

Inserting and removing a PDF document in the TOOLS section of an OCM

Insertion of a tool

1. First, save your tool in PDF format in a location of your choice on your computer
2. Place the cursor in the «*Search Criteria*» section and use «keywords» to enter the name of the OCM in which you want to insert the tool

Search criteria

Videos E-learning Tools Customized by my institution Methods from my institution



3. Select the OCM from the drop-down list; the OCM will then open

trachea

- Tracheal and bronchial suctioning
- Tracheal and bronchial suctioning (n-p)
- Insertion and removal of a tracheal button
- Insertion and removal of the inner tracheal cannula
- Insertion and removal of the inner tracheal cannula (n-p)
- Reference framework for endotracheal intubation
- Insertion and removal of the outer tracheal cannula

4. Click on the «*Edit*» Tab

Tracheal and bronchial suctioning

View

Edit

Translate

Workflow

Clone this method

Customizations

General
Framework

Care
Techniques

Progress
Notes

Teaching
Program

References

Memory Aid

5. The «*Properties*» tab will now be displayed and accessible.

Edit Method Tracheal and bronchial suctioning

View

Edit

Translate

Workflow

Clone

Customizations

Properties *

General
Framework

Care
Techniques

Progress
Notes

Teaching
Program

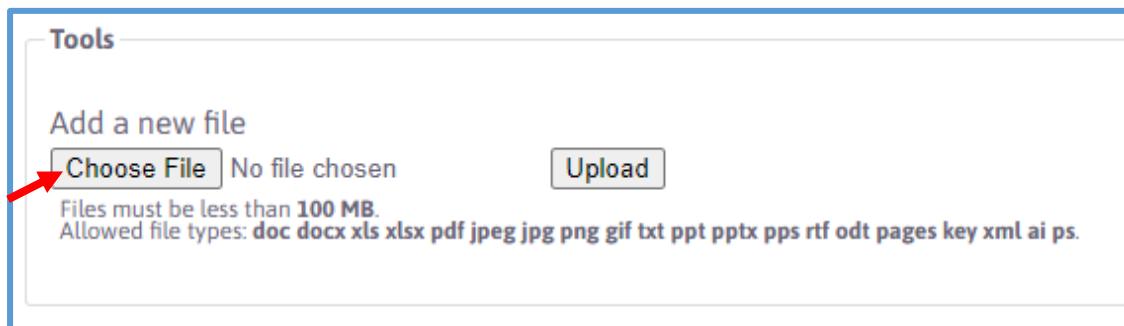
References

Memory Aid

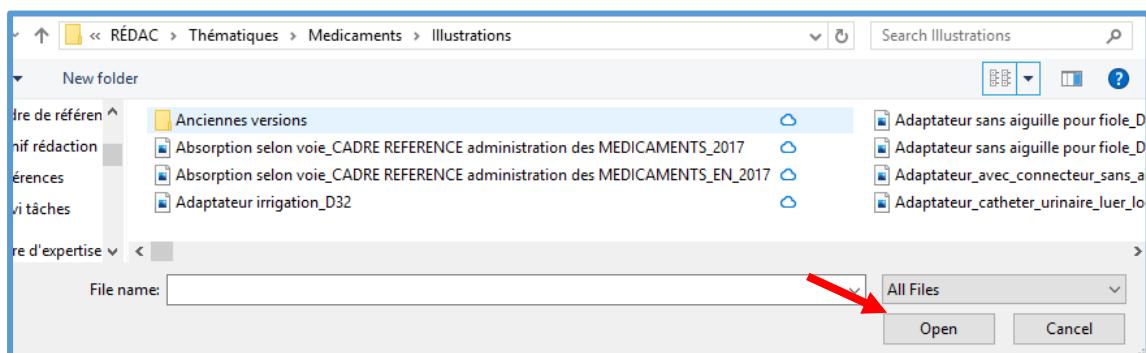
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6. Insert the tool in PDF format in the «**TOOLS**» section by following the steps below:

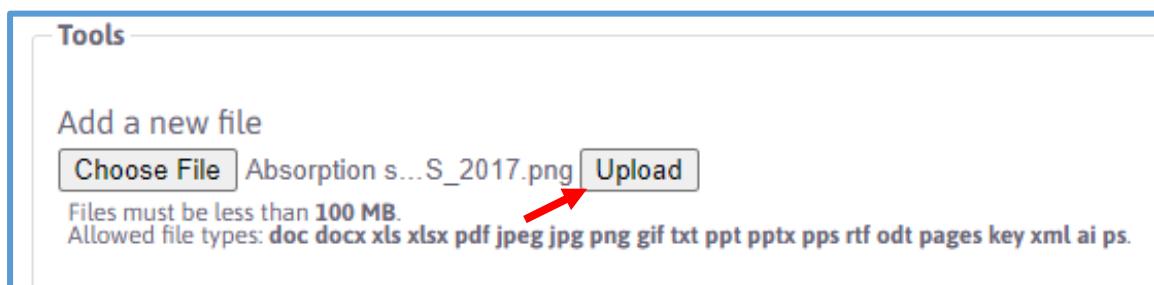
- Click on the «**Properties**» tab
- Go to the «**TOOLS**» section, located at the bottom of the «**Properties**» page



- Click on «**Choose File**», a new window will open
- Click on your document in the list and then click on «**Open**»



- Click on «**Upload** »



- Click on the «**Save**» or «**Save and quit**» tab at the bottom of the «**Properties**» page



Removal of a tool

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1. Place the cursor in the «*Search Criteria*» section and use «keywords» to enter the name of the OCM in which you want to insert the tool

A screenshot of a search interface titled "Search criteria". At the top, there are several filter checkboxes: Videos, E-learning, Tools, Customized by my institution, and Methods from my institution. Below these is a search input field containing the word "trachea". To the right of the input field is a blue search button with a white magnifying glass icon.

2. Select the OCM from the drop-down list; the OCM will then open

A screenshot of a dropdown menu listing search results for "trachea". The results include: Tracheal and bronchial suctioning, Tracheal and bronchial suctioning (n-p), Insertion and removal of a tracheal button, Insertion and removal of the inner tracheal cannula, Insertion and removal of the inner tracheal cannula (n-p), Reference framework for endotracheal intubation, and Insertion and removal of the outer tracheal cannula. The first result, "Tracheal and bronchial suctioning", is highlighted with a red arrow.

3. Click on the «*Edit*» Tab

A screenshot of the "Tracheal and bronchial suctioning" method page. At the top, there is a navigation bar with tabs: View, Edit, Translate, Workflow, Clone this method, and Customizations. The "Edit" tab is highlighted with a red arrow. Below the navigation bar is a horizontal menu with six items: General Framework, Care Techniques, Progress Notes, Teaching Program, References, and Memory Aid.

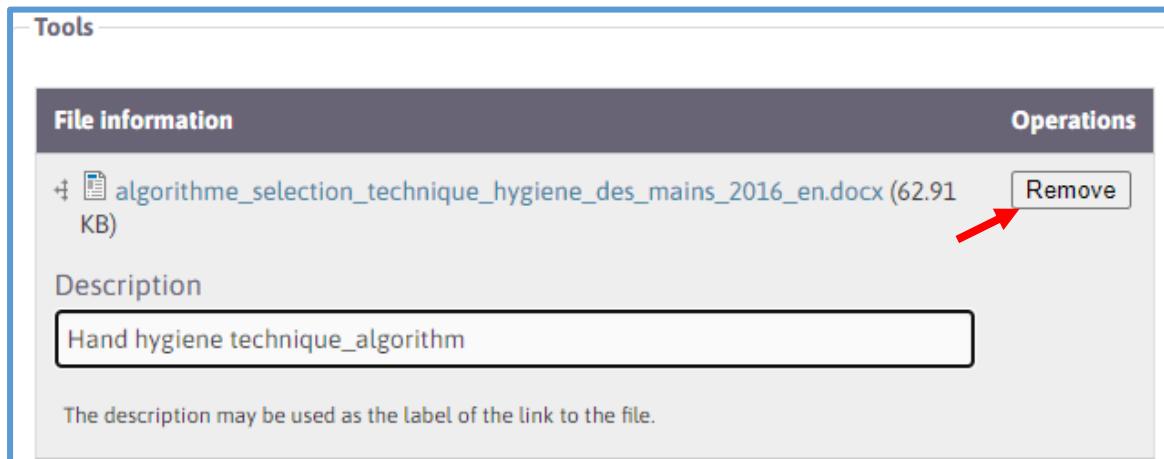
4. The «*Properties*» tab will now be displayed and accessible.

A screenshot of the "Edit Method Tracheal and bronchial suctioning" page. At the top, there is a navigation bar with tabs: View, Edit, Translate, Workflow, Clone, and Customizations. The "Edit" tab is highlighted with a red arrow. Below the navigation bar is a horizontal menu with seven items: Properties (highlighted with a red arrow), General Framework, Care Techniques, Progress Notes, Teaching Program, References, and Memory Aid.

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5. Remove the tool from the «**TOOLS**» section by following the steps below:

- a) Click on «**Remove**»



- b) Click on the «**Save**» or «**Save and quit**» tab at the bottom of the «**Properties**» page

