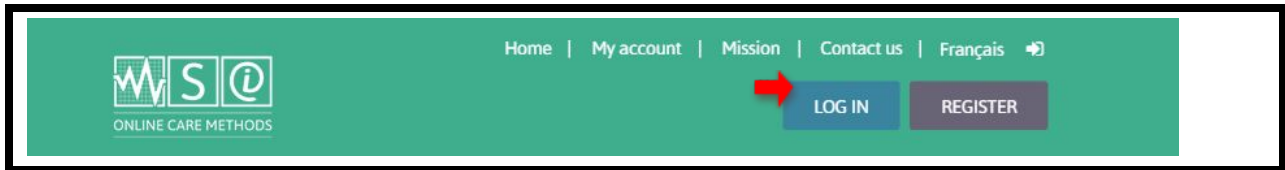


User guide for the new OCM platform

1. Customization of an OCM

A. Go to the OCM home page. Click on “LOG IN” (see →)



B. Enter your content manager user code and password (customization account)

C. Select the OCM to customize (if needed, consult the PDF document entitled “**Searching for an OCM**”)

Note: Only the following sections can be customized:

- i. Field of expertise
- ii. Care techniques
- iii. Tools
- iv. References
- v. Memory Aid

D. Select the section to customize, and then click “Customize this section” (see →).

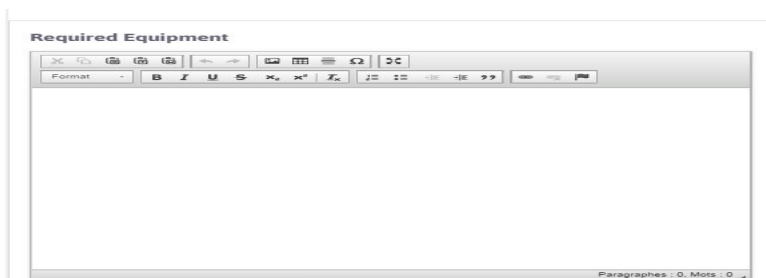
EXAMPLE: Sub-section “Required equipment” in “Care techniques”

→ Customize this section 

Required Equipment

- Prescribed metered-dose inhaler
- Spacing device, if needed

E. An editing box will appear



User guide for the new OCM platform

- F. Start adding information (see →)

Required Equipment



- G. Once your text is completed, save your customization by clicking "Save" (see →)



- H. The customized text will be displayed in a green box, with a note stating "This section has been customized"



2. Consultation of OCMs customized by your institution

- A. Go to the OCM home page and click on "My institution" (see →)









- B. The following options will be displayed. Click "Customizations" (see →)



User guide for the new OCM platform

- C. The list of OCMs your institution has customized will be displayed. Click the eye icon beside the title of the OCM you wish to consult (see →)

Title	Institution	Date of last update	
Administration of a medication by metered-dose inhaler	Centre d'expertise en santé de Sherbrooke	Mon, 2018/11/19	→  
Installation, retrait et entretien de prothèses auditives	Centre d'expertise en santé de Sherbrooke	Wed, 2017/03/08	 
Soins post-mortem	Centre d'expertise en santé de Sherbrooke	Wed, 2017/03/08	 

3. Removal of a customization

- A. Log in to the OCM platform (if needed, see steps A and B of section 1. “Customization of an OCM”)
- B. Select the OCM with the customization that needs to be removed (if needed, see the PDF document entitled “Searching for an OCM”)
- C. Identify the customized section(s) that need to be removed (the customized text is displayed in a green box)
- D. Click on the bin icon located on the upper left section of the green box (see →)



- E. The following window will open. Click on “Delete” (see →) to confirm removal.

