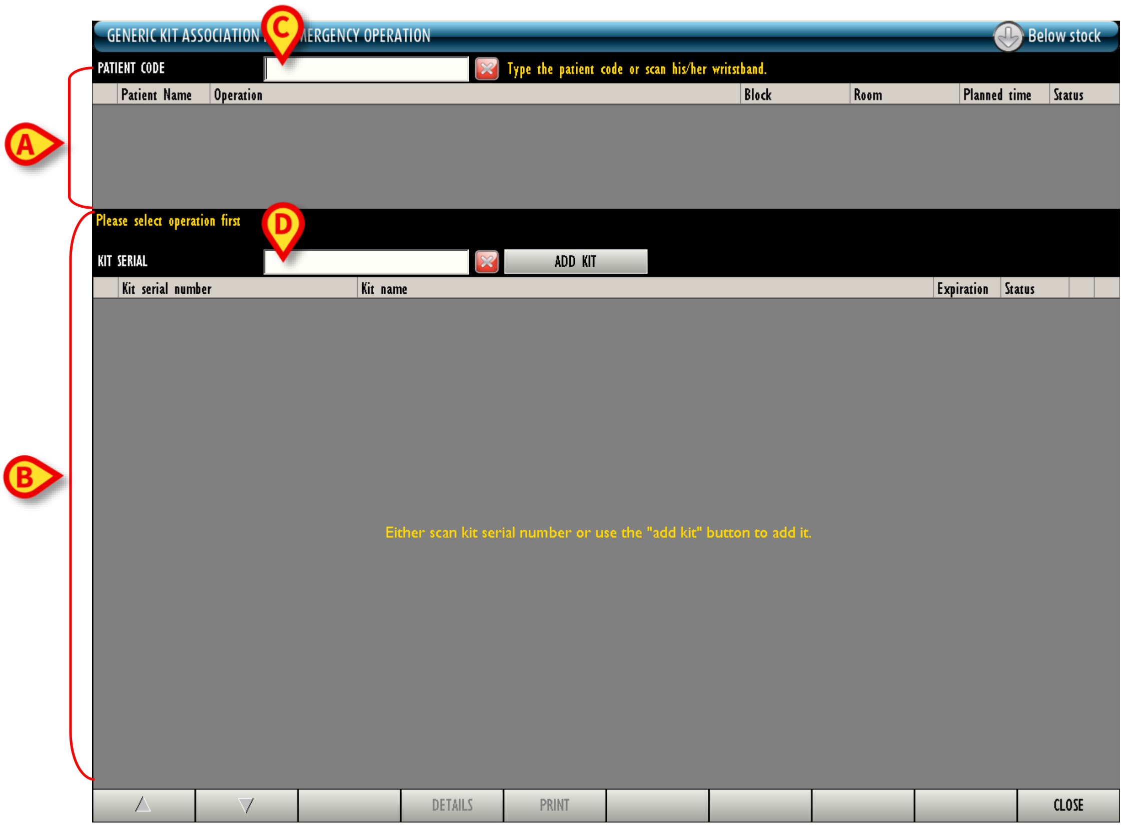
24. Generic kit association to an emergency operation

A specific procedure makes it possible to associate a generic kit to an emergency operation.

To activate this procedure,

- click the icon on the lateral bar.

The following screen opens (Fig 319).



Type the patient code or scan his/her writstband.

Please select operation first

Either scan kit serial number or use the "add kit" button to add it.

Fig 319

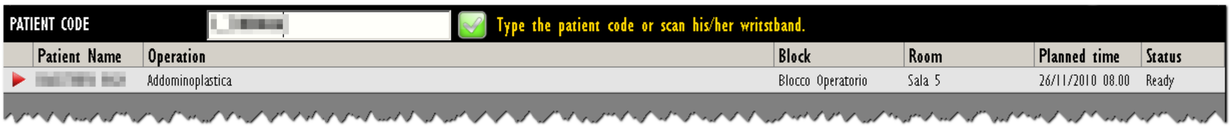
The screen is formed of two areas. The upper area is about the patient and operation to which the kit must be associated (Fig 319 **A**). The lower area is about the kit to be associated (Fig 319 **B**).

- Either insert the patient code in the field indicated in Fig 319 **C** or scan the patient barcode.

All the operations existing for the specified patient are displayed (the operations displayed are either in “Ready”, or “In progress”, or “Terminated” status - Fig 320 - see the user manual of the DIGISTAT® OranJ module for the meaning of operation status).

- Click the row corresponding to the operation to which the kit must be associated.

The operation is this way selected. The ▶ icon appears on the left (Fig 320).



PATIENT CODE [redacted] ✓ Type the patient code or scan his/her writstband.

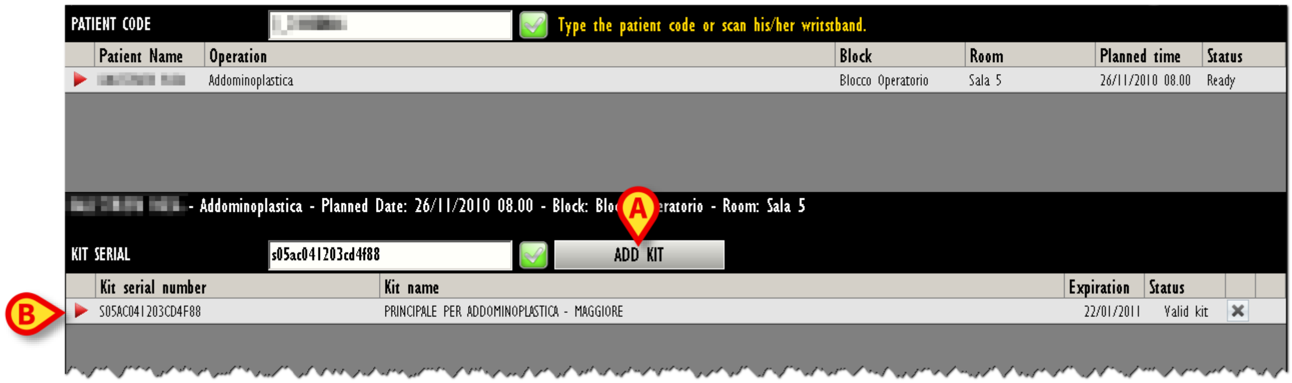
	Patient Name	Operation	Block	Room	Planned time	Status
▶	[redacted]	Addominoplastica	Blocco Operatorio	Sala 5	26/11/2010 08.00	Ready

Fig 320

- ➢ Insert, in the field indicated in Fig 319 **D**, the serial number of the generic kit that must be associated to the operation. Otherwise scan the kit's barcode.

- ➢ Click the ADD KIT button (Fig 321 **A**).

A row corresponding to the kit to be associated is displayed (Fig 321 **B**).



PATIENT CODE [redacted] ✓ Type the patient code or scan his/her writstband.

	Patient Name	Operation	Block	Room	Planned time	Status
▶	[redacted]	Addominoplastica	Blocco Operatorio	Sala 5	26/11/2010 08.00	Ready

[redacted] - Addominoplastica - Planned Date: 26/11/2010 08.00 - Block: Blo eratorio - Room: Sala 5

KIT SERIAL s05ac041203cd4f88 ✓ ADD KIT

	Kit serial number	Kit name	Expiration	Status	
▶	S05AC041203CD4F88	PRINCIPALE PER ADDOMINOPLASTICA - MAGGIORE	22/01/2011	Valid kit	✖

Fig 321

- ➢ Click the **Update** button on the command bar.

The generic kit is this way associated to the operation. A print report is created, summarizing the performed procedure's main data.

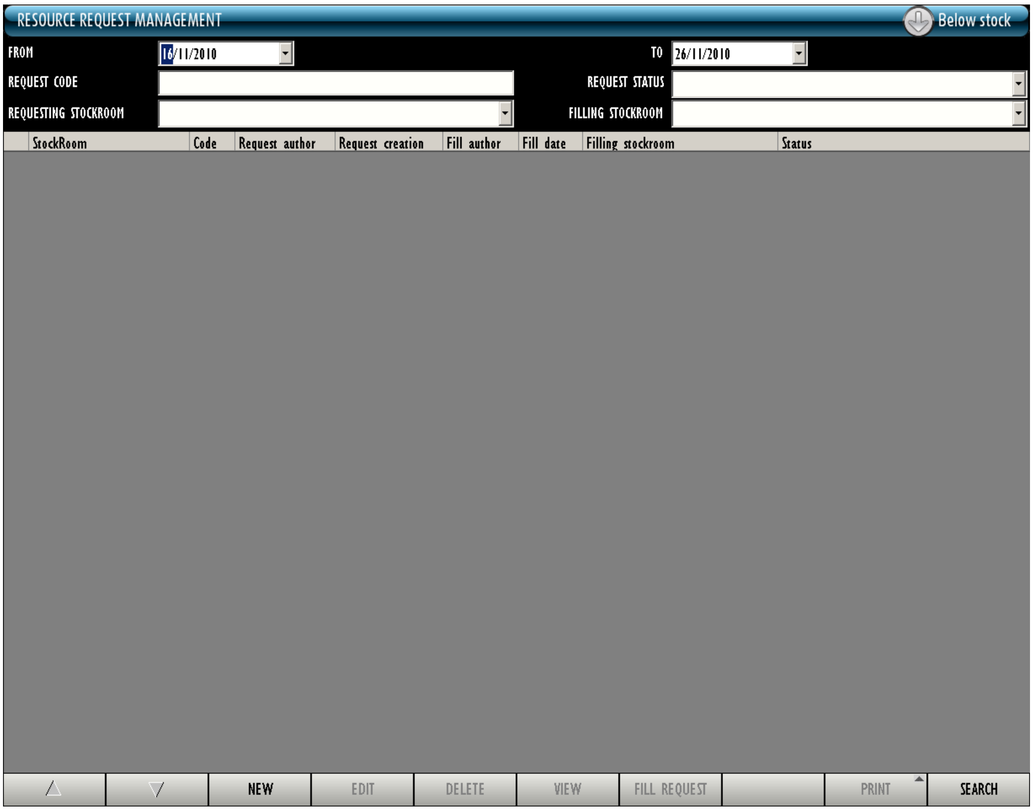
25. Materials requests management

A specific module makes it possible to manage the materials requests.

To access this module

- click the RESO... icon on the lateral bar.

The following screen opens (Fig 322)



FROM 16/11/2010

TO 26/11/2010

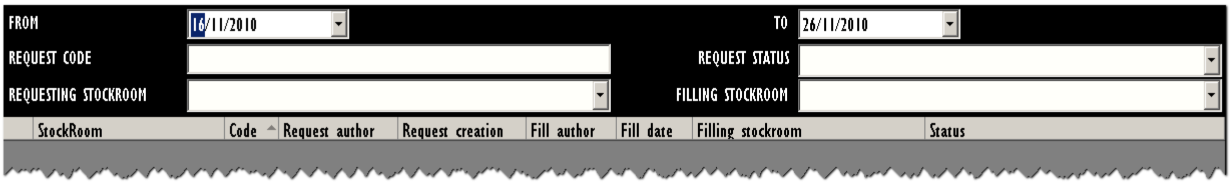
Fig 322 - Materials requests management

The “materials request” procedure activates when one of the stockrooms configured in the system needs a certain resource and requests it to another stockroom.

25.1. “Requests management” - Screen structure

The “Requests management” screen is structured according to the general description offered in paragraph 7.4, see this paragraph for the screen general features. The present paragraph describes the screen specific features.

25.1.1. Filters



FROM 16/11/2010

TO 26/11/2010

Fig 323 - Filters on the "Requests management screen"

The filters available on the "Requests management screen" (Fig 323) are:

- "Start date" ("From" field) and "End date" ("To" field) - these fields make it possible to specify a relevant period. The requests displayed in the data area (see paragraph 25.1.2) all refer to the time span here specified.
- "Request code" - It makes it possible to specify the code of the request that must be displayed.
- "Request status" - It makes it possible to display only the requests that are in a certain status.
- "Requesting stockroom" - It makes it possible to indicate the requesting stockroom.
- "Filling stockroom" - It makes it possible to indicate the filling stockroom.

See paragraph 7.4.2 for instructions on how the filters work.

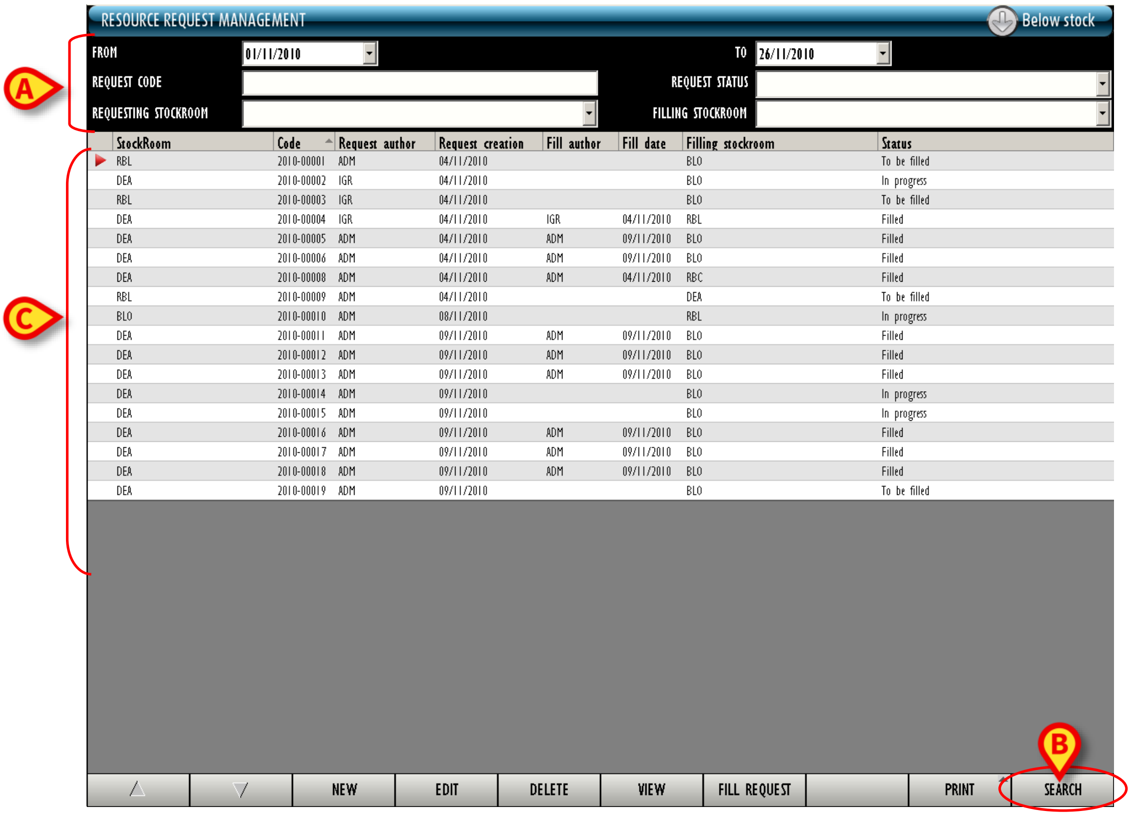
25.1.2. Data area

The data area contains a list of requests matching the values specified in the filters.

To display the requests list,

- ➢ specify the filter values (Fig 324 **A**).
- ➢ Click the **Search** button on the command bar (Fig 324 **B**).

The list of requests is this way displayed (Fig 324 **C**).



FROM 01/11/2010

TO 26/11/2010

REQUEST CODE

REQUEST STATUS

REQUESTING STOCKROOM

FILLING STOCKROOM

	StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
▶	RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
	DEA	2010-00002	IGR	04/11/2010			BLO	In progress
	RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
	DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
	DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
	RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
	BLO	2010-00010	ADM	08/11/2010			RBL	In progress
	DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00014	ADM	09/11/2010			BLO	In progress
	DEA	2010-00015	ADM	09/11/2010			BLO	In progress
	DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00019	ADM	09/11/2010			BLO	To be filled

Fig 324 - Requests list

Each row on the table corresponds to a request. For each request the following information can be specified:

- the requesting stockroom;
- the request code;
- the acronym of the user who recorded the request;
- the request creation date;
- the acronym of the user who filled the request;
- the filling stockroom;
- the fill date;
- the request status.

There are 3 possible statuses for a request:

- to be filled;
- in progress;
- filled.

No information can be edited on this screen. The ▶ icon indicates the selected request.

25.1.3. The command bar

This paragraph explains the functionalities relating to the different buttons on the command bar (Fig 325).

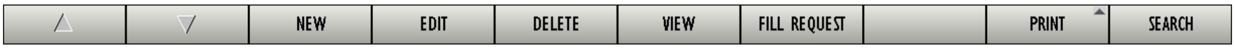


Fig 325 - Command Bar

Use the arrow buttons ▼ and ▲ to scroll up and down the screen contents in case the items are too many to be displayed all at the same time.

Use the **New** button to create a new request (see paragraph 25.2 for the detailed procedure).

Use the **Edit** button to edit a selected request (see paragraph 25.3 for the detailed procedure).

Use the **Delete** button to delete a selected request (see paragraph 25.4).

Use the **View** button to display the details of a selected request (see paragraph 25.5).

Use the **Fill Request** button to activate the request filling procedure (described in paragraph 25.6).

The **Print** button opens a menu making it possible to create two kinds of print reports (Fig 326).

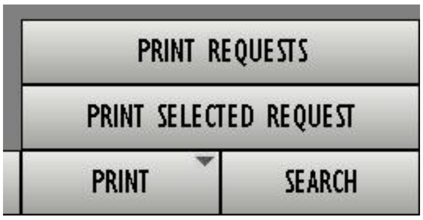


Fig 326

The “Print requests” option creates a record containing the list of all the existing requests.
The “Print selected request” option creates a print report containing the details of a selected request.

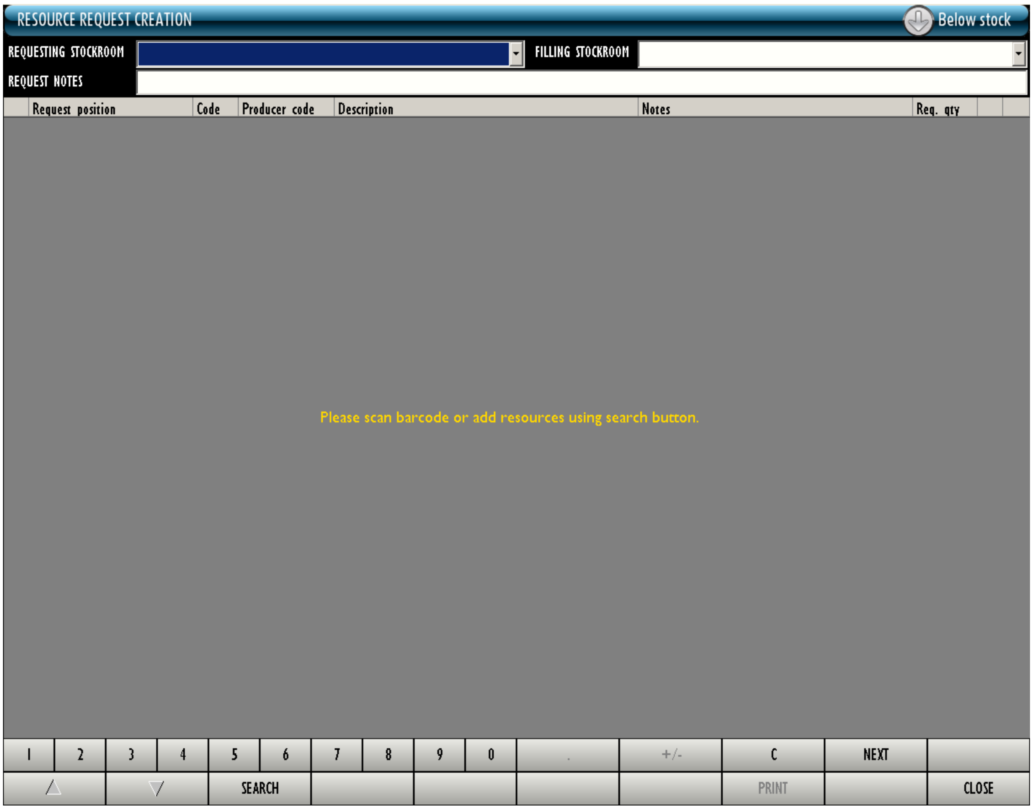
Use the **Search** button to display the list of requests whose features match the values specified in the search filters (see paragraph 25.1.2).

25.2. How to create a new request

To create a new request

- click the **New** button on the command bar.

The following screen opens (“Resource request creation” - Fig 327).



Please scan barcode or add resources using search button.

Fig 327

- Specify the requesting and filling stockrooms in the fields shown in Fig 328.
- Insert, if necessary, request notes in the “Request notes” field (free text field).

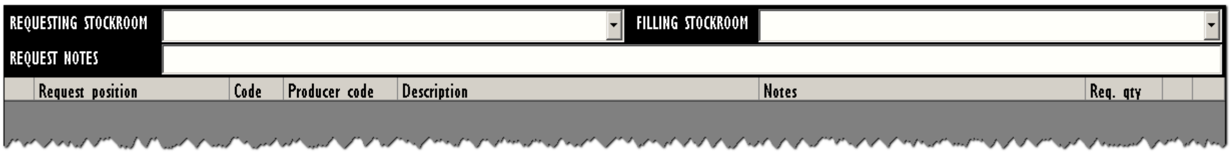
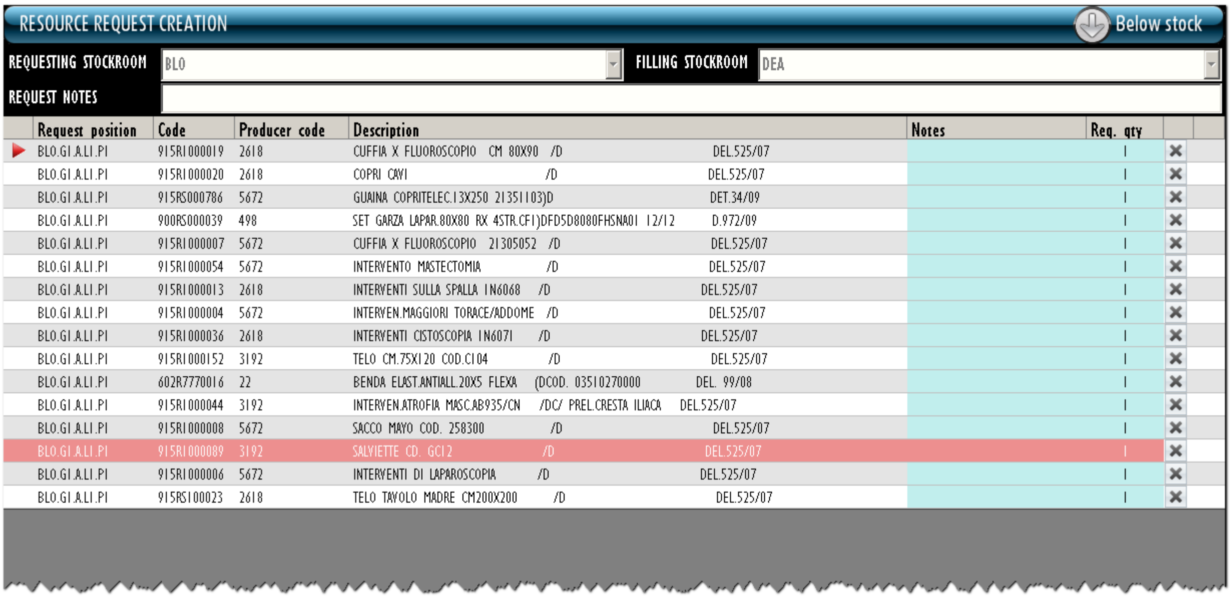


Fig 328

- Insert the resources to be requested.

The resources can be inserted either by barcode scan or manually (i.e. activating the system’s search functionalities by clicking the **Search** button on the command bar).
The manual resource search and selection procedure is described in paragraph 28.

The list of resources is displayed (Fig 329).



RESOURCE REQUEST CREATION

REQUESTING STOCKROOM BLO

FILLING STOCKROOM DEA

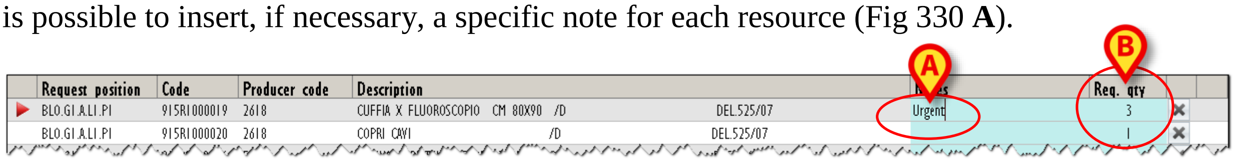
REQUEST NOTES

	Request position	Code	Producer code	Description	Notes	Req. qty	
▶	BLO.GI.A.LI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000020	2618	COPRI CAVI /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09		1	✖
	BLO.GI.A.LI.PI	900RS000039	498	SET GARZA LAPAR.80X80 RX 4STR.CF1)DFD5D8080FHSNA01 12/12 D.972/09		1	✖
	BLO.GI.A.LI.PI	915RI000007	5672	CUFFIA X FLUOROSCOPIO 21305052 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000054	5672	INTERVENTO MASTECTOMIA /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000013	2618	INTERVENTI SULLA SPALLA IN6068 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000036	2618	INTERVENTI CISTOSCOPIA IN6071 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000152	3192	TELO CM.75X120 COD.C104 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000 DEL. 99/08		1	✖
	BLO.GI.A.LI.PI	915RI000044	3192	INTERVEN.ATROFIA MASC.AB935/CN /DC/ PREL.CRESTA ILIACA DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000008	5672	SACCO MAYO COD. 258300 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000089	3192	SALVIETTE CD. GC12 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RS100023	2618	TELO TAVOLO MADRE CM200X200 /D DEL.525/07		1	✖

Fig 329 - Requested resources list

- Specify the quantity of each requested resource in the celle indicated in Fig 330 **B** (default quantity is 1).

It is possible to insert, if necessary, a specific note for each resource (Fig 330 **A**).



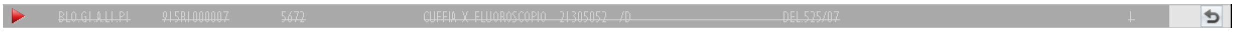
	Request position	Code	Producer code	Description	Notes	Req. qty	
▶	BLO.GI.A.LI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D DEL.525/07	Urgent	3	✖
	BLO.GI.A.LI.PI	915RI000020	2618	COPRI CAVI /D DEL.525/07		1	✖

Fig 330

The ▶ icon indicates the selected resource.

The ✖ icon placed on the right of each row can be clicked to delete the corresponding resource.

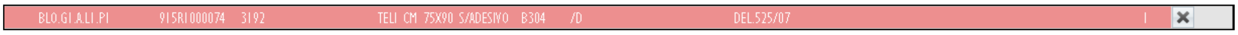
The cancelled resources appear as shown in Fig 331. The ↶ icon appearing at the end of the cancelled row can be clicked to restore the resource (it is an “Undo” button).



▶ BLO.GI.A.LI.PI 915RI000007 5672 CUFFIA X FLUOROSCOPIO 21305052 /D DEL.525/07 1 ↶

Fig 331 - Cancelled resource

The rows highlighted pink (Fig 332) correspond to resources that are not available in the filling stockroom. The request can be created anyway, even though some resources are unavailable.



BLO.GI.A.LI.PI 915RI000074 3192 TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07 1 ✖

Fig 332 - Unavailable resource

When the resources list is complete,

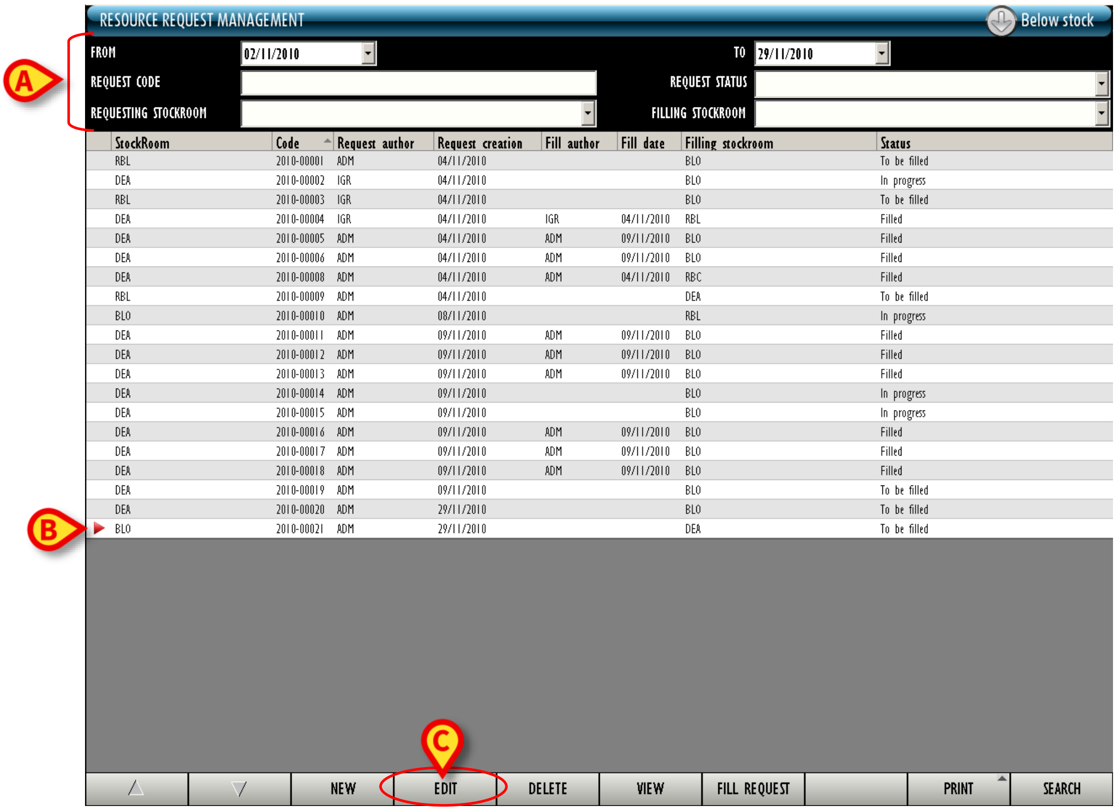
- Click the **Update** button on the command bar.

The request is this way created. A new row, corresponding to the new request, is displayed on the materials requests management screen.

25.3. How to edit an existing request

To edit an existing request

- use the filters on the "Requests management" screen (Fig 333 **A**) to display the row corresponding to the request that must be edited.



FROM 02/11/2010
TO 29/11/2010
REQUEST CODE
REQUEST STATUS
REQUESTING STOCKROOM
FILLING STOCKROOM

	StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
	RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
	DEA	2010-00002	IGR	04/11/2010			BLO	In progress
	RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
	DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
	DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
	RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
	BLO	2010-00010	ADM	08/11/2010			RBL	In progress
	DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00014	ADM	09/11/2010			BLO	In progress
	DEA	2010-00015	ADM	09/11/2010			BLO	In progress
	DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00019	ADM	09/11/2010			BLO	To be filled
	DEA	2010-00020	ADM	29/11/2010			BLO	To be filled
▶	BLO	2010-00021	ADM	29/11/2010			DEA	To be filled

Fig 333 - Requests management

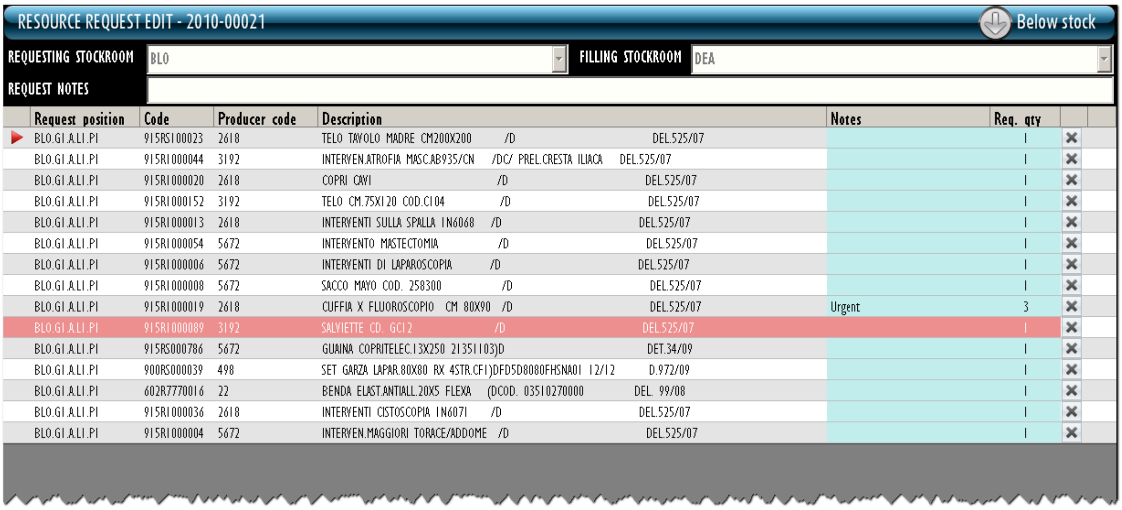
- Click the relevant row.

The ▶ icon appears at the beginning of the row (Fig 333 **B**).

- Click the **Edit** button on the command bar (Fig 333 **C**).

The **Edit** button is enabled only if the request is in "To be filled" status and the user performing the procedure has the adequate permissions.

The list of requested resources is displayed (Fig 334).



REQUESTING STOCKROOM BLO

FILLING STOCKROOM DEA

REQUEST NOTES

	Request position	Code	Producer code	Description	Notes	Req. qty	
▶	BLO.GI.A.LI.PI	915RS100023	2618	TELO TAVOLO MADRE CM200X200 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000044	3192	INTERVEN.ATROFIA MASC.AB935/CN /DC/ PREL.CRESTA ILIACA DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000020	2618	COPRI CAVI /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000152	3192	TELO CM.75X120 COD.C104 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000013	2618	INTERVENTI SULLA SPALLA 1N6068 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000054	5672	INTERVENTO MASTECTOMIA /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000008	5672	SACCO MAYO COD. 258300 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D DEL.525/07	Urgent	3	✖
	BLO.GI.A.LI.PI	915RI000089	3192	SALVIETTE CD. GC12 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09		1	✖
	BLO.GI.A.LI.PI	900RS000039	498	SET GARZA LAPAR.80X80 RX 4STR.CF1)DFD5D8080FHSNA01 12/12 D.972/09		1	✖
	BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000 DEL. 99/08		1	✖
	BLO.GI.A.LI.PI	915RI000036	2618	INTERVENTI CISTOSCOPIA 1N6071 /D DEL.525/07		1	✖
	BLO.GI.A.LI.PI	915RI000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D DEL.525/07		1	✖

Fig 334

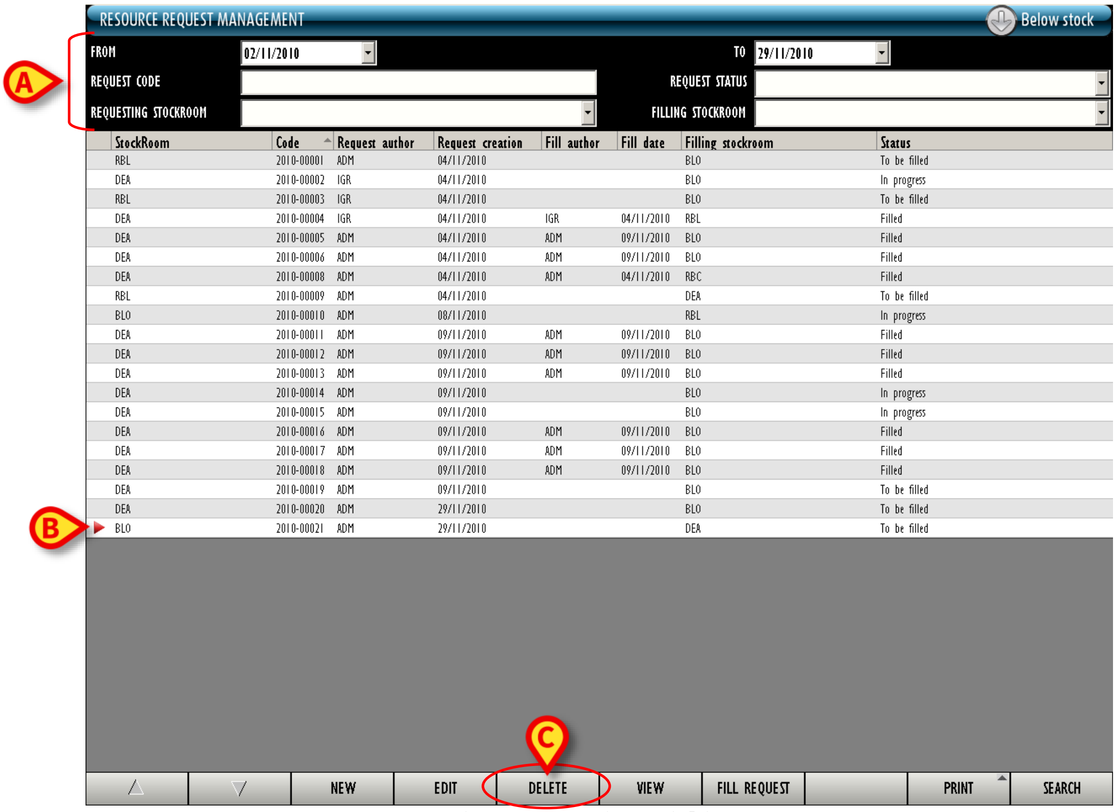
- Edit the request (the quantities can be changed, for instance, resources can be either added or removed).

- Click the **Update** button on the command bar.

25.4. How to delete an existing request

To delete an existing request

- use the filters on the "Requests management" screen (Fig 335 **A**) to display the row corresponding to the request that must be deleted.



FROM 02/11/2010

TO 29/11/2010

REQUEST CODE

REQUEST STATUS

REQUESTING STOCKROOM

FILLING STOCKROOM

	StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
	RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
	DEA	2010-00002	IGR	04/11/2010			BLO	In progress
	RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
	DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
	DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
	RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
	BLO	2010-00010	ADM	08/11/2010			RBL	In progress
	DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00014	ADM	09/11/2010			BLO	In progress
	DEA	2010-00015	ADM	09/11/2010			BLO	In progress
	DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00019	ADM	09/11/2010			BLO	To be filled
	DEA	2010-00020	ADM	29/11/2010			BLO	To be filled
▶	BLO	2010-00021	ADM	29/11/2010			DEA	To be filled

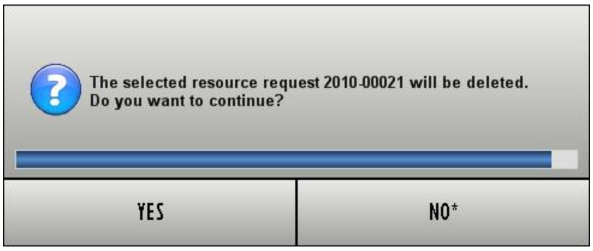
Fig 335 - Gestione richieste

- Click the relevant row.

The ▶ icon appears at the beginning of the row (Fig 335 **B**).

Click the **Delete** button on the command bar (Fig 335 **C**). The **Delete** button is enabled only if the request is in “To be filled” status and the user performing the procedure has the adequate permissions.

A confirmation is required (Fig 336).



The selected resource request 2010-00021 will be deleted.
Do you want to continue?

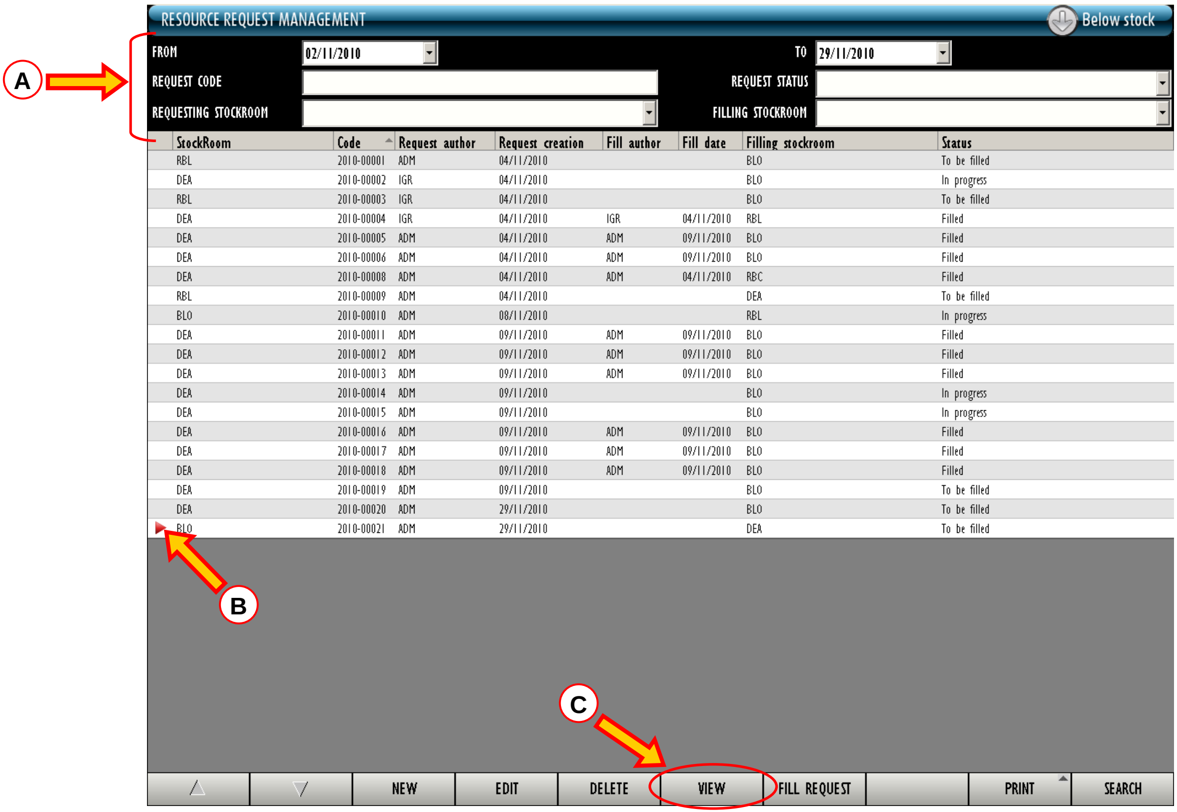
Fig 336

- Click YES to delete the request.

25.5. How to display the deatils of a request

To display the list of resources that are part of a request

- ➢ use the filters on the “Requests management” screen (Fig 337 **A**) to display the row corresponding to the request whose details must be displayed.



FROM 02/11/2010
TO 29/11/2010
REQUEST CODE
REQUEST STATUS
REQUESTING STOCKROOM
FILLING STOCKROOM

	StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
	RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
	DEA	2010-00002	IGR	04/11/2010			BLO	In progress
	RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
	DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
	DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
	RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
	BLO	2010-00010	ADM	08/11/2010			RBL	In progress
	DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00014	ADM	09/11/2010			BLO	In progress
	DEA	2010-00015	ADM	09/11/2010			BLO	In progress
	DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
	DEA	2010-00019	ADM	09/11/2010			BLO	To be filled
	DEA	2010-00020	ADM	29/11/2010			BLO	To be filled
▶	BLO	2010-00021	ADM	29/11/2010			DEA	To be filled

Fig 337 - Requests management

- ➢ Click the row.

The ▶ icon appears at the beginning of the selected row (Fig 337 **B**).

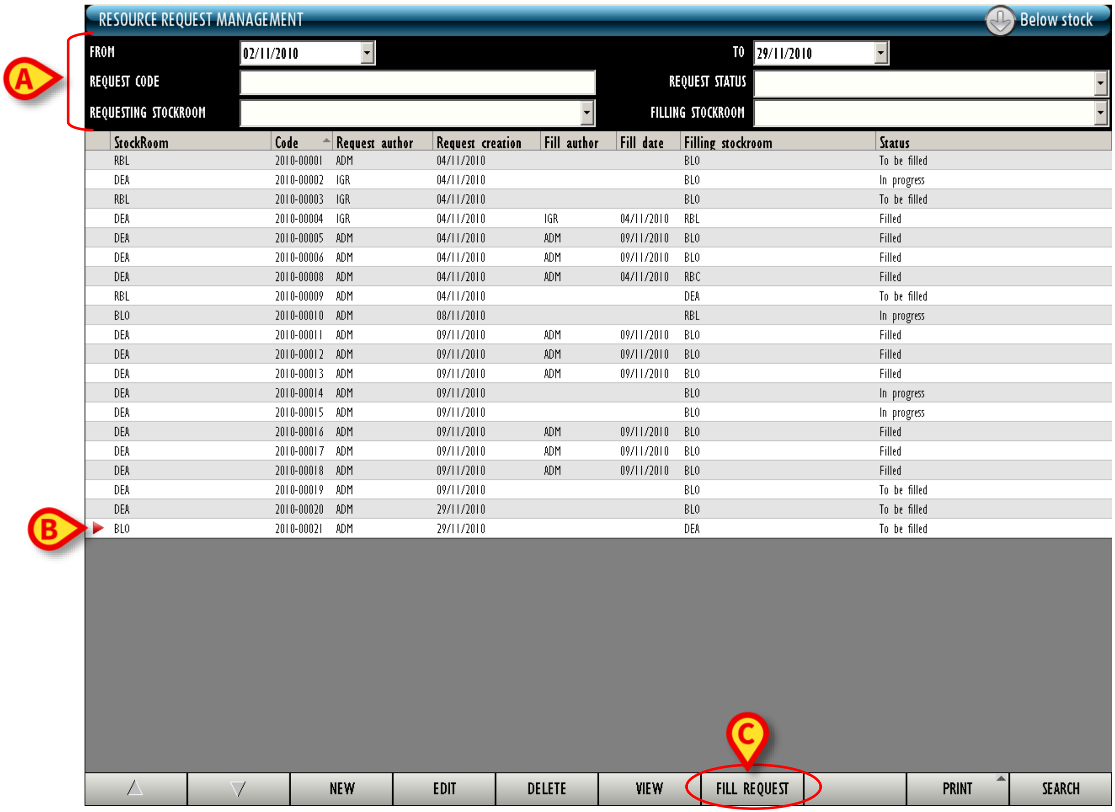
- ➢ Click the VIEW button on the command bar (Fig 337 **C**).

The list of requested resources is displayed. The list is in “read-only” mode, i.e. it cannot be edited by the user.

25.6. How to fill a request

To fill one of the requests that are either in “To be filled” or “In progress” status,

- ➢ use the filters on the “Requests management” screen (Fig 338 **A**) to display the row corresponding to the request whose details must be filled.



FROM 02/11/2010
TO 29/11/2010
REQUEST CODE
REQUEST STATUS
REQUESTING STOCKROOM
FILLING STOCKROOM

StockRoom	Code	Request author	Request creation	Fill author	Fill date	Filling stockroom	Status
RBL	2010-00001	ADM	04/11/2010			BLO	To be filled
DEA	2010-00002	IGR	04/11/2010			BLO	In progress
RBL	2010-00003	IGR	04/11/2010			BLO	To be filled
DEA	2010-00004	IGR	04/11/2010	IGR	04/11/2010	RBL	Filled
DEA	2010-00005	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00006	ADM	04/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00008	ADM	04/11/2010	ADM	04/11/2010	RBC	Filled
RBL	2010-00009	ADM	04/11/2010			DEA	To be filled
BLO	2010-00010	ADM	08/11/2010			RBL	In progress
DEA	2010-00011	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00012	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00013	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00014	ADM	09/11/2010			BLO	In progress
DEA	2010-00015	ADM	09/11/2010			BLO	In progress
DEA	2010-00016	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00017	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00018	ADM	09/11/2010	ADM	09/11/2010	BLO	Filled
DEA	2010-00019	ADM	09/11/2010			BLO	To be filled
DEA	2010-00020	ADM	29/11/2010			BLO	To be filled
▶ BLO	2010-00021	ADM	29/11/2010			DEA	To be filled

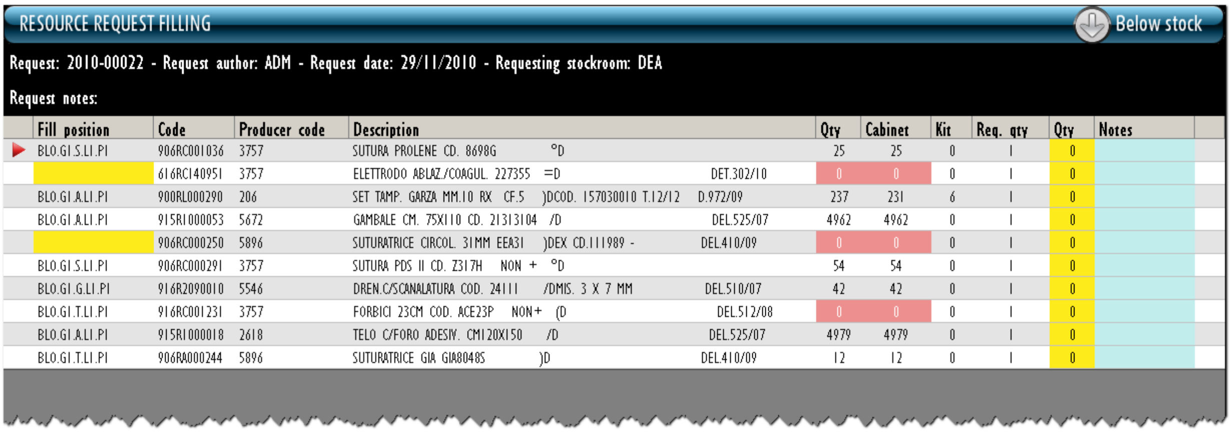
Fig 338 - Requests management

- ➢ Click the relevant row.

The ▶ icon appears on the left (Fig 338 **B**).

- ➢ Click the **Fill Request** button on the command bar (Fig 338 **C**).

The following screen opens (Fig 339 - “Resource request filling”).



Request: 2010-00022 - Request author: ADM - Request date: 29/11/2010 - Requesting stockroom: DEA

Request notes:

Fill position	Code	Producer code	Description	Qty	Cabinet	Kit	Req. qty	Qty	Notes
▶ BLO.GI.S.LI.PI	906RC001036	3757	SUTURA PROLENE CD. 8698G °D	25	25	0	1	0	
	616RC140951	3757	ELETTRODO ABLAZ./COAGUL. 227355 =D DET.302/10	0	0	0	1	0	
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	237	231	6	1	0	
BLO.GI.A.LI.PI	915RI000053	5672	GAMBALE CM. 75X110 CD. 21313104 /D DEL.525/07	4962	4962	0	1	0	
	906RC000250	5896	SUTURATRICE CIRCOL. 31MM EEA31)DEX CD.111989 - DEL.410/09	0	0	0	1	0	
BLO.GI.S.LI.PI	906RC000291	3757	SUTURA PDS II CD. Z317H NON + °D	54	54	0	1	0	
BLO.GI.G.LI.PI	916R2090010	5546	DREN.C/SCANALATURA COD. 24111 /DMIS. 3 X 7 MM DEL.510/07	42	42	0	1	0	
BLO.GI.T.LI.PI	916RC001231	3757	FORBICI 23CM COD. ACE23P NON+ (D DEL.512/08	0	0	0	1	0	
BLO.GI.A.LI.PI	915RI000018	2618	TELO C/FORO ADESIV. CM120X150 /D DEL.525/07	4979	4979	0	1	0	
BLO.GI.T.LI.PI	906RA000244	5896	SUTURATRICE GIA GIA8048S)D DEL.410/09	12	12	0	1	0	

Fig 339

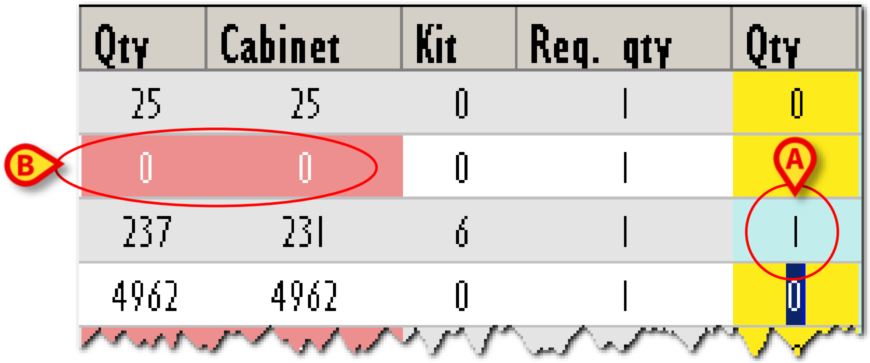
The resources that are part of the request are listed in a table

The following information can be displayed for each resource:

- fill position (if for a resource different positions are available the user must specify the position from which the resource is picked - in these cases the field is empty and highlighted yellow);

- resource code;
- producer code;
- resource description;
- total available quantity;
- quantity of resource located in the cabinets;
- quantity of resource located in the kits;
- requested quantity;
- filled quantity;
- possible notes.

➢ Specify, in the “Quantity” cell, the quantity of resource provided to fill the request (Fig 340 **A**). When a quantity is specified the cell turns from yellow to light blue.



Qty	Cabinet	Kit	Req. qty	Qty
25	25	0	1	0
0	0	0	1	
237	231	6	1	1
4962	4962	0	1	0

Fig 340

If a resource is unavailable the “Q.ty” and “Cabinet” cells are highlighted red (Fig 340 **B**). It is not possible to specify a quantity for these resources. The request can be filled anyway.

When all the information is specified,

➢ click the **Update** button on the command bar.

The request is this way filled.

26. Resources list for emergencies

The “Emergencies” module makes it possible to quickly display and print the list of resources necessary for an emergency operation.

To access this module,

- click the corresponding icon EMER on the lateral bar.

The following screen opens (Fig 341).

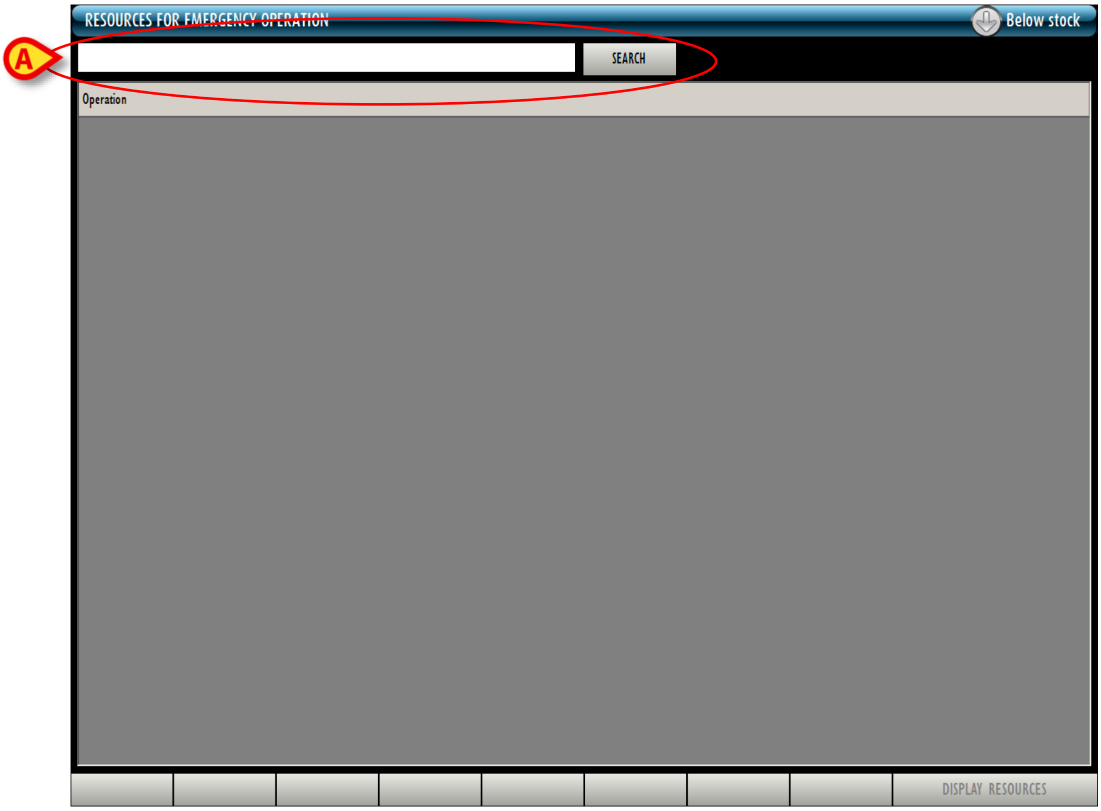


Fig 341 - “Emergencies” module

26.1. How to display the resources list for an operation

The field placed on top, indicated in Fig 341 **A**, makes it possible to search for the operation for which the resources list needs to be displayed.

To search for the operation

- type the operation name (or part of it) in the field indicated in Fig 342 **A**.

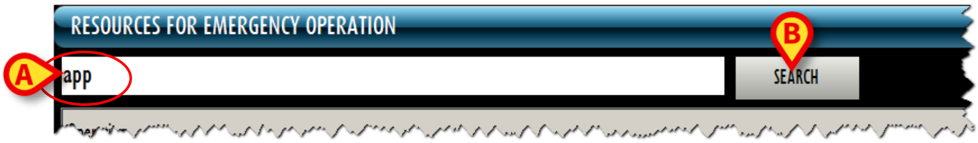
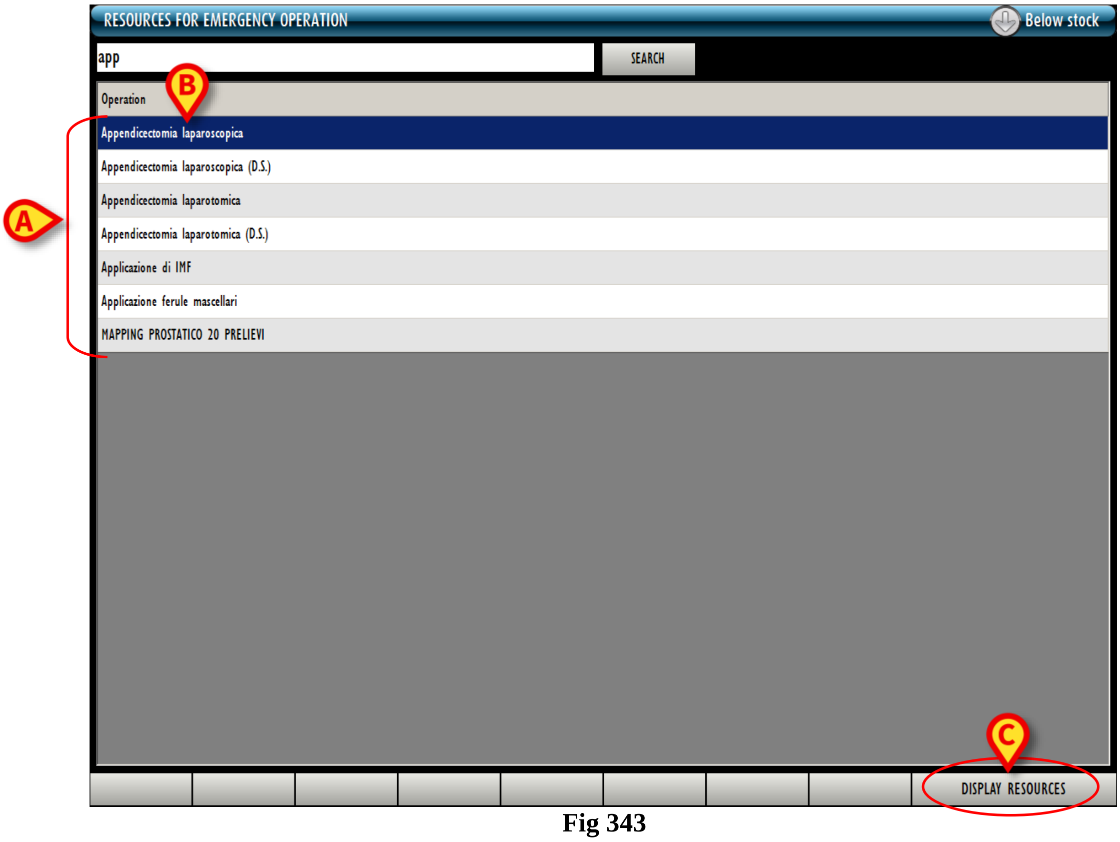


Fig 342

- Click the **Search** button placed alongside the field (Fig 342 **B**).

The list of operations whose name includes the specified text is displayed (Fig 343 **A**).



Operation
Appendicectomia laparoscopica
Appendicectomia laparoscopica (D.S.)
Appendicectomia laparotomica
Appendicectomia laparotomica (D.S.)
Applicazione di IMF
Applicazione ferule mascellari
MAPPING PROSTATICO 20 PRELIEVI

Fig 343

- Click the name of the relevant operation.

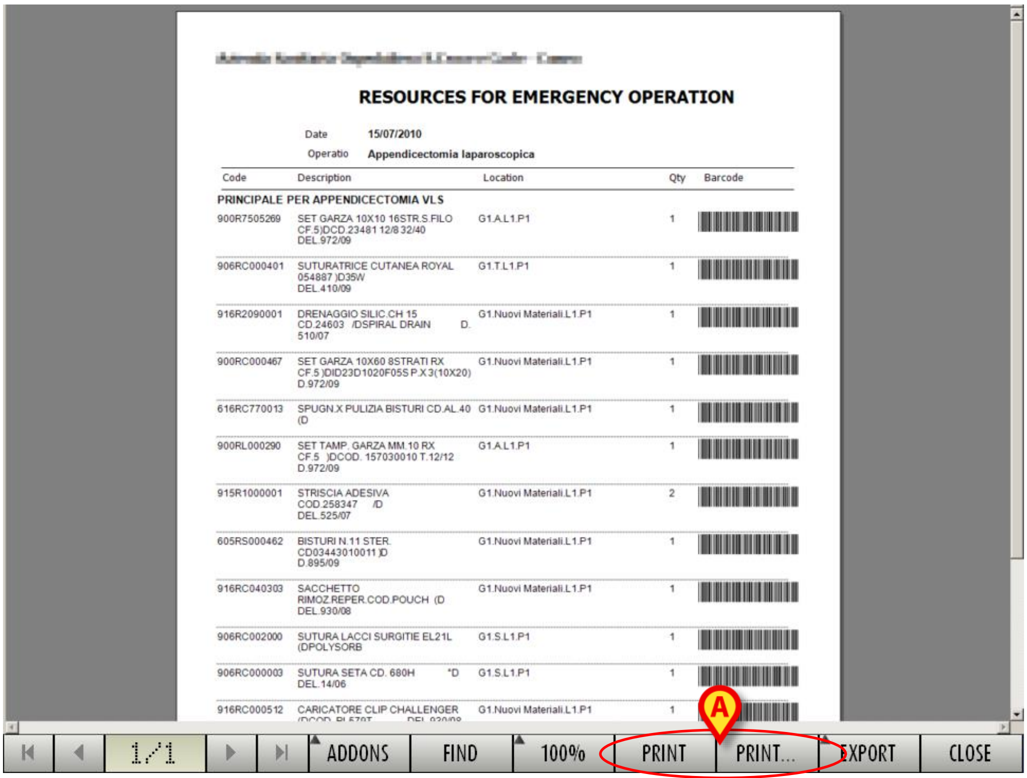
The name appears highlighted (Fig 343 **B**).

- Click the **Display Resources** button on the command bar (Fig 343 **C**).

The document listing all the needed resources is displayed.

Double click the row to display the document directly.

A print preview is displayed (Fig 344).



[redacted]

RESOURCES FOR EMERGENCY OPERATION

Date 15/07/2010
Operatio Appendicectomia laparoscopica

Code	Description	Location	Qty	Barcode
PRINCIPALE PER APPENDICECTOMIA VLS				
900R7505269	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 DEL.972/09	G1.A.L1.P1	1	
906RC000401	SUTURATRICE CUTANEA ROYAL 054887)D35W DEL.410/09	G1.T.L1.P1	1	
916R2090001	DRENAGGIO SILIC.CH 15 CD.24603 /DSPIRAL DRAIN D. 510/07	G1.Nuovi Materiali.L1.P1	1	
900RC000467	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	G1.Nuovi Materiali.L1.P1	1	
616RC770013	SPUGN.X PULIZIA BISTURI CD.AL.40 (D	G1.Nuovi Materiali.L1.P1	1	
900RL000290	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/12 D.972/09	G1.A.L1.P1	1	
915R1000001	STRISCIA ADESIVA COD.258347 /D DEL.525/07	G1.Nuovi Materiali.L1.P1	2	
605RS000462	BISTURI N.11 STER. CD03443010011)D D.895/09	G1.Nuovi Materiali.L1.P1	1	
916RC040303	SACCHETTO RIMOZ.REPER.COD.POUCH (D DEL.930/08	G1.Nuovi Materiali.L1.P1	1	
906RC002000	SUTURA LACCI SURGITIE EL21L (DPOLYSORB	G1.S.L1.P1	1	
906RC000003	SUTURA SETA CD. 680H "D DEL.14/06	G1.S.L1.P1	1	
916RC000512	CARICATORE CLIP CHALLENGER	G1.Nuovi Materiali.L1.P1	1	

Fig 344

- ➢ Click the **Print** button on the command bar (Fig 344 **A**) to print the document.

The system's print functrionalities are described in paragraph 6.8.1.

For each resource the following information can be displayed:

- the code;
- the description;
- the location;
- the needed quantity;
- the barcode.

This document can be used to pick the resources from the cabinets.

27. Inventory management

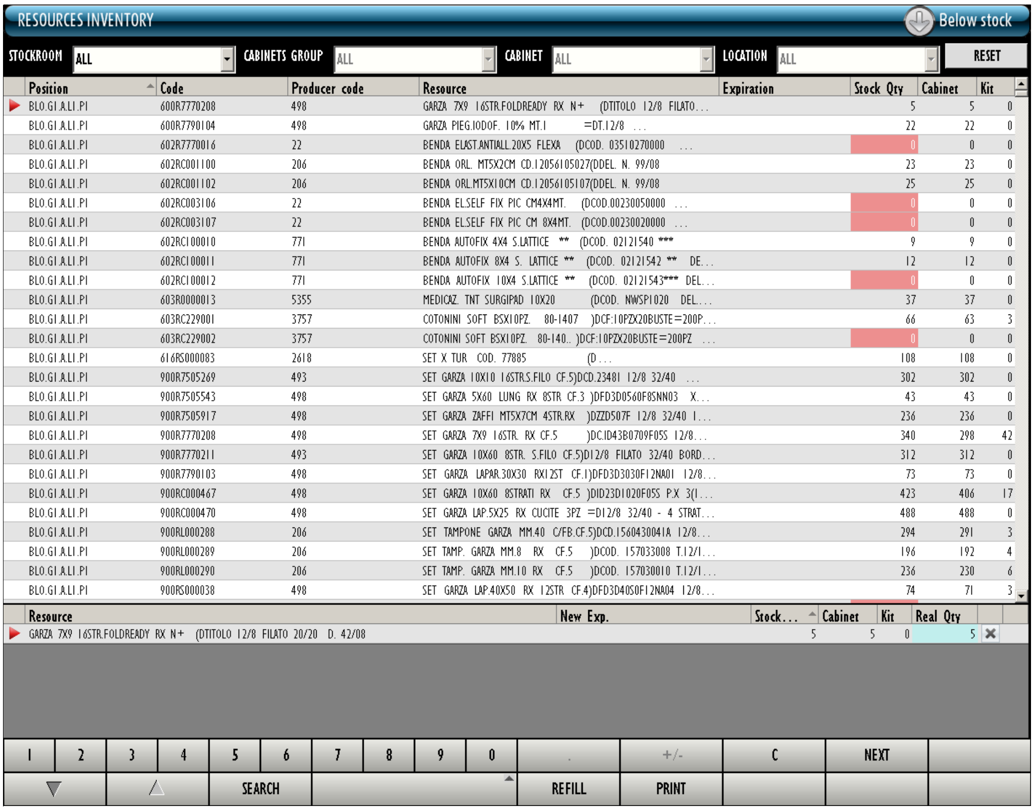
The “Inventory” module makes it possible to manage the inventories, the quantities, the expiration dates and the resources in stock.

Some “Stock Management” configurations do not manage the resouces expiration dates. In these cases no information is displayed in the relating field.

To select the module

- click the corresponding icon INVE... .

The following screen opens:



RESOURCES INVENTORY

STOCKROOM: ALL
CABINETS GROUP: ALL
CABINET: ALL
LOCATION: ALL

Position	Code	Producer code	Resource	Expiration	Stock Qty	Cabinet	Kit
BLO.GI.A.LI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8 FILATO...		5	5	0
BLO.GI.A.LI.PI	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1 =DT.12/8 ...		22	22	0
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000 ...		0	0	0
BLO.GI.A.LI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08		23	23	0
BLO.GI.A.LI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.12056105107(DDEL. N. 99/08		25	25	0
BLO.GI.A.LI.PI	602RC003106	22	BENDA EL.SELF FIX PIC CM4X4MT. (DCOD.00230050000 ...		0	0	0
BLO.GI.A.LI.PI	602RC003107	22	BENDA EL.SELF FIX PIC CM 8X4MT. (DCOD.00230020000 ...		0	0	0
BLO.GI.A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 02121540 ***		9	9	0
BLO.GI.A.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 02121542 ** DE...		12	12	0
BLO.GI.A.LI.PI	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE ** (DCOD. 02121543*** DEL...		0	0	0
BLO.GI.A.LI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSP1020 DEL...		37	37	0
BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200P...		66	63	3
BLO.GI.A.LI.PI	603RC229002	3757	COTONINI SOFT BSX10PZ. 80-140..)DCF:10PZX20BUSTE=200PZ ...		0	0	0
BLO.GI.A.LI.PI	616RS000083	2618	SET X TUR COD. 77885 (D...		108	108	0
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 ...		302	302	0
BLO.GI.A.LI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3)DFD3D0560F8SNN03 X...		43	43	0
BLO.GI.A.LI.PI	900R7505917	498	SET GARZA ZAFFI MT5X7CM 4STR.RX)DZZD507F 12/8 32/40 I...		236	236	0
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8...		340	298	42
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...		312	312	0
BLO.GI.A.LI.PI	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST CF.1)DFD3D3030F12NA01 12/8...		73	73	0
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(1...		423	406	17
BLO.GI.A.LI.PI	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE 3PZ =D12/8 32/40 - 4 STRAT...		488	488	0
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.156043004IA 12/8...		294	291	3
BLO.GI.A.LI.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5)DCOD. 157033008 T.12/1...		196	192	4
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/1...		236	230	6
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA04 12/8...		74	71	3

Resource	New Exp.	Stock...	Cabinet	Kit	Real Qty
GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8 FILATO 20/20 D. 42/08		5	5	0	5

Fig 345 - Inventory

27.1. Inventory: screen structure

The “Inventory” screen is structured according to the general description offered in paragraph 7.4. See that paragraph for the screen general features. This paragraph describes the screen specific features.

27.1.1. Filters

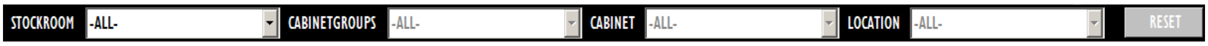

STOCKROOM -ALL-
CABINETGROUPS -ALL-
CABINET -ALL-
LOCATION -ALL-

Fig 346 - Filters on the “Inventory” screen

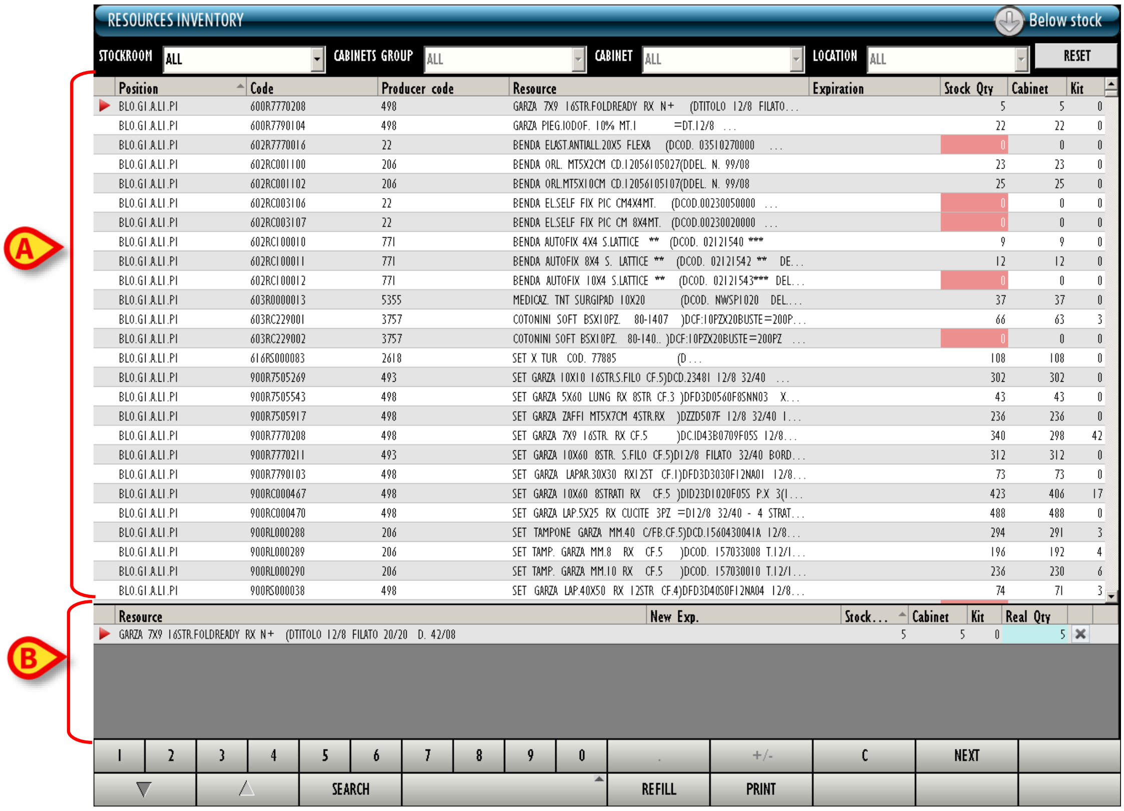
The filters available on the “Inventory” screen (Fig 346) are:

- “Stockroom” - Displays only the resources of a specific stockroom.
- “Cabinet group” - Displays only the resources of a specific cabinet group.
- “Cabinet” - Displays only the resources of a specific cabinet.
- “Location” - Displays only the resources of a specific location.

See paragraph 7.4.2 for instructions on how the filters work.

27.1.2. Data area

The data area of the “Inventory” screen is formed of two parts (Fig 347).



STOCKROOM ALL
CABINETS GROUP ALL
CABINET ALL
LOCATION ALL

Position	Code	Producer code	Resource	Expiration	Stock Qty	Cabinet	Kit
BLO.GI.A.LI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8 FILATO...		5	5	0
BLO.GI.A.LI.PI	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1 =DT.12/8 ...		22	22	0
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000 ...		0	0	0
BLO.GI.A.LI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08		23	23	0
BLO.GI.A.LI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.12056105107(DDEL. N. 99/08		25	25	0
BLO.GI.A.LI.PI	602RC003106	22	BENDA EL.SELF FIX PIC CM4X4MT. (DCOD.00230050000 ...		0	0	0
BLO.GI.A.LI.PI	602RC003107	22	BENDA EL.SELF FIX PIC CM 8X4MT. (DCOD.00230020000 ...		0	0	0
BLO.GI.A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 02121540 ***		9	9	0
BLO.GI.A.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 02121542 ** DE...		12	12	0
BLO.GI.A.LI.PI	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE ** (DCOD. 02121543*** DEL...		0	0	0
BLO.GI.A.LI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSP1020 DEL....		37	37	0
BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200P...		66	63	3
BLO.GI.A.LI.PI	603RC229002	3757	COTONINI SOFT BSX10PZ. 80-140..)DCF:10PZX20BUSTE=200PZ ...		0	0	0
BLO.GI.A.LI.PI	616RS000083	2618	SET X TUR COD. 77885 (D...		108	108	0
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 ...		302	302	0
BLO.GI.A.LI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3)DFD3D0560F8SNN03 X...		43	43	0
BLO.GI.A.LI.PI	900R7505917	498	SET GARZA ZAFFI MT5X7CM 4STR.RX)DZZD507F 12/8 32/40 I...		236	236	0
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8...		340	298	42
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...		312	312	0
BLO.GI.A.LI.PI	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST CF.1)DFD3D3030F12NA01 12/8...		73	73	0
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(I...		423	406	17
BLO.GI.A.LI.PI	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE 3PZ =D12/8 32/40 - 4 STRAT...		488	488	0
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.156043004IA 12/8...		294	291	3
BLO.GI.A.LI.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5)DCOD. 157033008 T.12/1...		196	192	4
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/1...		236	230	6
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA04 12/8...		74	71	3

Resource	New Exp.	Stock...	Cabinet	Kit	Real Qty	
GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8 FILATO 20/20 D. 42/08		5	5	0	5	✕

Fig 347 - Inventory

The upper part of the screen lists all the resources that are in the inventory (Fig 347 **A**).
Each row corresponds to a resource type. For each resource the following information can be provided:

- the position (not editable);
- the resource code (not editable);
- the manufacturer code (not editable);
- the resource name (not editable);
- the expiration date (not editable);
- the quantity of resources in stock (not editable);
- the quantity of resource located in the cabinets (not editable);
- the quantity of resource located in the kits (not editable).

The lower part of the screen (Fig 347 **B**) contains detailed information relating to the resource selected in the upper part. Each row corresponds to a single resource (while in the upper part each row corresponds to a resource type).
For each row the following information can be displayed:

- the resource name and description (not editable);
- the possible new expiration date;

Some "Stock Management" configurations do not manage the resouces expiration dates. In these cases no information is displayed in the relating field.

- the total recorded quantity in stock (not editable);
- the recorded quantity of resource located in the cabinets (not editable);
- the recorded quantity of resource located in the kits (not editable).
- the actual quantity in stock.

For each resource either all or part of the information can be displayed, depending on configuration.

The ▶ icon on the left indicates the selected resource.

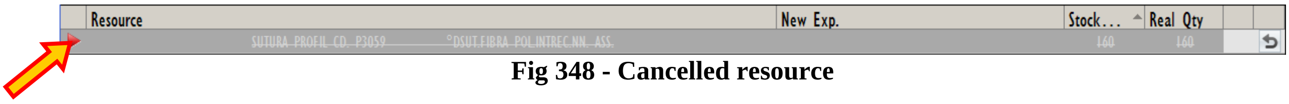
The selection of a row in the upper part of the screen displays the details of the corresponding resource in the lower part of the screen.

When the quantity in stock for a resource is less than the minimum quantity (indicated by configuration) the corresponding cell is highlighted red; when the quantity in stock for a resource is less than the ideal quantity (indicated by configuration) the corresponding cell is highlighted yellow.

If there are 0 items in stock for a resource the selection of the corrsponding row in the upper part of the screen does not display any item in the lower part of the screen.

In the configurations that manage the expiration dates, if the expiration date is highlighted red it means that the resource is expired. If the expiration date is highlighted yellow it means that the resource is close to expiration.

The ✖ icon on the right cancels the corresponding row. The cancelled row appears in strike-through characters, as in Fig 348.



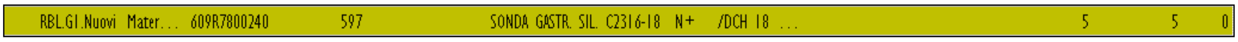
Resource	New Exp.	Stock...	Real Qty
~~SUTURA PROFIL CD. P3059 °DSUT.FIBRA POL.INTREC.NN. ASS.~~		~~160~~	~~160~~

Fig 348 - Cancelled resource

The corresponding resources disappear from the list when the screen is updated.

The ↺ icon placed at the end of the row is an “Undo” button bringing back the row to its original state.

The rows highlighted green corespond to resources that are not in use anymore but for which there are still available quantities in stock (Fig 349).



RBL.GI.Nuovi Mater... 609R7800240 597 SONDA GASTR. SIL. C2316-18 N+ /DCH 18 ... 5 5 0

Fig 349

27.1.3. The “Inventory” screen command bar

The command bar of the “Inventory” screen (Fig 350) is formed of several buttons. This paragraph lists briefly the functions of the different buttons, referring to successive paragraphs when more detailed instructions on a specific functionality are necessary.

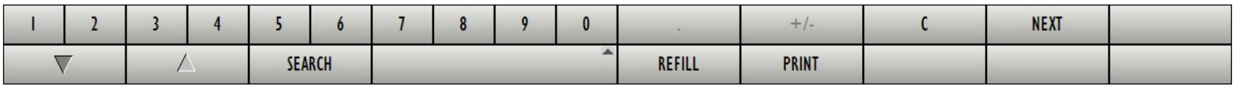


Fig 350 - Command bar

The upper line contains the buttons making it possible to manage the numeric data specification.

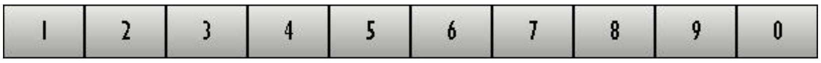


Fig 351 - Numeric buttons

Use the numeric buttons (Fig 351) to indicate the quantities. Click one of the numbers to write the number in the “Quantity” field.

The “ **.** ” button is a decimal divider. The button is active only if decimal specification is relevant.

The “+/-” button makes it possible to specify whether a value is negative or positive. The button is active only if negative values specification is relevant.

The “ **C** ” button brings back to zero the specified quantities.

The **Next** button selects the item following the one currently selected.

Use the arrow buttons ▼ and ▲ to scroll up and down the screen contents in case the items are too many to be displayed all together.

Use the **Search** button to access the system’s search functionalities (described in paragraph 28).

Use the **Refill** button to access directly the refill functionalities for the selected resource. See paragraph 27.3 for the detailed procedure.

Use the **Print** button to print the resources inventory. See paragraph 27.4 for the module’s print functionalities.

Use the **Close** button to close the screen.

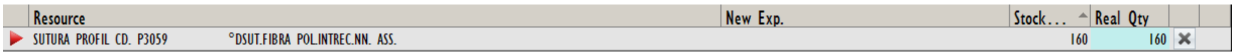
When editing the screen contents the **Update** and **Cancel** buttons appear on the command bar.

The **Update** button saves the changes made. After every editing of the screen contents it is necessary to click the **Update** button to save the changes.

The **Cancel** button annuls all the changes made.

27.2. Editing the inventory values

The “Inventory” module makes it possible to manage the values relating to the resources recorded. It is possible to change the quantities in stock and the expiartion dates if necessary. It is also possible to delete a resource.
The nature and number of editable values depend on the configuration of the specific resource and are indicated by the light-blue colour highlighting the corresponding cell. In Fig 352, for instance, only the actual quantity is editable.



	Resource		New Exp.	Stock...	Real Qty	
▶	SUTURA PROFIL CD. P3059	°DSUT.FIBRA POLINTREC.NN. ASS.		160	160	✖

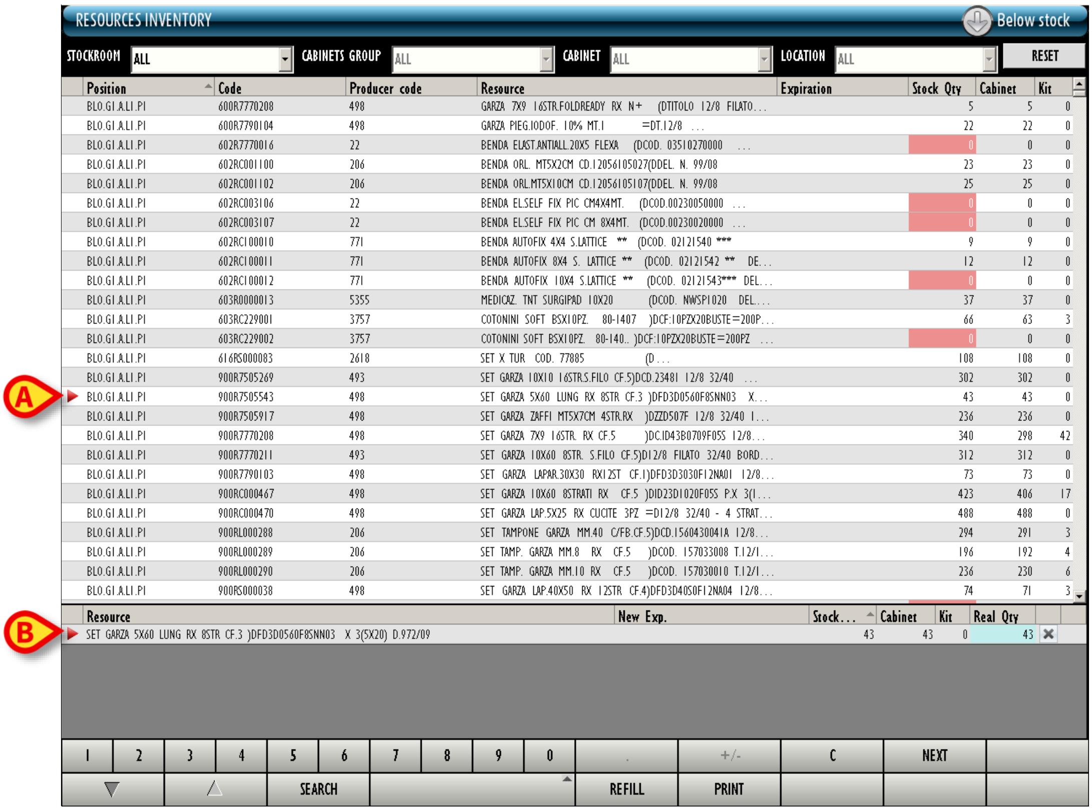
Fig 352

27.2.1. How to change the quantities in stock

To change the quantity of resource in stock,

- ➢ click the row in the upper part of the screen corresponding to the relevant resource.

The row is selected; the ▶ icon is displayed on the left (Fig 353 **A**).



STOCKROOM: ALL
CABINETS GROUP: ALL
CABINET: ALL
LOCATION: ALL

Position	Code	Producer code	Resource	Expiration	Stock Qty	Cabinet	Kit
BLO.GI.A.LI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8 FILATO...		5	5	0
BLO.GI.A.LI.PI	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1 =DT.12/8 ...		22	22	0
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000 ...		0	0	0
BLO.GI.A.LI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08		23	23	0
BLO.GI.A.LI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.12056105107(DDEL. N. 99/08		25	25	0
BLO.GI.A.LI.PI	602RC003106	22	BENDA EL.SELF FIX PIC CM4X4MT. (DCOD.00230050000 ...		0	0	0
BLO.GI.A.LI.PI	602RC003107	22	BENDA EL.SELF FIX PIC CM 8X4MT. (DCOD.00230020000 ...		0	0	0
BLO.GI.A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 02121540 ***		9	9	0
BLO.GI.A.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 02121542 ** DE...		12	12	0
BLO.GI.A.LI.PI	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE ** (DCOD. 02121543*** DEL...		0	0	0
BLO.GI.A.LI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSP1020 DEL....		37	37	0
BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200P...		66	63	3
BLO.GI.A.LI.PI	603RC229002	3757	COTONINI SOFT BSX10PZ. 80-140..)DCF:10PZX20BUSTE=200PZ ...		0	0	0
BLO.GI.A.LI.PI	616RS000083	2618	SET X TUR COD. 77885 (D...		108	108	0
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 ...		302	302	0
▶ BLO.GI.A.LI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3)DFD3D0560F8SNN03 X...		43	43	0
BLO.GI.A.LI.PI	900R7505917	498	SET GARZA ZAFFI MT5X7CM 4STR.RX)DZZD507F 12/8 32/40 I...		236	236	0
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8...		340	298	42
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...		312	312	0
BLO.GI.A.LI.PI	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST CF.1)DFD3D3030F12NA01 12/8...		73	73	0
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(I...		423	406	17
BLO.GI.A.LI.PI	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE 3PZ =D12/8 32/40 - 4 STRAT...		488	488	0
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8...		294	291	3
BLO.GI.A.LI.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5)DCOD. 157033008 T.12/I...		196	192	4
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/I...		236	230	6
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA04 12/8...		74	71	3

Resource	New Exp.	Stock...	Cabinet	Kit	Real Qty
▶ SET GARZA 5X60 LUNG RX 8STR CF.3)DFD3D0560F8SNN03 X 3(5X20) D.972/09		43	43	0	43

Fig 353

In the lower part of the screen the details of the selected resource are displayed (Fig 353 **B**).

In the lower part of the screen,

- ➢ click the row corresponding to the resource for which the quantity must be changed.

The corresponding row is selected; the ▶ icon is displayed on the left.

- ➢ Insert the new resource quantity using the numeric buttons on the command bar.
- ➢ Click the **Update** button on the command bar.

The quantities in stock are updated.

Otherwise, as alternative procedure,

- ➢ click the cell containing the “actual quantity” on the row corresponding to the resource for which the value must be changed.

The corresponding row is selected; the ▶ icon is displayed on the left. The quantity is highlighted.

- ➢ Specify the new quantity using either the workstation keyboard or the numeric buttons on the command bar.
- ➢ Click the **Update** button on the command bar.

The quantities are this way updated.

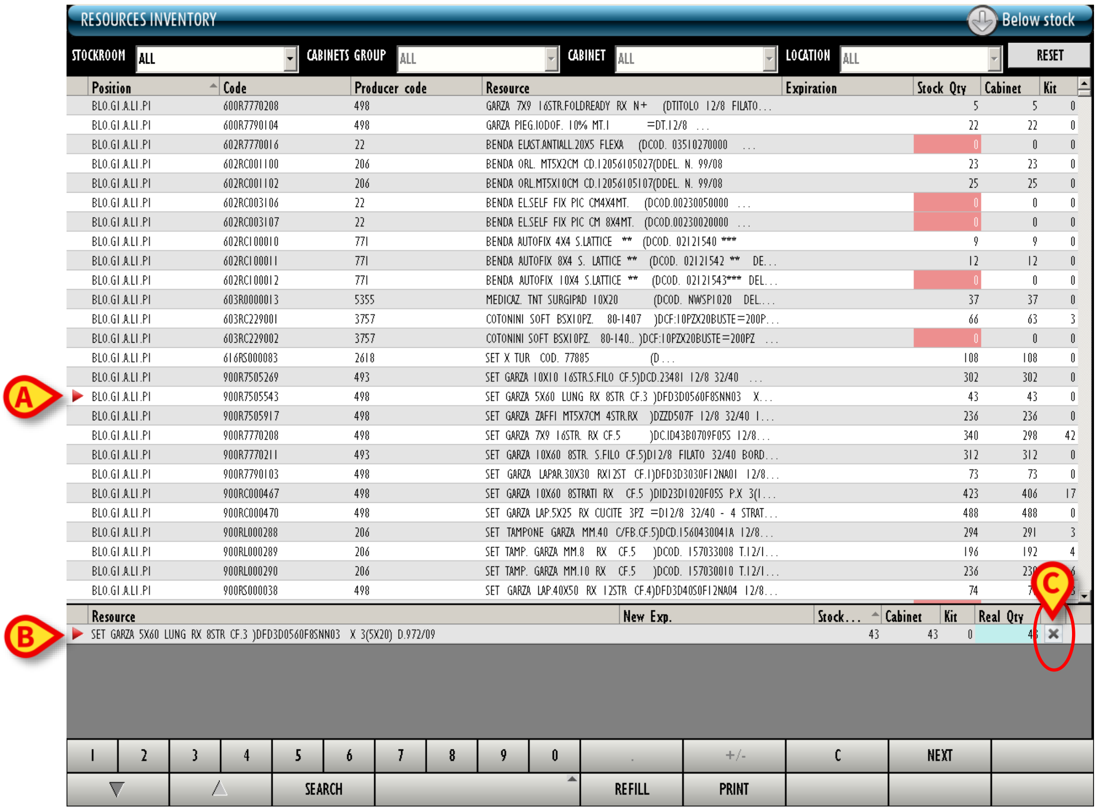
The ↶ icon makes it possible to go back to the original values (“Undo” button).

27.2.2. Deleting an inventory item

To delete an inventory item, on the upper part of the screen,

- ➢ click the row corresponding to the resource that must be deleted.

The resource is selected; the ▶ icon appears at the beginning of the row (Fig 354 **A**).



STOCKROOM ALL
CABINETS GROUP ALL
CABINET ALL
LOCATION ALL

	Position	Code	Producer code	Resource	Expiration	Stock Qty	Cabinet	Kit
	BLO.GI.A.LI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8 FILATO...		5	5	0
	BLO.GI.A.LI.PI	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1 =DT.12/8 ...		22	22	0
	BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000 ...		0	0	0
	BLO.GI.A.LI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08		23	23	0
	BLO.GI.A.LI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.12056105107(DDEL. N. 99/08		25	25	0
	BLO.GI.A.LI.PI	602RC003106	22	BENDA EL.SELF FIX PIC CM4X4MT. (DCOD.00230050000 ...		0	0	0
	BLO.GI.A.LI.PI	602RC003107	22	BENDA EL.SELF FIX PIC CM 8X4MT. (DCOD.00230020000 ...		0	0	0
	BLO.GI.A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 02121540 ***		9	9	0
	BLO.GI.A.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 02121542 ** DE...		12	12	0
	BLO.GI.A.LI.PI	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE ** (DCOD. 02121543*** DEL...		0	0	0
	BLO.GI.A.LI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSP1020 DEL...		37	37	0
	BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200P...		66	63	3
	BLO.GI.A.LI.PI	603RC229002	3757	COTONINI SOFT BSX10PZ. 80-140..)DCF:10PZX20BUSTE=200PZ ...		0	0	0
	BLO.GI.A.LI.PI	616RS000083	2618	SET X TUR COD. 77885 (D...		108	108	0
	BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 ...		302	302	0
▶	BLO.GI.A.LI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3)DFD3D0560F8SNN03 X...		43	43	0
	BLO.GI.A.LI.PI	900R7505917	498	SET GARZA ZAFFI MT5X7CM 4STR.RX)DZZD507F 12/8 32/40 I...		236	236	0
	BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8...		340	298	42
	BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...		312	312	0
	BLO.GI.A.LI.PI	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST CF.1)DFD3D3030F12NA01 12/8...		73	73	0
	BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(1...		423	406	17
	BLO.GI.A.LI.PI	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE 3PZ =D12/8 32/40 - 4 STRAT...		488	488	0
	BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.15604300414 12/8...		294	291	3
	BLO.GI.A.LI.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5)DCOD. 157033008 T.12/1...		196	192	4
	BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/1...		236	230	6
	BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D4050F12NA04 12/8...		74	7	[illegible]

	Resource	New Exp.	Stock...	Cabinet	Kit	Real Qty	
▶	SET GARZA 5X60 LUNG RX 8STR CF.3)DFD3D0560F8SNN03 X 3(5X20) D.972/09		43	43	0	43	✖

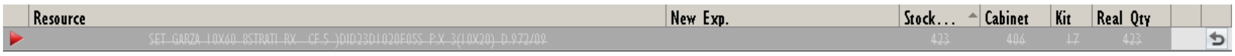
Fig 354

In the lower part of the screen the details of the selected resource appear (Fig 354 **B**).

In the lower part of the screen, on the row corresponding to the resource that must be deleted,

- ➢ click the ✖ button on the right (Fig 354 **C**).

The row appears now in strike-through characters (Fig 355).



	Resource	New Exp.	Stock...	Cabinet	Kit	Real Qty		
▶	~~SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09~~		~~423~~	~~406~~	~~17~~	~~423~~		↶

Fig 355

- ➢ Click the **Update** button on the command bar.

The row disappears from the lower part of the screen. The inventory values are consequently updated.

If all the items of a certain resource are deleted the row corresponding to the resource disappears from the upper part of the screen as well.

The ⮌ icon makes it possible to go back to the original values ("Undo" button).

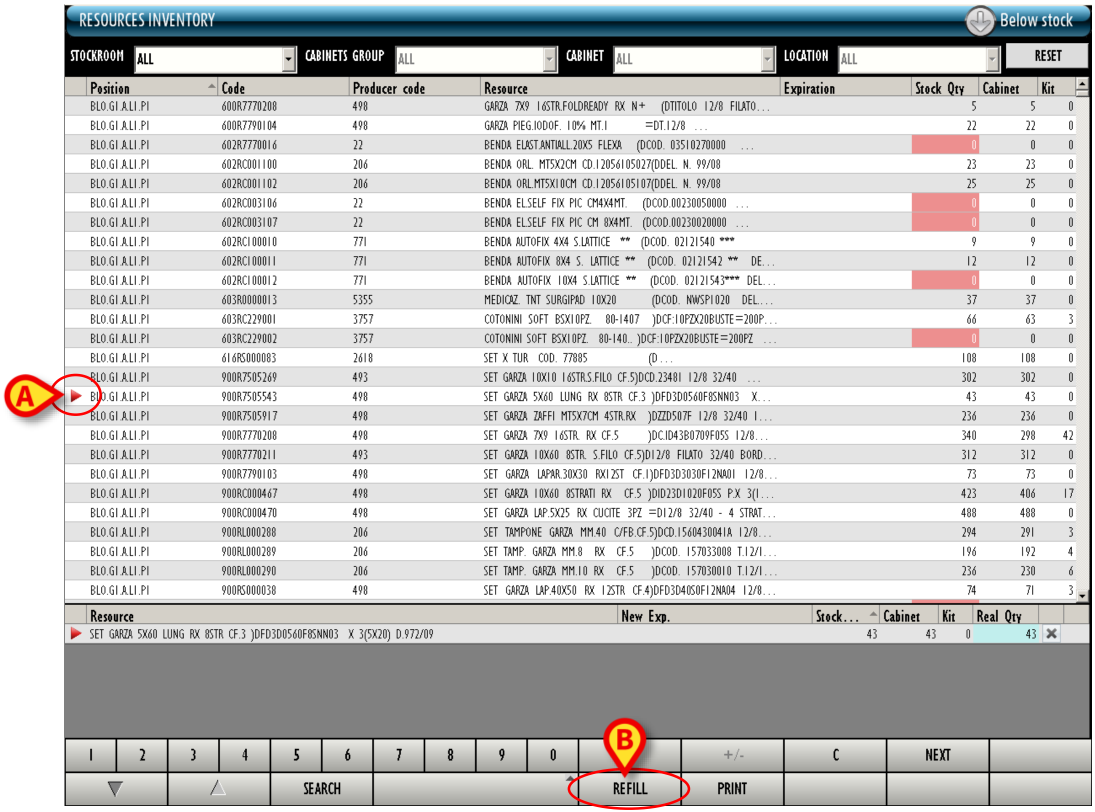
27.3. Refill resource procedure

It is possible to access the refill resource quantity functionalities directly from the inventory screen. It is this way possible to perform the refill procedure for a resource in a direct and quick way.

To do that

- click the row corresponding to the resource for which the refill procedure must be performed.

The resource is selected; the ▶ icon appears on the left (Fig 356 **A**).



STOCKROOM ALL
CABINETS GROUP ALL
CABINET ALL
LOCATION ALL

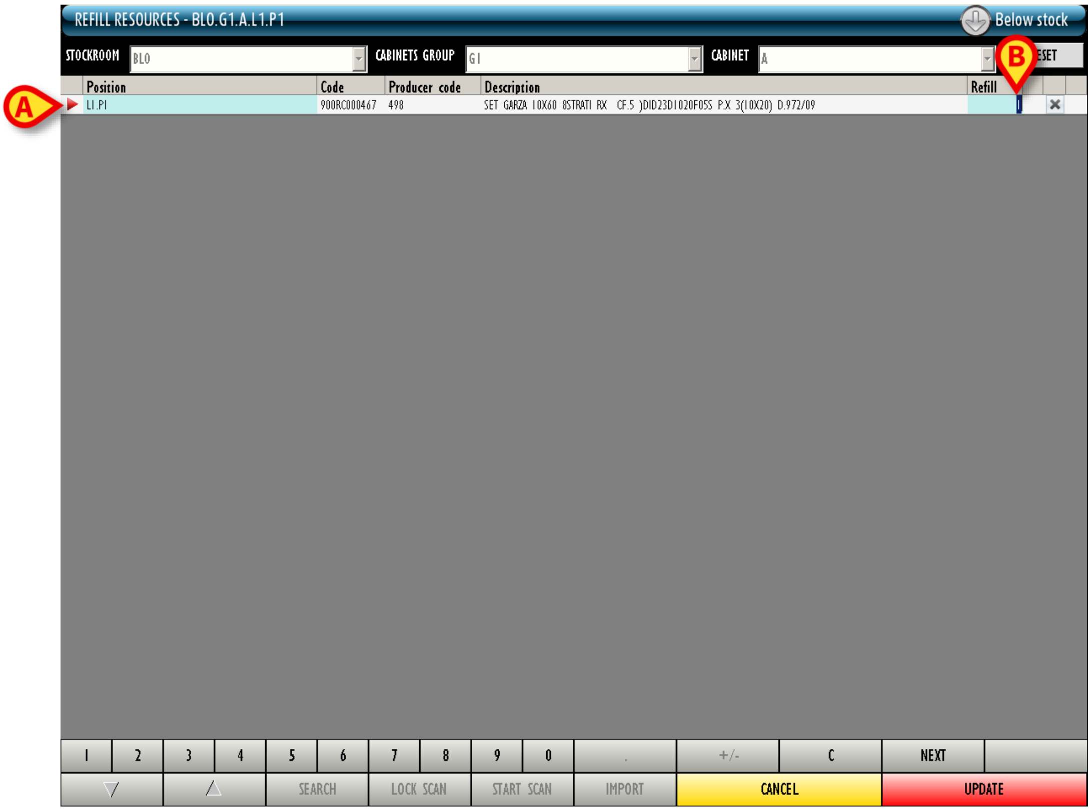
Position	Code	Producer code	Resource	Expiration	Stock Qty	Cabinet	Kit
BLO.GI.A.LI.PI	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX N+ (DTITOLO 12/8 FILATO...		5	5	0
BLO.GI.A.LI.PI	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1 =DT.12/8 ...		22	22	0
BLO.GI.A.LI.PI	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA (DCOD. 03510270000 ...		0	0	0
BLO.GI.A.LI.PI	602RC001100	206	BENDA ORL. MT5X2CM CD.12056105027(DDEL. N. 99/08		23	23	0
BLO.GI.A.LI.PI	602RC001102	206	BENDA ORL.MT5X10CM CD.12056105107(DDEL. N. 99/08		25	25	0
BLO.GI.A.LI.PI	602RC003106	22	BENDA EL.SELF FIX PIC CM4X4MT. (DCOD.00230050000 ...		0	0	0
BLO.GI.A.LI.PI	602RC003107	22	BENDA EL.SELF FIX PIC CM 8X4MT. (DCOD.00230020000 ...		0	0	0
BLO.GI.A.LI.PI	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE ** (DCOD. 02121540 ***		9	9	0
BLO.GI.A.LI.PI	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE ** (DCOD. 02121542 ** DE...		12	12	0
BLO.GI.A.LI.PI	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE ** (DCOD. 02121543*** DEL...		0	0	0
BLO.GI.A.LI.PI	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20 (DCOD. NWSP1020 DEL...		37	37	0
BLO.GI.A.LI.PI	603RC229001	3757	COTONINI SOFT BSX10PZ. 80-1407)DCF:10PZX20BUSTE=200P...		66	63	3
BLO.GI.A.LI.PI	603RC229002	3757	COTONINI SOFT BSX10PZ. 80-140..)DCF:10PZX20BUSTE=200PZ ...		0	0	0
BLO.GI.A.LI.PI	616RS000083	2618	SET X TUR COD. 77885 (D...		108	108	0
BLO.GI.A.LI.PI	900R7505269	493	SET GARZA 10X10 16STR.S.FILO CF.5)DCD.23481 12/8 32/40 ...		302	302	0
▶ BLO.GI.A.LI.PI	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR CF.3)DFD3D0560F8SNN03 X...		43	43	0
BLO.GI.A.LI.PI	900R7505917	498	SET GARZA ZAFFI MT5X7CM 4STR.RX)DZZD507F 12/8 32/40 1...		236	236	0
BLO.GI.A.LI.PI	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5)DC.ID43B0709F05S 12/8...		340	298	42
BLO.GI.A.LI.PI	900R7770211	493	SET GARZA 10X60 8STR. S.FILO CF.5)D12/8 FILATO 32/40 BORD...		312	312	0
BLO.GI.A.LI.PI	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST CF.1)DFD3D3030F12NA01 12/8...		73	73	0
BLO.GI.A.LI.PI	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(1...		423	406	17
BLO.GI.A.LI.PI	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE 3PZ =D12/8 32/40 - 4 STRAT...		488	488	0
BLO.GI.A.LI.PI	900RL000288	206	SET TAMPONE GARZA MM.40 C/FB.CF.5)DCD.1560430041A 12/8...		294	291	3
BLO.GI.A.LI.PI	900RL000289	206	SET TAMP. GARZA MM.8 RX CF.5)DCOD. 157033008 T.12/1...		196	192	4
BLO.GI.A.LI.PI	900RL000290	206	SET TAMP. GARZA MM.10 RX CF.5)DCOD. 157030010 T.12/1...		236	230	6
BLO.GI.A.LI.PI	900RS000038	498	SET GARZA LAP.40X50 RX 12STR CF.4)DFD3D40S0F12NA04 12/8...		74	71	3

Resource	New Exp.	Stock...	Cabinet	Kit	Real Qty	
▶ SET GARZA 5X60 LUNG RX 8STR CF.3)DFD3D0560F8SNN03 X 3(5X20) D.972/09		43	43	0	43	✕

Fig 356

- click the **Refill** button on the command bar (Fig 356 **B**).

The "Resources refill" screen is displayed (Fig 357). The selected resource is displayed on this screen (Fig 357 **A**).



REFILL RESOURCES - BLO.G1.A.L1.P1

STOCKROOM BLO

CABINETS GROUP G1

CABINET A

Position	Code	Producer code	Description	Refill
L1.P1	900RC000467	498	SET GARZA 10X60 8STRATI RX CF.5)DID23D1020F05S P.X 3(10X20) D.972/09	

Fig 357

- ➢ Specify, if required, the resource values (lot, serial number, etc…).
- ➢ Specify the “refill” quantity in the “Refill” field (Fig 357 **B**)
- ➢ Click the **Update** button on the command bar.

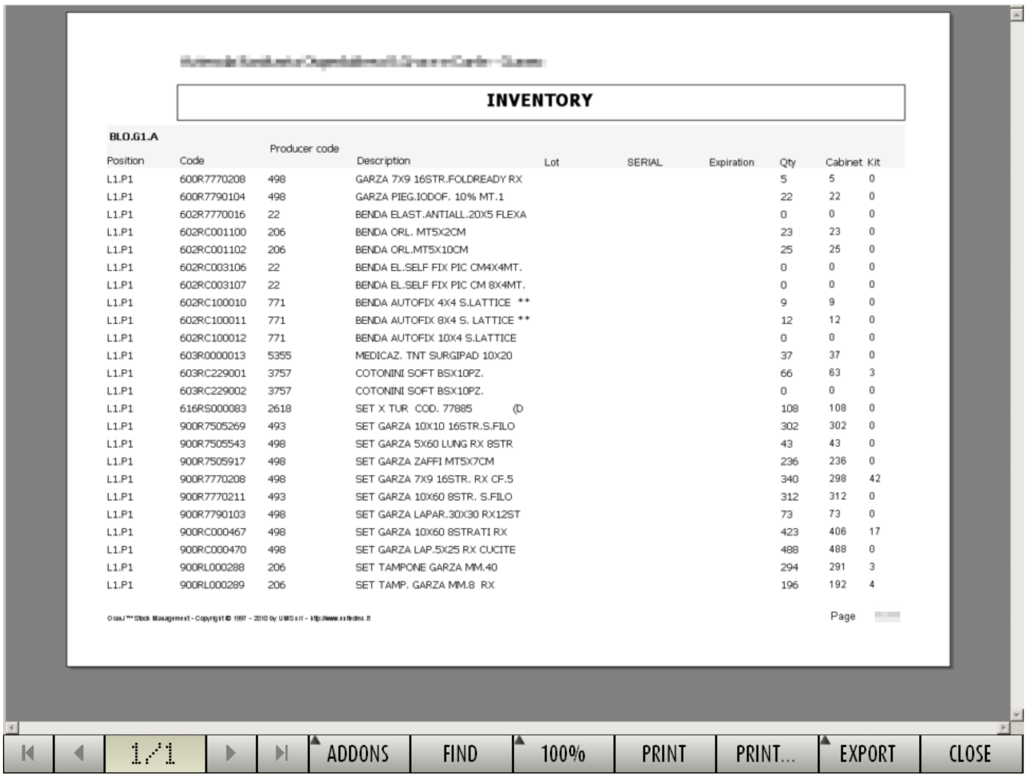
The “Inventory” screen opens again (Fig 356). The resource values are updated.

27.4. Print inventory

The **Print** button on the command bar makes it possible to access the system's print functionalities.

- Click the **Print** button.

A print preview is displayed (Fig 358).



[redacted]

INVENTORY

BLO.G1.A

Position	Code	Producer code	Description	Lot	SERIAL	Expiration	Qty	Cabinet	Kit
L1.P1	600R7770208	498	GARZA 7X9 16STR.FOLDREADY RX				5	5	0
L1.P1	600R7790104	498	GARZA PIEG.IODOF. 10% MT.1				22	22	0
L1.P1	602R7770016	22	BENDA ELAST.ANTIALL.20X5 FLEXA				0	0	0
L1.P1	602RC001100	206	BENDA ORL. MT5X2CM				23	23	0
L1.P1	602RC001102	206	BENDA ORL.MT5X10CM				25	25	0
L1.P1	602RC003106	22	BENDA EL.SELF FIX PIC CM4X4MT.				0	0	0
L1.P1	602RC003107	22	BENDA EL.SELF FIX PIC CM 8X4MT.				0	0	0
L1.P1	602RC100010	771	BENDA AUTOFIX 4X4 S.LATTICE **				9	9	0
L1.P1	602RC100011	771	BENDA AUTOFIX 8X4 S. LATTICE **				12	12	0
L1.P1	602RC100012	771	BENDA AUTOFIX 10X4 S.LATTICE				0	0	0
L1.P1	603R0000013	5355	MEDICAZ. TNT SURGIPAD 10X20				37	37	0
L1.P1	603RC229001	3757	COTONINI SOFT BSX10PZ.				66	63	3
L1.P1	603RC229002	3757	COTONINI SOFT BSX10PZ.				0	0	0
L1.P1	616RS000083	2618	SET X TUR COD. 77885 (D				108	108	0
L1.P1	900R7505269	493	SET GARZA 10X10 16STR.S.FILO				302	302	0
L1.P1	900R7505543	498	SET GARZA 5X60 LUNG RX 8STR				43	43	0
L1.P1	900R7505917	498	SET GARZA ZAFFI MT5X7CM				236	236	0
L1.P1	900R7770208	498	SET GARZA 7X9 16STR. RX CF.5				340	298	42
L1.P1	900R7770211	493	SET GARZA 10X60 8STR. S.FILO				312	312	0
L1.P1	900R7790103	498	SET GARZA LAPAR.30X30 RX12ST				73	73	0
L1.P1	900RC000467	498	SET GARZA 10X60 8STRATI RX				423	406	17
L1.P1	900RC000470	498	SET GARZA LAP.5X25 RX CUCITE				488	488	0
L1.P1	900RL000288	206	SET TAMPONE GARZA MM.40				294	291	3
L1.P1	900RL000289	206	SET TAMP. GARZA MM.8 RX				196	192	4

Page [redacted]

Fig 358 - Print inventory

See paragraph 6.8.1 for a description of the system's print functionalities.

28. Search functionalities

A specific tool is available in the “Stock Management” system to search for the resources in stock

To access this tool

- click the corresponding icon SEAR... on the lateral bar.

The following screen opens (Fig 359)

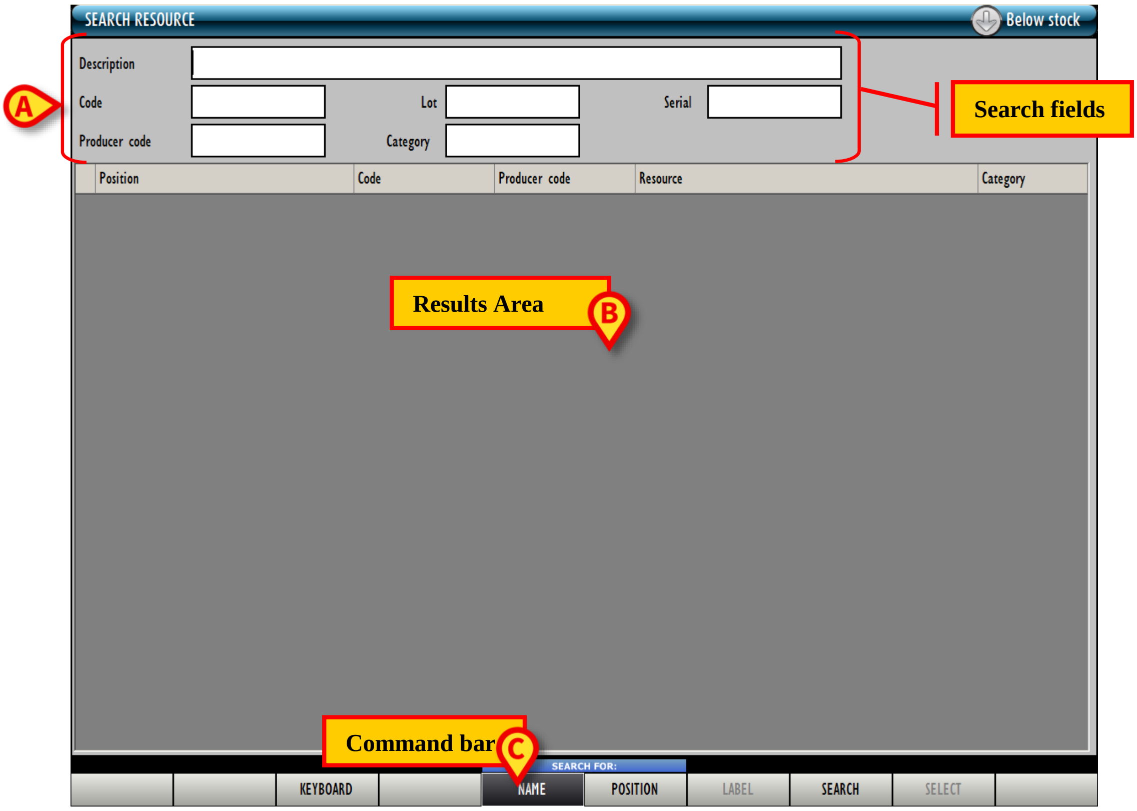


Fig 359 - Search resource

The screen shown in Fig 359 is displayed every time the ***Search*** *button is clicked on most of the “Stock Management” system screen.*

On top of the screen, in the area indicated in Fig 359 **A** there are the search fields.

The area indicated in Fig 359 **B** contains the search results.

The command bar is indicated in Fig 359 **C**.

28.1. Search fields

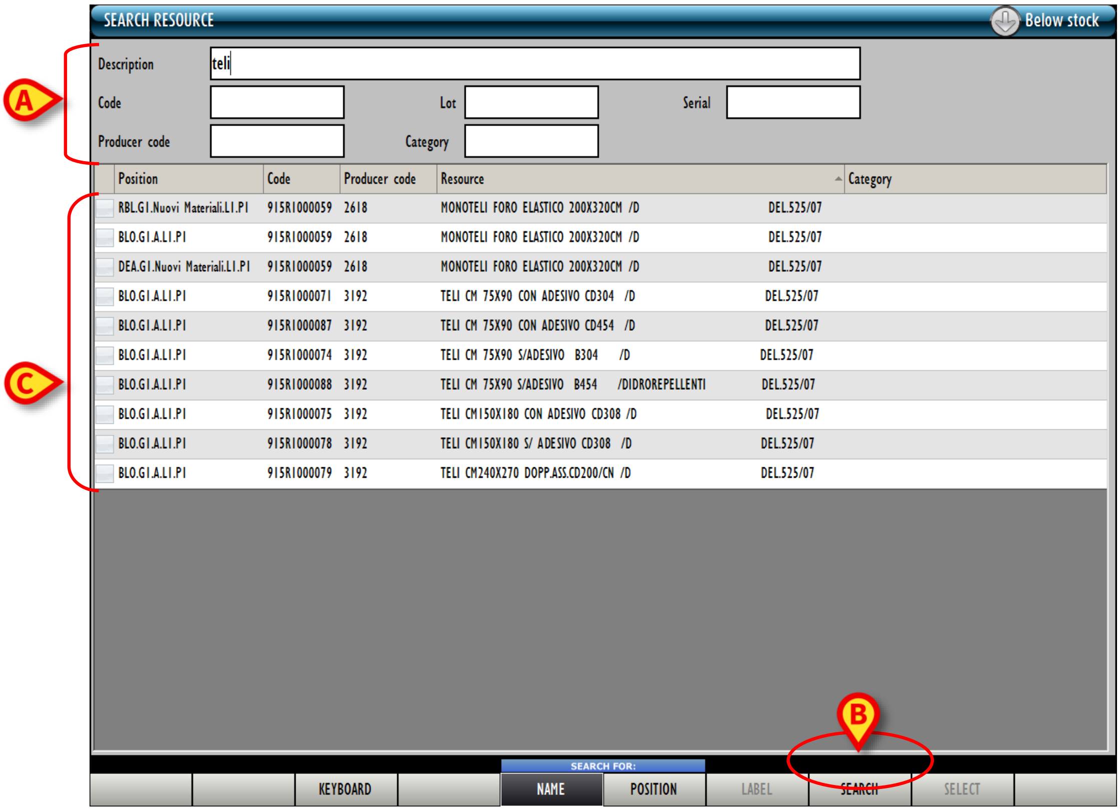
In order to search for the wanted resource the following information can be specified in the search fields:

- the resource description;
- the resource code;
- the lot;
- the serial number;
- the manufacturer code;
- the resource category.

28.1.1. How to search for a resource

To search for a resource

➢ insert the available data of the searched resource in the search fields (Fig 360 **A**).



Description: teli

Position	Code	Producer code	Resource	Category
RBL.GI.Nuovi Materiali.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
BLO.GI.A.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
DEA.GI.Nuovi Materiali.LI.PI	915R1000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
BLO.GI.A.LI.PI	915R1000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D DEL.525/07	
BLO.GI.A.LI.PI	915R1000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D DEL.525/07	
BLO.GI.A.LI.PI	915R1000074	3192	TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07	
BLO.GI.A.LI.PI	915R1000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI DEL.525/07	
BLO.GI.A.LI.PI	915R1000075	3192	TELI CM150X180 CON ADESIVO CD308 /D DEL.525/07	
BLO.GI.A.LI.PI	915R1000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D DEL.525/07	
BLO.GI.A.LI.PI	915R1000079	3192	TELI CM240X270 DOPP.ASS.CD200/CN /D DEL.525/07	

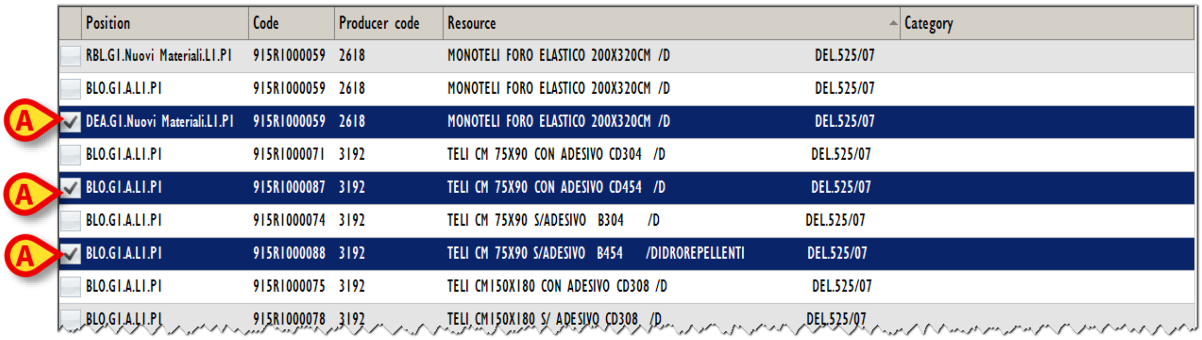
Fig 360

➢ Click the **Search** button on the command bar (Fig 360 **B**).

The list of resources corresponding to the data specified appears in the results area (Fig 360 **C**).

28.2. Results

The central part of the screen, indicated in Fig 359 **B** and shown in Fig 361 contains the results list.



	Position	Code	Producer code	Resource	Category
☐	RBL.GI.Nuovi Materiali.LI.PI	915RI000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
☑	DEA.GI.Nuovi Materiali.LI.PI	915RI000059	2618	MONOTELI FORO ELASTICO 200X320CM /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000071	3192	TELI CM 75X90 CON ADESIVO CD304 /D DEL.525/07	
☑	BLO.GI.A.LI.PI	915RI000087	3192	TELI CM 75X90 CON ADESIVO CD454 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000074	3192	TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07	
☑	BLO.GI.A.LI.PI	915RI000088	3192	TELI CM 75X90 S/ADESIVO B454 /DIDROREPELLENTI DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000075	3192	TELI CM150X180 CON ADESIVO CD308 /D DEL.525/07	
☐	BLO.GI.A.LI.PI	915RI000078	3192	TELI CM150X180 S/ ADESIVO CD308 /D DEL.525/07	

Fig 361 - Search results

Each row corresponds to a resource. The following information (when available) is displayed for each resource:

- the position;
- the resource code;
- the manufacturer code;
- the resource description;
- the category.

Click the row corresponding to the wanted resource to select it. Multiple selection is either enabled or not by configuration. Fig 361 **A** shows three resources selected.

28.3. The command bar

The command bar (Fig 362) contains several buttons making it possible to access specific functionalities, described in this paragraph.

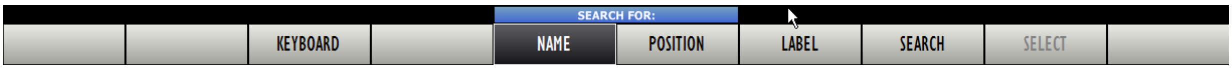


Fig 362 - Command bar

The **Keyboard** button displays a virtual keyboard that can be used for data entry (Fig 363).

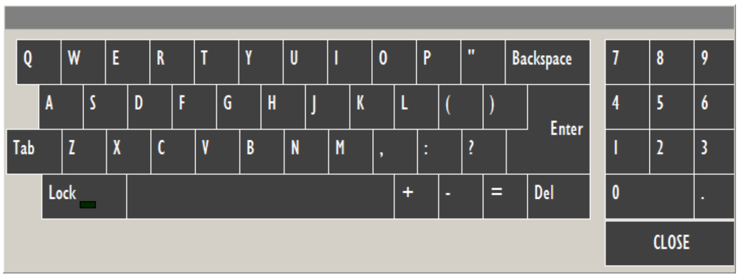


Fig 363

The buttons **Name** and **Position** make it possible to select the search modality.
When the **Name** button is selected the search modality is that described in paragraph 28.1.1. When the **Position** button is selected the search modality is that described in paragraph 28.4.

The **Label** button makes it possible to print a sticker label containing the barcode of the selected resource. The procedure to be performed for this purpose is described in paragraph 28.3.1.

Use the **Search** button to perform the search (see paragraph 28.1.1).

Use the **Select** button to select one of the items displayed on screen and insert it in the current procedure. The **Select** button is not active when the search module is selected through the icon on the lateral bar (this is the case described in this paragraph 28). The **Select** button is active when the search screen is accessed directly from the other modules.

To select an item

- click the row corresponding to the relevant item.

The row is highlighted (Fig 361 **A**).

- Click the **Select** button.

The selected item will be inserted in the current screen/procedure.

28.3.1. Print label for the selected resource

This paragraph describes the procedure that must be performed to print the barcode sticker label of a selected resource:

- search for the resource using the procedure described in paragraph 28.1.1.
- Click the row corresponding to the relevant resource.

The row is highlighted.

- Click the **Label** button.

The following screen opens, making it possible to specify the number of labels to be printed (Fig 364).

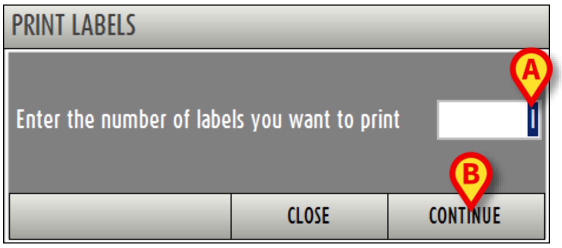


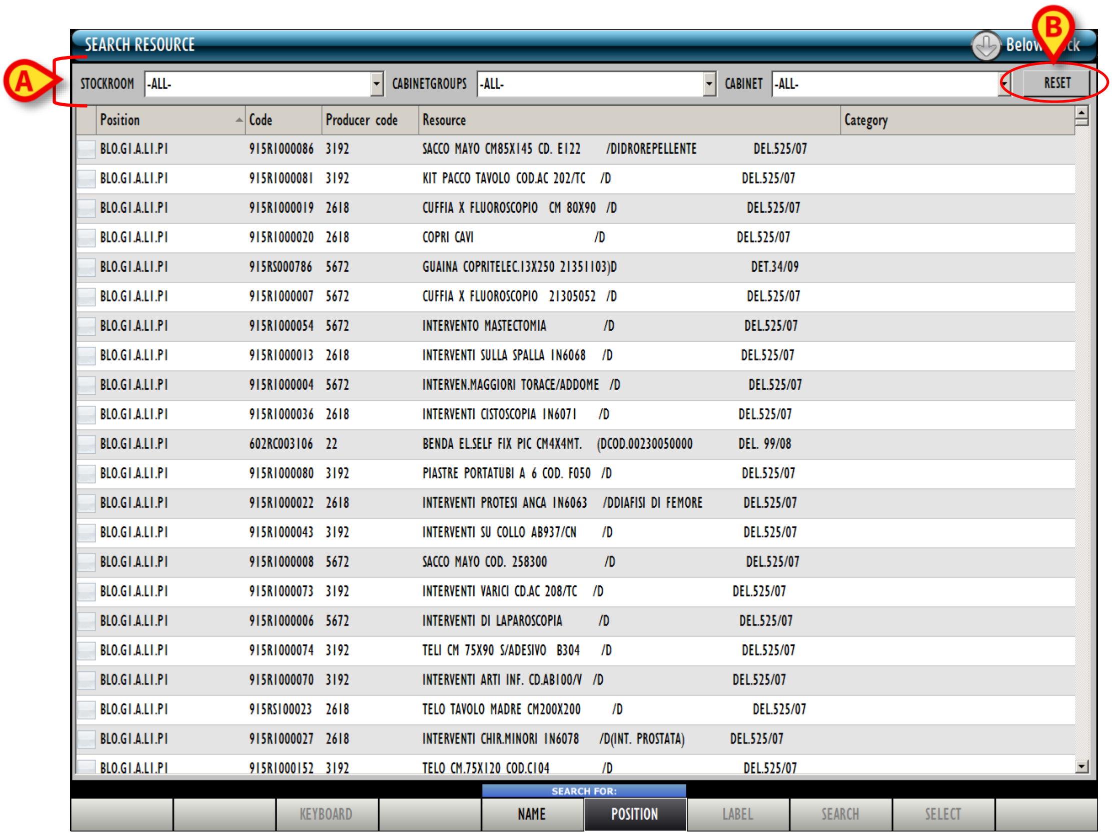
Fig 364

- Specify the number of labels in the field indicated in Fig 364 **A**.
- Click the **Continue** button (Fig 364 **B**).

The labels required will be printed.

28.4. Search by position

When the **Position** button on the command bar is selected a screen making it possible to search the resources by position opens (Fig 365).



Position	Code	Producer code	Resource	Category
BLO.GI.A.LI.PI	915RI000086	3192	SACCO MAYO CM85X145 CD. E122 /DIDROREPELLENTE DEL.525/07	
BLO.GI.A.LI.PI	915RI000081	3192	KIT PACCO TAVOLO COD.AC 202/TC /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000019	2618	CUFFIA X FLUOROSCOPIO CM 80X90 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000020	2618	COPRI CAVI /D DEL.525/07	
BLO.GI.A.LI.PI	915RS000786	5672	GUAINA COPRITELEC.13X250 21351103)D DET.34/09	
BLO.GI.A.LI.PI	915RI000007	5672	CUFFIA X FLUOROSCOPIO 21305052 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000054	5672	INTERVENTO MASTECTOMIA /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000013	2618	INTERVENTI SULLA SPALLA IN6068 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000004	5672	INTERVEN.MAGGIORI TORACE/ADDOME /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000036	2618	INTERVENTI CISTOSCOPIA IN6071 /D DEL.525/07	
BLO.GI.A.LI.PI	602RC003106	22	BENDA EL.SELF FIX PIC CM4X4MT. (DCOD.00230050000 DEL. 99/08	
BLO.GI.A.LI.PI	915RI000080	3192	PIASTRE PORTATUBI A 6 COD. F050 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000022	2618	INTERVENTI PROTESI ANCA IN6063 /DDIAFISI DI FEMORE DEL.525/07	
BLO.GI.A.LI.PI	915RI000043	3192	INTERVENTI SU COLLO AB937/CN /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000008	5672	SACCO MAYO COD. 258300 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000073	3192	INTERVENTI VARICI CD.AC 208/TC /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000006	5672	INTERVENTI DI LAPAROSCOPIA /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000074	3192	TELI CM 75X90 S/ADESIVO B304 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000070	3192	INTERVENTI ARTI INF. CD.AB100/V /D DEL.525/07	
BLO.GI.A.LI.PI	915RS100023	2618	TELO TAVOLO MADRE CM200X200 /D DEL.525/07	
BLO.GI.A.LI.PI	915RI000027	2618	INTERVENTI CHIR.MINORI IN6078 /D(INT. PROSTATA) DEL.525/07	
BLO.GI.A.LI.PI	915RI000152	3192	TELO CM.75X120 COD.C104 /D DEL.525/07	

Fig 365 - Search by position

The screen displays the complete resources list.
Three filters are on top (Fig 365 **A**), making it possible to reduce the number of items displayed.

The available filters are:

- “Stockroom” - Displays only the resources of a specific stockroom.
- “Cabinet group” - Displays only the resources of a specific cabinet group.
- “Cabinet” - Displays only the resources of a specific cabinet.

To use one of the filters

- ➢ click the ▾ button placed alongside the filter.

A menu containing all the available options opens.

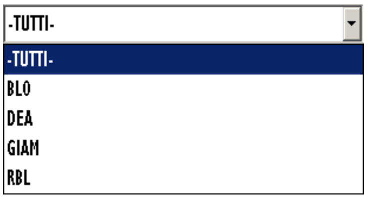


Fig 366

- Click the wanted option.

The name of the chosen filter appears in the field. The list of items displayed changes accordingly. The **Reset** button (Fig 365 **B**) resets all the filters.

29. Enclosed Documentation

The following documents are enclosed

1. *End-user licence agreement*. To be fully read, signed and sent to ASCOM UMS

END-USER LICENSE AGREEMENT
FOR “DIGISTAT®”, A ASCOM UMS PRODUCT

IMPORTANT—READ CAREFULLY. This ASCOM UMS End-User License Agreement ("Contract”) is a Contract between the User (either a natural or corporate person) and the Firm ASCOM UMS S.r.l. unipersonale (“ASCOM UMS”) for the “DIGISTAT®” System produced by ASCOM UMS. The product “DIGISTAT®” (”PRODUCT”) comprises computer software and may include associated storage media, printed materials and "online" or electronic documentation. The PRODUCT also contains updates, if any, and integrative components for the original PRODUCT supplied by ASCOM UMS. Any software supplied with the PRODUCT and associated with a separate End-User License is licensed to the User in compliance with the said Contract’s terms and conditions. By installing, copying, downloading, viewing or otherwise using the PRODUCT, the User agrees to be bound by the terms of this Contract. If the User does not agree to the terms and conditions of this Contract, he is not authorized to use the PRODUCT and must immediately stop using it.

PRODUCT LICENSE

The PRODUCT is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The PRODUCT is licensed, not sold.

1. **GRANT OF LICENSE.** This License Contract grants the User the following rights:

   - **Application Software.** The User may install, use, access, view, run or otherwise interact (“RUN”) with one copy of the PRODUCT or any previous version for the same operating system on a single computer, workstation, terminal, palmtop computer, pager, “intelligent telephone” or other electronic digital device (“COMPUTER”).

   - **Storage/Network Use.** The User may also store or install a copy of the PRODUCT on a storage device, such as a network server, which is only used to RUN the PRODUCT on other computers over an internal network; however, the User must purchase and dedicate a license for each COMPUTER that RUNS the PRODUCT from the storage device. A PRODUCT license may not be concurrently shared or used on different COMPUTERS.

   - **License Pack.** If this package is an ASCOM UMS License Pack, the User is authorized to RUN a number of additional copies of this PRODUCT’s software up to the number of copies specified above as “Authorized Copies”.

   - **Copyright.** In compliance with legal regulations, ASCOM UMS holds all rights not expressly envisaged in this Contract.

2. **OTHER RIGHTS AND LIMITATIONS**

   - **Limitations on Reverse Engineering, Decompilation, and Disassembly.** The User may not reverse engineer, decompile, or disassemble the PRODUCT, except and only to the extent that such activity is expressly permitted by applicable law notwithstanding this limitation.

   - **Separation of Components.** The PRODUCT is licensed as a single product. Its component parts may not be separated for use on more than one computer.

   - **Trademarks.** This Contract does not grant the User any rights on any trademarks or ASCOM UMS registered trademarks.

   - **Sub-license and Rental.** The User may not rent, sub-license, lease, or lend the PRODUCT.

   - **Technical Assistance Service.** ASCOM UMS may provide the User with a Technical Assistance Service for the PRODUCT ("Technical Assistance Service"). Use of the Technical Assistance Service is governed by ASCOM UMS policies and programs, which are provided on request. Any additional software code provided to the User as part of the Technical Assistance Service shall be considered as part of the PRODUCT and subject to the terms and conditions of this Contract. Concerning technical information the User may give ASCOM UMS during the Technical Assistance Service, ASCOM UMS may use such information for its business purposes, including product support and development.

- **Termination.** Without prejudice to any other rights, ASCOM UMS may terminate this Contract if the User fails to comply with the terms and conditions of the same. In such an event, the User must destroy all copies of the PRODUCT and all its component parts.

3. **UPGRADES** - If the PRODUCT is labeled as an upgrade (“Upgrade”), the User must be properly licensed to use a product identified by ASCOM UMS as being eligible for upgrades required to use the PRODUCT. A PRODUCT labeled as an upgrade replaces and/or supplements (and can deactivate) the PRODUCT that forms the basis for your eligibility for the upgrade. The User may use the resulting upgraded PRODUCT only in compliance with the terms of this Contract. If the PRODUCT is an upgrade for a component of a software program package licensed to the User as a single PRODUCT, the PRODUCT may be used and transferred only as part of that single PRODUCT package and may not be separated for use on more than one COMPUTER.

4. **COPYRIGHT** - PRODUCT rights and copyright (including, but not only, every image, photo, animation, video, audio, music, text and "applet" integrated with the PRODUCT), annexed printed material and any copy of the PRODUCT are the property of either ASCOM UMS or its suppliers. Intellectual property title and rights on the contents the User may access by using the PRODUCT are the property of the respective owners and can be protected by copyright or by other laws and treaties on intellectual property. This Contract does not grant the right to use such contents. If the PRODUCT contains documentation supplied only in electronic format, the User is authorized to print a copy of the abovementioned electronic documentation. The User may not copy the printed material annexed to the PRODUCT.

5. **BACKUP COPY** - After installing a copy of the PRODUCT in compliance with the terms of this Contract, the User may preserve the original media on which ASCOM UMS supplied him the PRODUCT only for backup or storage purposes. If he needs the original media to use the PRODUCT, he may create only one copy of the PRODUCT for backup or storage purposes. Except for this Contract’s express specifications, the User may not run copies of the PRODUCT or of the annexed printed material for other purposes.

LIMITED WARRANTY
ASCOM UMS warrants for a period of twelve (12) months from the date of delivery of the PRODUCT to the User that: (a) the media on which the PRODUCT is supplied shall be free of material and of manufacturing defects under normal conditions of use; and (b) the PRODUCT shall perform substantially in accordance with its published specifications.
Except for the above specifications, the PRODUCT is supplied “just as it is”. This Limited Warranty shall apply only to the initial User/licensee.
The sole obligation of ASCOM UMS under this warranty shall be, to the discretion of ASCOM UMS, either to repair or replace the PRODUCT or to refund the price paid for the purchase of the PRODUCT, provided that the defect of the PRODUCT is technically attributable to ASCOM UMS and that ASCOM UMS has authorized its return.
Responsibility for loss or damages suffered by the PRODUCT during its shipment in connection with this warranty shall vest on the party shipping the PRODUCT.
ASCOM UMS does not guarantee that the PRODUCT will be free from errors or that the User can operate the system without problems or interruptions.
Furthermore, due to the ongoing development of intrusion methods and attacks of networks, ASCOM UMS does not guarantee, notwithstanding its performance of the due checks and its preparation of upgrades based on the best knowledge and experience in existence from time to time, that the PRODUCT or other equipment systems, or the network itself on which the PRODUCT is used, will be invulnerable to intrusions and attacks.
It is the responsibility of the User to install and to maintain software means for the protection against intrusions or attacks (i.e. antivirus, firewall, etc.)

Limitations. This warranty does not apply if the PRODUCT: (a) has been installed, repaired, maintained or in any other way altered by persons not authorized by ASCOM UMS, (b) has not been used in compliance with ASCOM UMS instructions, (c) has been subjected to abnormal physical or electronic stress, improper or negligent use or accident, or (d) is granted only for pilot testing, evaluation, testing, demonstration purposes or free of charge, for which ASCOM UMS receives no payment as license fee.

Limitation of Liability. IN NO CASE WILL ASCOM UMS OR ITS SUPPLIERS BE HELD RESPONSIBLE FOR THE LOSS OF INCOME, PROFIT OR DATA OR FOR SPECIAL, INDIRECT, SUBSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES EITHER CAUSED, TRIGGERED OR RESULTING FROM THE USE OR INABILITY TO USE THE PRODUCT, EVEN IF ASCOM UMS OR ITS SUPPLIERS WERE INFORMED ABOUT THE POSSIBILITY THAT SUCH DAMAGES COULD OCCUR. Under no circumstance will either ASCOM UMS or its suppliers’ responsibility cover compensation exceeding the price paid by the Client. UNDER NO CIRCUMSTANCE WILL THESE GENERAL CONTRACT CONDITIONS INVOLVE ACKNOWLEDGEMENT OF ASCOM UMS OR

ITS SUPPLIERS’ RESPONSIBILITY IN CASE OF DECEASE OR PERSONAL LESIONS RESULTING FROM THE USE OF THE PRODUCT. The said limitations shall apply even if this warranty fails to meet its essential purpose. THE ABOVEMENTIONED LIMITATIONS SHALL NOT APPLY IN THE STATES AND IN THE JURISDICTIONS WHICH DO NOT ALLOW LIMITATION OR EXCLUSION OF INCIDENTAL OR CONSEQUENTIAL DAMAGE.

This Contract and the warranty concerning the PRODUCT shall be subject to the Italian law. The United Nations Convention on the International Sales of Goods shall not apply. Should one or more provisions of this Contract be held as null or void by a Court of competent jurisdiction, the remaining provisions shall be considered as fully valid and effective. Except for what expressly provided for herein, this Contract constitutes the complete agreement between the parties on the license of the PPRODUCT and replaces any other conflicting or additional provision of the purchase order. The date of shipment of the PRODUCT by ASCOM UMS is recorded in the shipment documentation or in the PRODUCT delivery documentation.

INTENDED USE

The PRODUCT is a medical device composed only by software that is licensed exclusively to create an electronic copy of certain patients’ data and recording of the unit’s activity in order to provide:

- electronic documentation of the activity in the unit;
- information on the use of human resources and materials;
- deferred statistics for quality control;
- support to the diagnostic and therapeutic activities, within the limits of what specified herein below;
- support to the management of alarm coming from the connected medical devices;
- display of information to remote users for non-clinical purposes.

The PRODUCT is not aimed to administer or exchange energy to or from the human body or to transmit medicines, liquids or other substances to or from the human body.

The PRODUCT is not aimed to allow direct diagnosis or monitoring of vital physiological processes (by way of example cardiac performance, respiration or activity of CNS) and therefore the therapeutic or diagnostic procedure or maneuver, if any, deemed necessary by the user, shall be performed by him/her solely as consequence of the direct examination and of the scientific correspondence of the specific case with the data obtained through the use of the PRODUCT.

Based on the above features, the PRODUCT, even if designed to provide the maximum reliability, cannot guarantee the perfect correspondence of the provided data, nor can it substitute the direct verification of the same by the user.

In any case, the PRODUCT must be used in compliance with the safety procedures reported in the user manual accompanying the Product.

The PRODUCT can be used close to the patient and to the medical devices in order to speed up the data entry, to decrease the chances of errors and to allow the user to verify the correctness of the data through the immediate comparison with the actual data and activities.

The user must implement adequate procedures to guarantee that potential errors occurring in the PRODUCT are promptly detected and corrected and do not constitute a risk to the patient and the operator.

These procedures depend on the configuration of the Product and the method of use preferred by the user.

Only printouts that are signed (with digital signature or autograph) by authorized physicians or medical operators shall be considered valid clinical documents. In signing the aforementioned printouts, the user certifies that he/she has checked the correctness and completeness of the data present in the document.

Only these signed documents are a valid source of information for diagnostic or therapeutic processes and/or procedures.

The PRODUCT may provide, depending on the modules installed, access to information on drugs. This information is taken from official publications. It is responsibility of the user to periodically verify that this information is current and updated.

The PRODUCT can be connected to other medical devices in order to import data therefrom but is not aimed to control, monitor or influence the performances of the medical devices with which it is connected.

The PRODUCT may provide, depending on the modules installed, visual and acoustic indication of the status and operating conditions of the approved devices connected to the PRODUCT thus providing a support to the management of the alarms and to the planning of nursing workflow.
The information displayed by the PRODUCT is not meant to replace or replicate the original display of data, messages and alarms of the medical devices. The PRODUCT is not intended to control, affect or modify the normal use of those devices.

The PRODUCT does not substitute a "Nurse Call" system and it is not a "Distributed Alarm System" (as defined by the regulation EN 60601-1-8). Therefore, it must not be used in place of the direct monitoring of the alarms generated by the medical devices. This limitation is due, among the other reasons, to the specifications and limitations of the communication protocols of the medical devices and to the nature and limitations of the hospital local network.

INTENDED USERS
The PRODUCT must be used by properly trained physicians, nurses, administrative staff, system administrators, biomedical engineers and technicians.
Use of the system must be granted, by means of specific configuration of the passwords and active surveillance, only to trained personnel in possession of the professional qualifications to correctly interpret the information supplied and to implement the appropriate safety procedures.

Limited parts of the PRODUCT may be used by other categories of users for non-clinical purposes, to access a limited set of information and without the ability to alter existing information or enter new ones. For example patient's family member can access information of their relative.

INTENDED ENVIRONMENT
The PRODUCT can be used inside medical facilities in intensive care units, wards, operating blocks, operating theatres and other departments.

The PRODUCT is software-only medical device that can be run on a computer connected to the hospital local network and must be adequately protected against cyber-attacks.
The PRODUCT must be installed only on recommended PCs and/or operating systems.

In using the PRODUCT, the user declares to have understood and accepted the characteristics, limits and responsibilities contained herein and in the user manual.

CONFLICTING TERMS
Should the User and ASCOM UMS enter into an agreement for the supply and/or the license of the PRODUCT containing terms different from those contained herein, the terms of that agreement shall prevail on the terms of this Contract which are not compatible with them, it being understood that all the remaining terms of this Contract shall remain fully valid and the enforceable.

* * * * *

Should you have any questions concerning this End-User License Contract, please contact the ASCOM UMS representative in your area or write to ASCOM UMS srl unipersonale, Customer Service, Via di Mucciana 19, 50026 San Casciano in Val di Pesa (Firenze), Italy (or use contacts listed below).

Date Signature

SPECIFIC ACCEPTANCE OF CERTAIN PROVISIONS IN THIS CONTRACT

IMPORTANT—READ CAREFULLY

In compliance with articles 1341 and 1342 of the Italian Civil Code or to any other equivalent provision applicable in any other jurisdiction, I hereby declare that I have read, fully understood and specifically accept the following clauses of the ASCOM UMS End-User License Contract concerning the product "DIGISTAT®":

- COPYRIGHT

- LIMITED WARRANTY
- LIMITATIONS
- LIMITED LIABILITY
- INTENDED USE
- RESTRICTIONS.

Date Signature

30. Contacts

- **ASCOM UMS srl unipersonale**

Via Amilcare Ponchielli 29, 50018, Scandicci (FI), Italy
Tel. (+39) 055 0512161
Fax (+39) 055 8290392

- **Technical assistance**

support@unitedms.com

800999715 (toll free, Italy only)

- **Sales and products information**

sales@unitedms.com

- **General info**

info@unitedms.com

Appendix A: glossary

The use of DIGISTAT® systems requires a basic knowledge of the most common IT terms and concepts. In the same way, the comprehension of this manual is subject to such knowledge. However, in order to improve access to the document and clarify the use of certain terms relating to the DIGISTAT® systems, we have included a glossary for quick (and obviously concise) reference for the clarification of terms.

Remember that the use of DIGISTAT® systems must only be granted to professionally qualified and properly trained personnel.

! ***Use of DIGISTAT® systems must only be granted to professionally qualified and properly trained personnel.***

ALARM MESSAGE

An “Alarm message” coming from any one of the devices in use warns the user about an immediate danger for the patient or the users of the device. Alarm messages are of vital importance and must be managed with the highest priority.

BUTTONS

❖ Function buttons

Buttons which, when clicked, make it possible to perform different operations or access different functions of the software. In Figure 2 the active function buttons are **New**, **Show**, **Delete**, **Change** and **Reports**.

❖ Active button

Button which, in the context present, can be clicked and makes it possible to perform operations or access particular functions.

❖ Inactive button

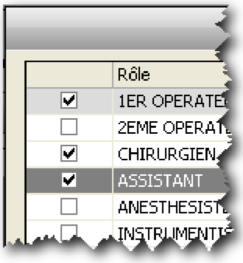
Button which, in the context present, cannot be clicked.

❖ Make button active

Perform an operation which means that a certain button becomes clickable.

CHECKBOX

Small box, usually square, which can be clicked to select an option. It can also be called a “selection box”.



Rôle
☑ 1ER OPERATE
☐ 2EME OPERAT
☑ CHIRURGIEN
☑ ASSISTANT
☐ ANESTHESISTE
☐ INSTRUMENTI

Figure 1 - Checkbox

❖ Selection box

See “Checkbox”.

CLICK

Move the mouse over a specific object and press one of the buttons (the left one unless otherwise specified).

❖ Double Click

Click twice in rapid succession.

CLIENT

A computer connected to a server (see) in an information network that requests the server for one or more services.

COMMAND BAR

Term used to generically indicate a portion of screen containing different function buttons (Figure 2).

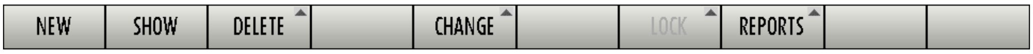


Figure 2

CONFIGURATION

The configuration of a software product is a series of operations and choices which determine the general set-up of the software and its operation and appearance. The configuration is not to be performed by the user (see) but by a system technician/administrator (see).

CONTROL BAR

The external portion of each page on the DIGISTAT® environment, comprised a control bar at the bottom and a side control bar. “Control Bar” is used to manage, among other things, access to the system (login - see), exit from the system (logout - see) and selection of the module required.

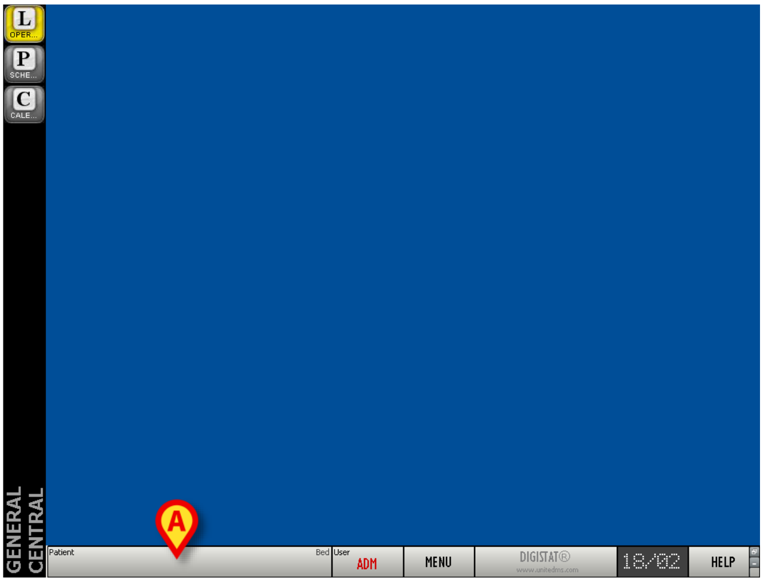


Figure 3

CURSOR

Moving mark indicating a position. It is often a short blinking vertical line indicatine where the user is inserting data.

DATABASE

A database is a collection of data organized so that it is easily accessible. The data in a database can be consulted, edited and updated.

DEFAULT

A value is classed as being "by default" when it is automatically used by the system if the user does not specify any other values.

DIGISTAT®

❖ DIGISTAT® Module

Software designed and developed to offer a solution to a specific series of needs and problems.

❖ DIGISTAT® System

A series of DIGISTAT® modules that work in an integrated, synchronized and interdependent way.

❖ DIGISTAT® Environment

The combination that encompasses and characterizes all DIGISTAT® modules and systems

DRAG

To “drag an item” means to move to an object with the cursor of the mouse, click and, keeping the button pressed, move the cursor across the page. The object moves with the cursor. The “dragged” items stops when you release the left button.

DRAG AND DROP

“Drag and drop” is the act of dragging an item to move it to a different point of the screen (see “drag”).

EDIT

Modify the data on a screen.

❖ Edit Mode

A screen is said to be in edit mode when it can be edited by the user.

❖ Edit state

See “Edit Mode”.

EVENTS

In the OranJ system, an event is a significant occurrence in the operating process which must be documented. The number and kind of possible events depend on the user needs and are set by configuration.

FIELD

Portion of screen in which you can enter data (digits, letters or both - Figure 4).

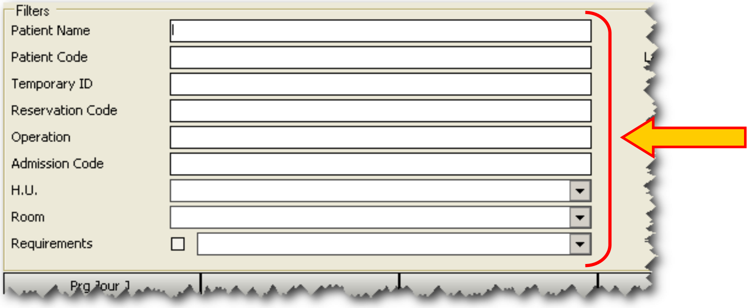


Figure 4 - Fields

- **Free field**

A field is “free” when you can enter any type of text or digit and it is not restricted to a series of pre-defined options.

LOCATION

The term “Location”, when used within the DIGISTAT® environment, indicates the area (fo instance a department, or a ward) for which the system is configured.

LOG

Item recording in real-time and chronologically certain operations defined as “meaningful”.

LOGIN (procedure)

The act of accessing (by means of username and password - see) the system.

- **Logout**

The act of exiting the system.

MARKER

In the OranJ system, markers are events which are defined as characterizing every operating event. The number and nature of markers, as well as the logic of succession, can be configured to suit the user’s needs. The OranJ system envisages 6 markers as standard:

1. Entrance to the block (the patient has undergone block check-in)
2. Entrance to the room (the patient has undergone room check-in)
3. Skin incision
4. Suture
5. Exit from the room (Operation done)
6. Exit from the block

MESSAGE CENTER

A software that manages the messages and the licences within the DIGISTAT® environment (see). The use of “Message Center” is reserved to the system administrators (see).

PAGE

Term used to indicate what can be seen on the screen in a specific moment.

PASSWORD

A password is a sequence of numbers and/or letters used to access a protected area. It should only be known to the user concerned.

PATIENT

❖ Admitted Patient

Within the DIGISTAT® environment, the expression “admitted patient” means that the patient has been admitted to the hospital structure. The admission of a patient involves the assignment of a bed and a location. When a patient is admitted, the number of his/her bed appears alongside his/her name on the **Patient** button on the ControlBar (see Figure 3 **A**).

❖ Patient registered in the database

The expression means that the name and data of a patient appear in the archive that we are consulting.

❖ Patient Selected

Within the DIGISTAT® environment, when the patient is selected, his/her name appears on the **Patient** button on the ControlBar (see Figure 3 **A**).

POP-UP

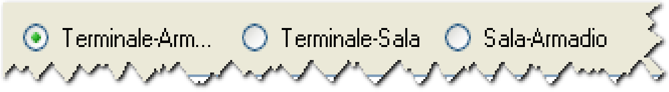
Window containing a message for the user (see) which appears following the performance of any operation.

QUERY

A database interrogation performed to obtain a specific set of data.

RADIOBUTTON

Selection tool enabling to select one among many available options and having the feature: ◉. The selection of an option excludes the other options. See, for instance, the radiobuttons shown in Figure 5.



● Terminale-Arm... ○ Terminale-Sala ○ Sala-Armadio

Figure 5

READ-ONLY

This expression means that a series of data cannot be edited by the user.

RECORD

A series of data organized rationally and composed of coherent items. An example of a record could be the patient data composed of name, last name, address, code, etc.

RESERVE

In the OranJ and Smart Scheduler systems, reserves are those operations which have not been assigned a time, block or room but which have been included in the daily schedule.
The “reserve” concept has been introduced to enable the immediate scheduling of emergency operations which become necessary from one minute to the next. The criterion observed for these urgent cases is “as soon as a place is free, the operation goes ahead”.

SCREEN

Term used to indicate what can be seen on the computer screen in a specific moment.

SERVER

An informatic component (a computer, for instance) providing services to other components (tipically named “clients” - see) in an information network.

SLOT

In the Smart Scheduler system, the term “slot” indicates the range of time in which an operating room is available to a hospital unit for scheduling. From the graphic point of view, on the scheduling grid, the slot is one of the ochre yellow colored areas (Figure 6).

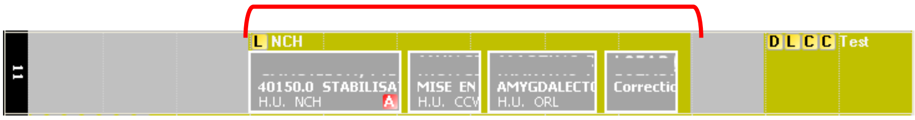


Figure 6 - slot

STATE (of the operation)

In the OranJ and Smart Scheduler systems, the “operation state” is the “stages” in which an operation is, in relation to the process necessary to its completion. There are 6 visible operation states in the two systems. These are

1) Foreseen – It has been decided that an operation must be performed for a specific patient.

2) Requested – It has been declared that the operation can be included in the schedule of the structure where you are operating, therefore its scheduling has been requested.

3) Scheduled – The operation has been included in the schedule of the structure where you are operating. The location and time of the operation have been decided.

4) Ready - The patient has undergone check-in and is inside the surgical block.

5) In progress – The patient has undergone room check-in. The operation is being performed.

6) Completed - The patient is out of the operating room. The operation is over.

The Smart Scheduler system manages operations up to scheduling, i.e., in the three states described here. The OranJ system manages the operations from scheduling up to completion (the last 4 states). Within OranJ the states are characterized by different colors. The “scheduled” state is light gray; the “ready” state is green; the “in progress” state is blue; the “completed” state is dark gray.

SYSTEM ADMINISTRATOR

Specialized technician responsible for managing the IT system used. This is the first person to contact if you have any kind of problem.

TAB

Tabs like those of an address book, which you click to access a different page (Figure 7).

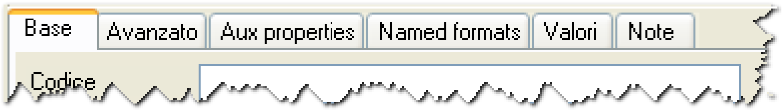
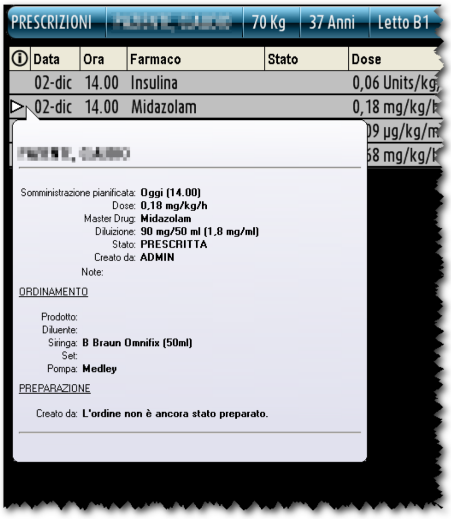


Figure 7 - Tab

TOOLTIP

A tooltip is an area containing information about one of the items displayed on screen. The tooltip appears when the mouse pointer passes over the specific item (clicking is not necessary).



Data	Ora	Farmaco	Stato	Dose
02-dic	14.00	Insulina		0,06 Units/kg
02-dic	14.00	Midazolam		0,18 mg/kg/

[redacted]

Somministrazione pianificata: Oggi (14.00)
Dose: 0,18 mg/kg/h
Master Drug: Midazolam
Diluizione: 90 mg/50 ml (1,8 mg/ml)
Stato: PRESCRITTA
Creato da: ADMIN
Note:

ORDINAMENTO

Prodotto:
Diluente:
Siringa: B Braun Omnifix (50ml)
Set:
Pompa: Medley

PREPARAZIONE

Creato da: L'ordine non è ancora stato preparato.

Figure 8 - Tooltip

TOUCH SCREEN

Particular type of screen in which the operations usually performed using the mouse are performed by touching the surface of the glass.

USER

The person using the system.

❖ User Connected

See “User Logged In”.

❖ User Logged In

User who has accessed the system (login - see) by entering his/her username and password and is therefore authorized to access some of its functions. The user logged in is also known as the “user connected”.

❖ User Logged-out

User who has not accessed the system (login) or who has exited the system (intentionally or otherwise) and cannot therefore access his/her functions without logging in again.

USERNAME

The name which identifies the user of a system. It can be composed of letters, numbers or both together.

WARNING MESSAGE

A “Warning message” warns the user that an ongoing situation or procedure could lead to a danger for the users or the patient. Warning messages are very important and must be managed as soon as possible.

WORKSTATION

In this manual the word “workstation” indicates the computer on which the software or part of it is installed.

Appendix B – Residual risks

The risk management process has been actualized for the DIGISTAT® medical device according to the relevant technical regulations (EN14971, EN62304, EN62366). All the possible control measures have been defined to reduce all residual risks to the minimum level and make them this way acceptable considering the benefits brought in by the product. The total residual risk is also accettable if compared to the same benefits.

The risks listed below have been taken into consideration and reduced to the minimum level possible. Yet, given the inherent nature of the "risk" concept, it is not possible to completely remove them. It is therefore necessary, according to the regulations, let the users know each and every possible risk (even though remote).

- Impossibility in using the system or some of its functionalities, which can cause delays and/or errors in the therapeutic/diagnostic actions.
- Slowdown of device performance, which can cause delays and/or errors in the therapeutic/diagnostic actions.
- Circulation of users' and/or patients' sensible data.
- Unauthorized actions carried out by users, which can cause errors in the therapeutic/diagnostic actions and in the attribution of responsibilities of these actions.
- Wrong data insertion and display, which can cause errors in the therapeutic/diagnostic actions.
- Display of either partial or hard-to-read information, which can cause delays and/or errors in the therapeutic/diagnostic actions.
- Attribution of patient data to the wrong patient (patient exchange), which can cause errors in the therapeutic/diagnostic actions.
- Accidental data deletion, resulting in loss of data, which can cause delays and/or errors in the therapeutic/diagnostic actions.

RISKS RELATING TO THE HARDWARE PLATFORM IN USE

- Electric shock for the patient and/or the operator, which can cause injury and/or death for the patient/operator.
- Hardware components overheating, that can cause injury for the patient/operator.
- Infection contraction for the patient/operator.