iRISupply™

User Guide

PREFACE

This user guide provides information for the use and operation of the iRISupply™ Cabinet System. This user guide is considered a permanent part of the iRISupply™ Cabinet System, and should remain with the iRISupply™ Cabinet System at all times.

The information and specifications included in this publication were in effect at the time of approval for printing. Mobile Aspects reserves the right, however, to discontinue or change specifications or design at anytime without notice and without incurring any obligation whatever. No part of this publication may be reproduced without written permission.

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Technical Support

In the U.S.A., customers can reach the Mobile Aspects Technical Assistance Center (TAC) in three different ways.

1. Telephone questions to the TAC at:

(888) 221-7571

2. Email questions to the TAC at:

help@mobileaspects.com

3. Fax questions to the TAC at:

(412) 325-1685

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Important Notice

This user guide is considered a permanent part of the iRISUPPLY™ system, and should remain with the iRISUPPLY ™ cabinet at all times.

The iRISUPPLY™ cabinet must be professionally installed by authorized personnel from Mobile Aspects.

Changes or modifications not expressly approved by Mobile Aspects could void the user's authority to operate the iRISUPPLY™ cabinet.

No user maintenance is required for the cabinet and it contains no user serviceable parts inside.

The information and specifications included in this publication were in effect at the time of approval for printing. Mobile Aspects reserves the right, however, to discontinue or change specifications or design at anytime without notice and without incurring any obligation whatever.

Type Approvals

FCC ID: R4FIRISUPPLY50

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

General Safety Information

Safety and Warning Symbols

Always refer to this guide for additional detailed information when you see the above safety symbol located on the cabinet.

The following Warning Messages will appear in this user guide to warn of potential hazards or to call attention to information that clarifies or simplifies a procedure. The instruction given below should be followed at all times.

Prior to installation and maintenance always unplug iRISUPPLY™ from the power outlet.

Unplug iRISUPPLY™ from its power source prior to making any wiring changes.

Environmental Conditions

Normal environmental conditions

This standard applies to equipment designed to be safe at least under the following conditions:

1. Indoor use
2. Altitude up to 2 000 m
3. Temperature 5 °C to 40 °C
4. Maximum relative humidity 80 % for temperatures up to 31 °C decreasing linearly to 50 %
5. Relative humidity at 40 °C;
6. MAINS supply voltage fluctuations up to +/-10 % of the nominal voltage;
7. Transient overvoltages typically present on the MAINS supply.

   Note: The normal level of transient overvoltages is impulse withstand (overvoltage) category II of IEC 60364-4-443.
8. Applicable RATED POLLUTION degree 2.

Maintenance and Cleaning

iRISUPPLY™does not require any electrical or mechanical maintenance. Should any issues occur, the cabinet should only be serviced by authorized personnel from Mobile Aspects. On a regular basis, the cabinet should be cleaned with a warm, damp cloth containing a mild liquid detergent. Avoid using abrasive cleaners and aromatic solvents, especially on the door glass since it may cause scratches.

Electrical Rating

iRISUPPLY™does not require any electrical or mechanical maintenance. Should any issues occur, the cabinet should only be serviced by authorized personnel from Mobile Aspects. On a regular basis, the cabinet should be cleaned with a warm, damp cloth containing a mild liquid detergent. Avoid using abrasive cleaners and aromatic solvents, especially on the door glass since it may cause scratches.

iRISUPPLY™requires a single 120V/60Hz AC grounded receptacle (Type 5-15R).

Input voltage: 115 VAC

Frequency: 60 Hz

Current Rating: 4.4A Max

Replace only with the following fuses: 5 x 20 mm, Time Delay, 250 V, 10 A

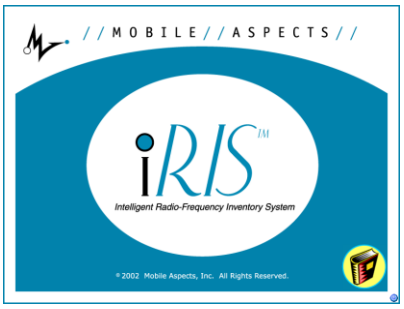
iRISupply User Log-In

The iRISupply™ Cabinet System offers several secure login methods. These login methods allow the system to uniquely identify the user requesting access to the system, thus improving overall quality and accountability of the supply chain management process. iRISupply™ provides four log-in methods: *Magnetic Stripe Card*, *Proximity Card*, *Bar Code, and On Screen Keypad.*

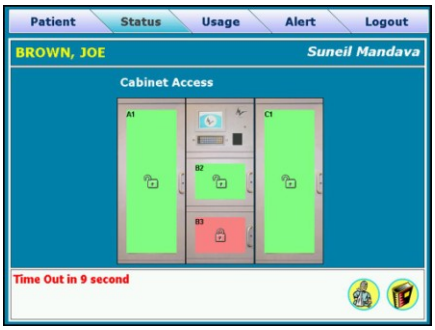
Magnetic Stripe Card

A typical *Magnetic Stripe ID Card* is doubled faced. One face contains basic ID information, usually consisting of the user's name, title and picture. The opposite face contains a thin black magnetic stripe with the user's information digitally encoded. The iRISupply™ system utilizes the digitally encoded information on the magnetic stripe to uniquely identify users, while also providing secure access to critical inventory and supplies.

Process Flow Description

#	Title	Description
1	Withdraw your *Magnetic Stripe ID Card*.	Approach iRISupply and withdraw your *Magnetic Stripe ID Card*. The *iRISupply Logo* screen is displayed. 
2	Turn the *Magnetic Stripe ID Card* face down.	Ensure that the magnetic stripe is facing up.

#	Title	Description
3	Insert the *Magnetic Stripe ID Card* into the reader.	Position the *Magnetic Stripe ID Card* on the right side of the reader.
4	Quickly swipe the *Magnetic Stripe ID Card* from right to left.	Quickly and smoothly, pull the *Magnetic Stripe ID Card* through the reader.
5	Patient List function activated?	The Patient List function parameter identifies whether a user must select a patient before being granted access to iRISupply™. • If the Patient List function is activated for your system, you will need to select a patient before moving on. Proceed to Step #6. • If the Patient List function is deactivated, then proceed directly to Step #7. **NOTE** *The Patient List function is administered through iRISynergy™.*
6	Select a patient from the *Patient List* screen.	See Section 2 for additional detailed information pertaining to the *Patient List* screen.

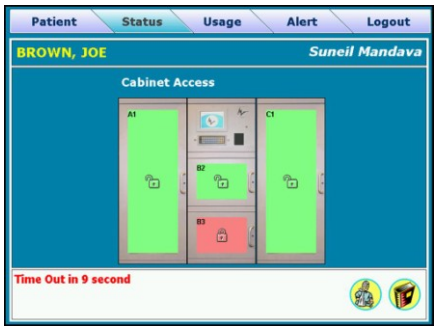
#	Title	Description
7	The *Cabinet Access* screen will be displayed.	When you have successfully selected a patient (if applicable), the *Cabinet Access* screen will be displayed. You will now have access to the cabinet compartments highlighted in green. 
8	Remove an item from iRISupply™.	See Section 3 for additional detailed information pertaining to the *Cabinet Access* screen.

Proximity Card

Like the *Magnetic Stripe ID Card* log-in method, the iRISupply™ system can utilize the information provided by Proximity card (e.g HID card) to uniquely identify users while also providing secure access to critical inventory and supplies.

Process Flow Description

#	Title	Description
1	Place your *Proximity* ID card in close proximity to the *Proximity* Reader.	
2	An audible 'beep' will sound when your *Proximity* ID card is recognized.	When the *Proximity* reader recognizes your card, the red LED will briefly turn green.
3	Patient List function activated?	The Patient List function parameter identifies whether a user must select a patient before being granted access to iRISupply™. • If the Patient List function is activated for your system, you will need to select a patient before moving on. Proceed to Step #6. • If the Patient List function is deactivated, then proceed directly to Step #7. **NOTE** *The Patient List function is administered through iRISynergy™.*
4	Select a patient from the *Patient List* screen.	See Section 2 for additional detailed information pertaining to the *Patient List* screen.

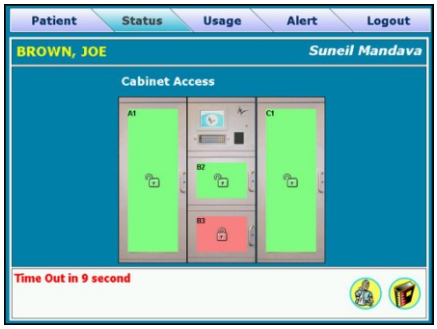
#	Title	Description
5	The *Cabinet Access* screen will be displayed.	When you have successfully selected a patient (if applicable), the *Cabinet Access* screen will be displayed. You will now have access to the cabinet compartments highlighted in green. 
6	Remove an item from iRISupply.	See Section 3 for additional detailed information pertaining to the *Cabinet Access* screen.

Bar Code

Like the *Magnetic Stripe ID Card* log-in method, the iRISupply™ system can utilize the information provided by a Bar Code to uniquely identify users while also providing secure access to critical inventory and supplies.

Process Flow Description

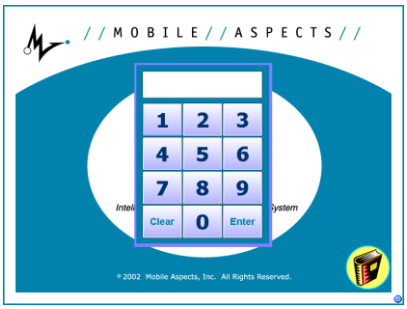
#	Title	Description
1	Place your *Bar Coded* ID card directly beneath the *Bar Code* Scanner.	
2	An audible 'beep' will sound when your *Bar Coded* ID card is recognized.	
3	Patient List function activated?	The Patient List function parameter identifies whether a user must select a patient before being granted access to iRISupply™. • If the Patient List function is activated for your system, you will need to select a patient before moving on. Proceed to Step #6. • If the Patient List function is deactivated, then proceed directly to Step #7. **NOTE** *The Patient List function is administered through iRISynergy™.*

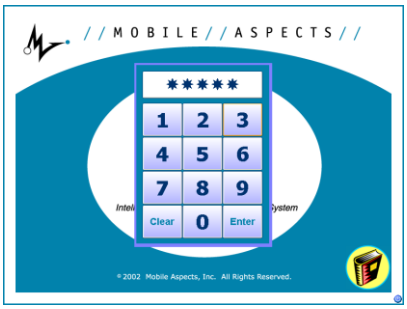
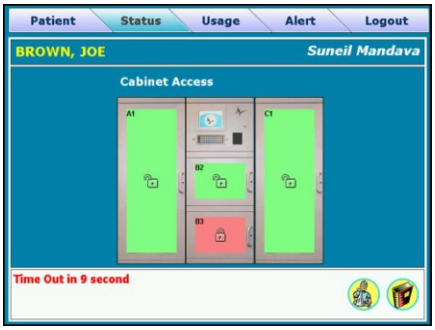
#	Title	Description
4	Select a patient from the *Patient List* screen.	See Section 2 for additional detailed information pertaining to the *Patient List* screen.
5	The *Cabinet Access* screen will be displayed.	When you have successfully selected a patient (if applicable), the *Cabinet Access* screen will be displayed. You will now have access to the cabinet compartments highlighted in green. 
6	Remove an item from iRISupply.	See Section 3 for additional detailed information pertaining to the *Cabinet Access* screen.

On Screen Keypad

Another way to log in into the iRISupply system is by entering the assigned PIN number on the on screen keypad. To assign PIN number to a user please see iRISynergy manual.

Process Flow Description

#	Title	Description
1	At the start up screen, touch/tap any area on the screen to initiate the keypad.	The keypad interface is displayed on the screen. 

#	Title	Description
2	Type in your PIN code on the keypad by pressing to the numeric button on the screen and then press 'Enter' button.	
3	PIN verified?	The PIN # will be verified to validate user's identity and check user's access level in the iRISupply system.
4	Patient List function activated?	The Patient List function parameter identifies whether a user must select a patient before being granted access to iRISupply™. • If the Patient List function is activated for your system, you will need to select a patient before moving on. Proceed to Step #5 • If the Patient List function is deactivated, then proceed directly to Step #6 **NOTE** *The Patient List function is administered through iRISynergy™.*
5	Select a patient from the *Patient List* screen.	See Section 2 for additional detailed information pertaining to the *Patient List* screen.
6	The *Cabinet Access* screen will be displayed.	When you have successfully selected a patient (if applicable), the *Cabinet Access* screen will be displayed. You will now have access to the cabinet compartments highlighted in green. 
7	Remove an item from iRISupply™.	See Section 3 for additional detailed information pertaining to the *Cabinet Access* screen.

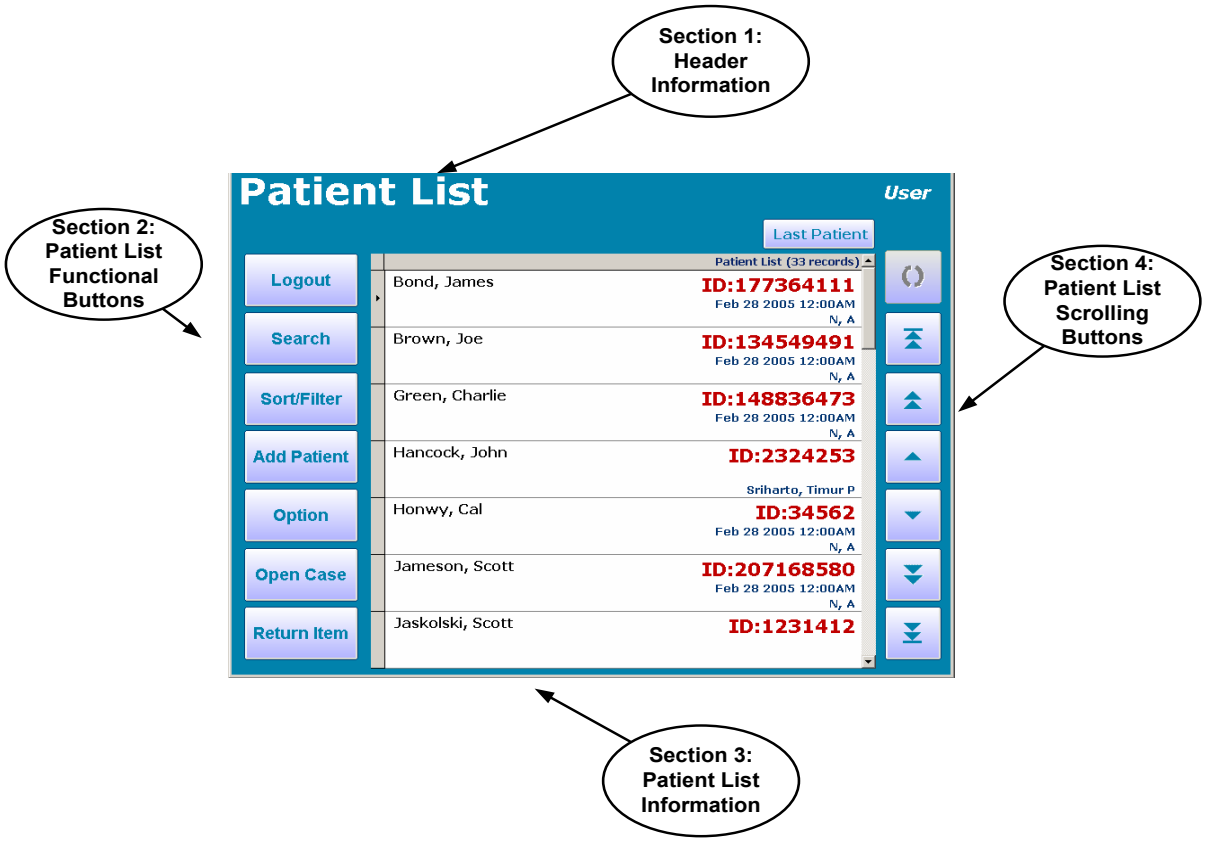
Patient List Functionality

Selecting a Patient

The *Patient List* screen allows users to associate items they remove from iRISupply™ to a patient. This information allows iRISupply™ to provide for direct patient billing, as well as increases the overall visibility to basic audit and accountability parameters critical to supply chain management in the health care setting.

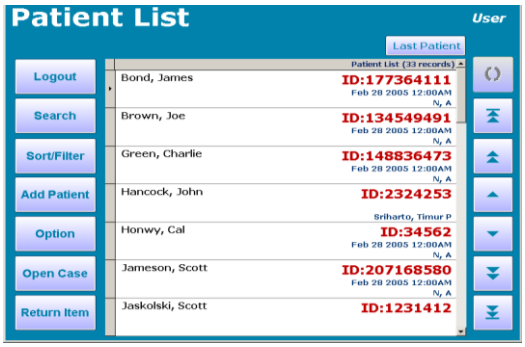
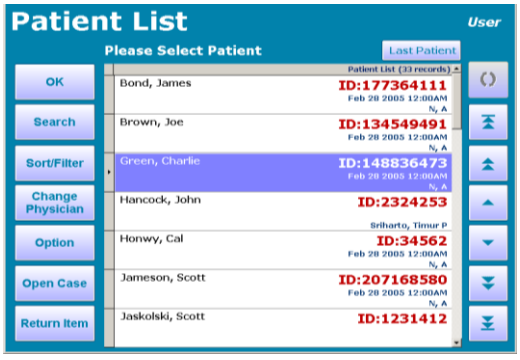
The Select Patient function is a user defined parameter that can be set to 'True' or 'False' (see the iRISynergy™ User Guide for setting parameters). If the Select Patient functionality is set to 'True', the user will be required to select a patient prior to adding/removing product(s) from iRISupply™. If the Select Patient functionality is set to 'False', the user will have direct access to iRISupply™.

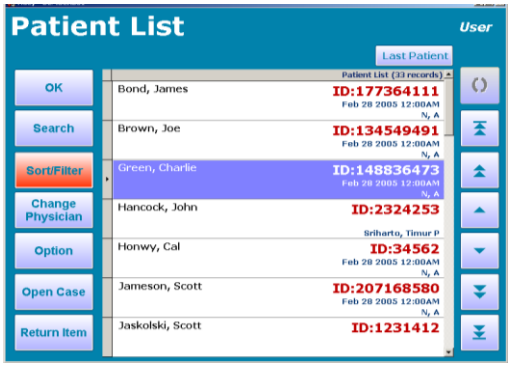
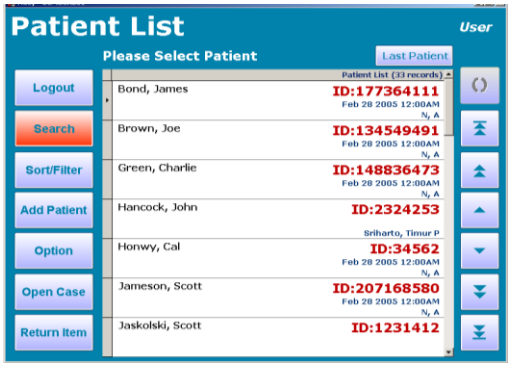
Patient List Screen

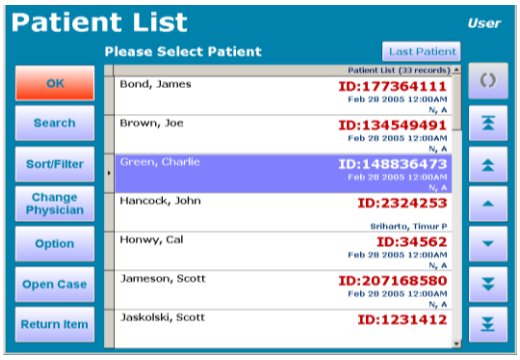
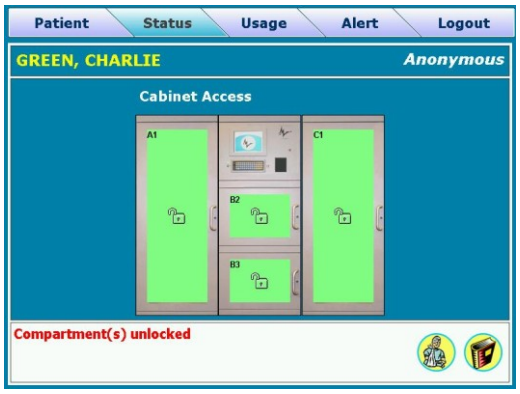


Section	Description	Notes
1	Header Information	Identifies: (1) Name of the screen; (2) user currently logged in; and (3) patient selected.
2	Patient List Functional Buttons	Allows users to search and sort the information provided on the *Patient List* screen.
3	Patient List Information	Displays unique patient records. Patient information includes: (1) Patient Name; (2) ID Number; (3) Surgical Procedure Code; (4) Procedure Location Code; (5) Procedure Date; and (6) Physician Name.
4	Patient List Scrolling Buttons	Allows users to scroll through the records found on the *Patient List* screen.

Workflow Description

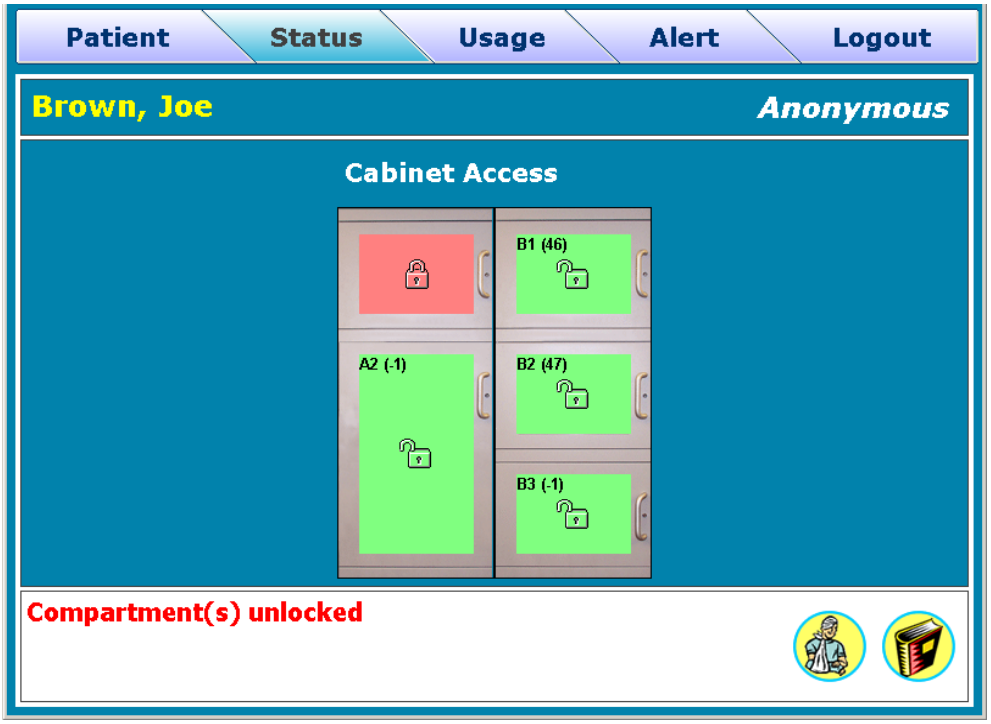
#	Title	Description
1	Log into iRISupply™.	See Section 1 for more detailed information.
2	*Patient List* screen displayed (Last Name Sort)	
3	*Patient List* sorted correctly?	The *Patient List* screen will automatically be sorted by the patient last name. • If the list is sorted incorrectly, or if you wish to search for a particular patient name, go to Step 5. • If the information is sorted correctly, proceed to Step 4.
4	Scroll up and down the *Patient List* screen. Select Patient.	If the list is sorted correctly, scroll up and down the *Patient List* screen by using the scroll buttons located on the right hand side of the screen. When you have found your patient record, select it. • The *Patient List* screen will highlight the record you have selected. • Note that the selected patient also appears in the header portion of the screen. 

#	Title	Description
5	Search or Re-sort Patient List?	If the *Patient List* screen is not formatted to your liking, you can either re-sort the information, or search for a patient using specific parameters. • To sort, go to Step 6. • To search, go to Step 7.
6	Click on the 'Sort/Filter' button. See Section 2.2 for additional information.	To re-sort the data on the *Patient List* screen, click on the 'Sort/Filter' button. Please see Section 2.2 for additional details. When you have selected a patient, proceed to Step 8. 
7	Click on the 'Search' button. See Section 2.3 for additional information.	To search the Patient List, click on the 'Search' button. Proceed to Section 2.3 for additional details. When you have selected a patient, proceed to Step 8. 

#	Title	Description
8	Patient selected. Click the 'OK' button.	Once you have selected a patient, the 'Cancel' button will change to an 'OK' button. Click on the 'OK' button. 
9	*Cabinet Access* screen displayed.	The iRISupply™ will now grant you access to the cabinets. The *Cabinet Access* screen will be displayed.  Please see the Section 4 for additional information regarding the Removing/Adding an item to/from iRISupply™.

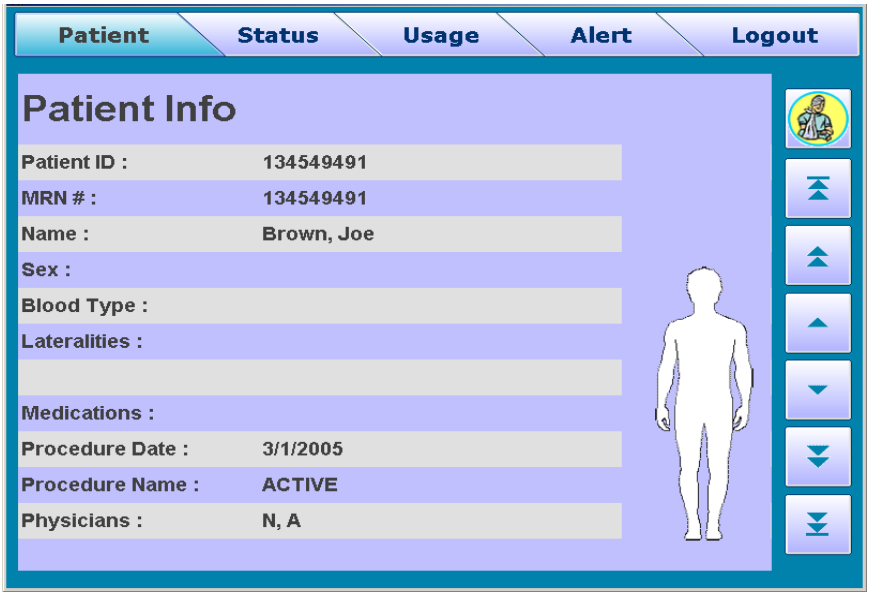
Operations Tabs

The Operations Tabs, when enabled, are located along the top of the cabinet access screen. These tabs allow the user to access additional information about a patient and items associated with them.



1.1.1. Patient Tab

The Patient Tab lists additional information for the specific patient.



1.1.2. Status Tab

The Status Tab is the default tab. It shows the status of the cabinet and which doors are accessible for the specific user.

1.1.3. Usage Tab

The Usage Tab shows a summary of all the items removed for the specific patient. This provides an easy to understand review of the used items.

1.1.4. Alert Tab

The Alert Tab identifies any items in the cabinet that may have passed their pre-assigned expiration date.

1.1.5. Logout Tab

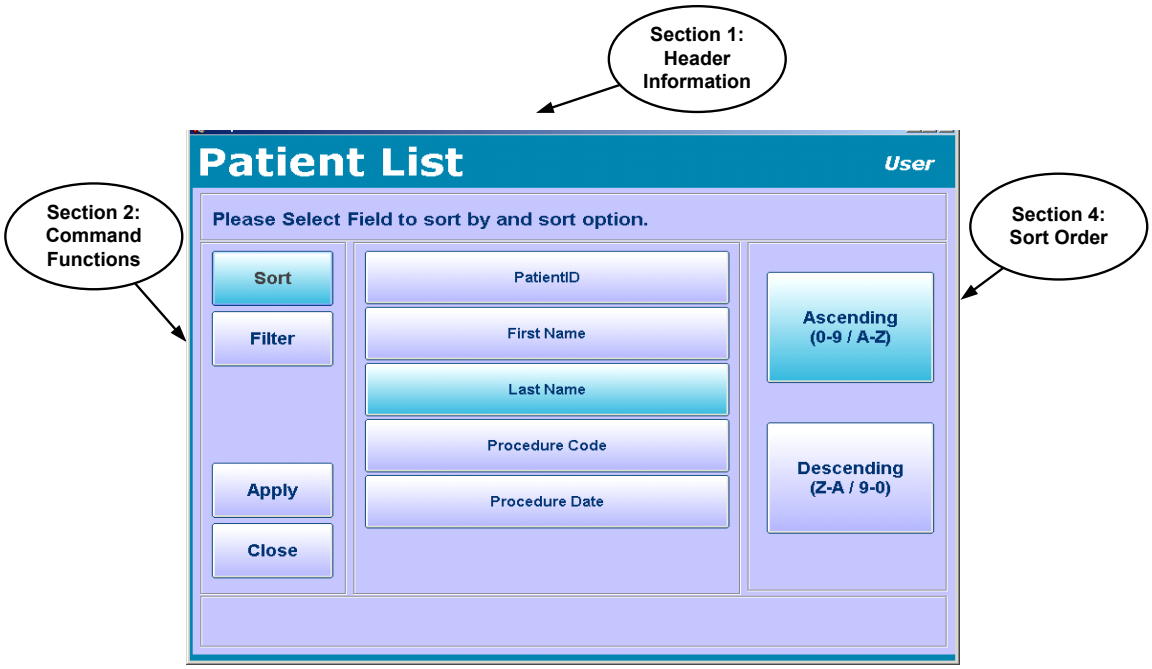
The Logout Tab locks all open compartments and logs the user out.

Sorting the Patient List

Users will be provided with the ability to sort the information provided on the Patient List screen by one of six pieces of patient information. These six patient information parameters include: (1) patient first name; (2) patient last name; (3) patient identification number; (4) procedure code; (5) procedure date; and (6) procedure location. These parameters can either be sorted in ascending or descending order.

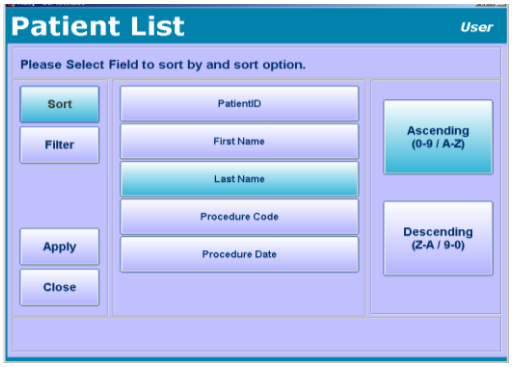
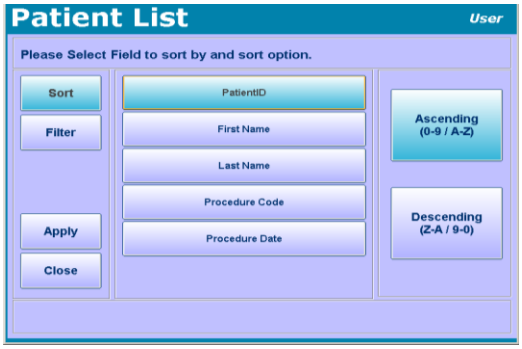
To access the *Patient List Sort* screen, the user must click on the 'Sort/Filter' button located on the *Patient List* screen. The user will then be allowed to select sorting options. When the user has completed selecting their sort options, they will select the 'Sort' button on the *Patient List Sort* screen. The user will then be returned to the *Patient List* screen, where the re-sorting data will be displayed.

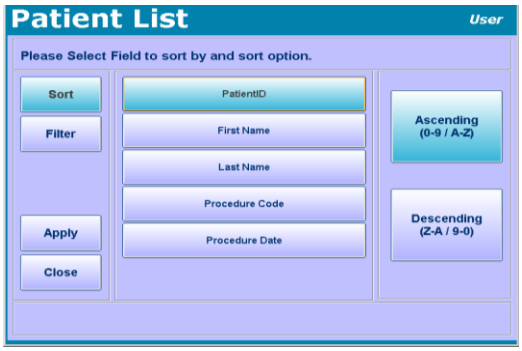
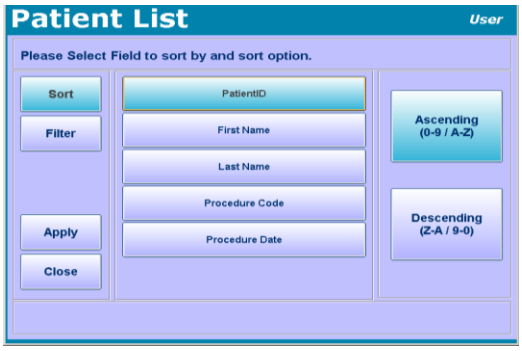
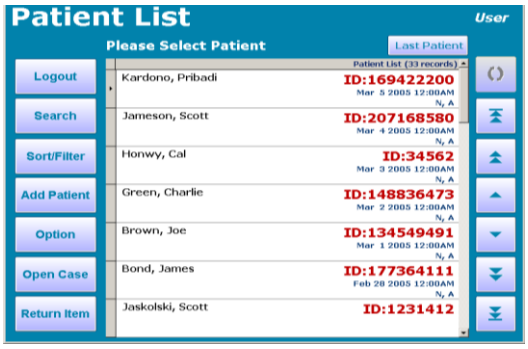
Patient List Sort Screen

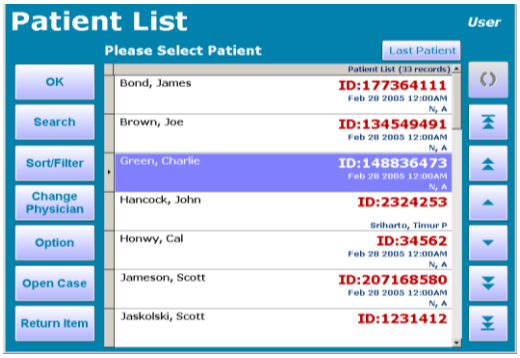
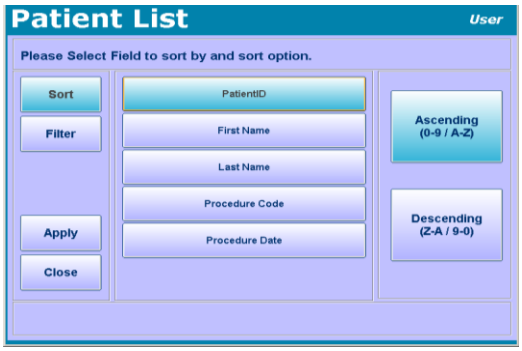


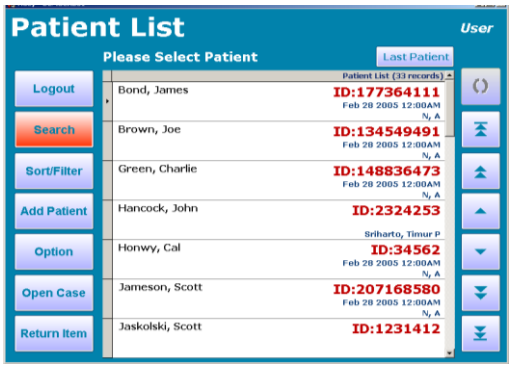
Section	Description	Notes
1	Header Information	This portion of the screen identifies the name of the screen as well as the user currently logged into the system.
2	Command Functions	This section allows users to execute the sort or filter based on the parameters highlighted in Section 3 and 4.
3	Sort Parameters	This section lists the six parameters to which the Patient List data can be sorted upon.
4	Sort Order	This section allows users to specify the sort order: ascending or descending.

Workflow Description

#	Title	Description
1	*Patient List Sort* Screen Displayed.	The *Patient List Sort* screen is displayed as shown in Section 3.2.1. The previous sort parameters are automatically highlighted. If this is your first time to the *Patient List Sort* screen, the default sort listing is by Last Name. 
2	Re-sort Patient List?	If you wish to re-sort the data in the Patient List, go to Step #3. To return to the previous screen without changing the sort parameters, go to Step #11.
3	Select Sort Parameter from middle portion of the page.	To re-sort the data on the *Patient List* screen, first identify the sort parameter you wish to sort on. A user may sort on First Name, Last Name, Patient ID, Procedure Code, Procedure Date and or Location. Touch the button corresponding to the field you wish to re-sort the data by. 

#	Title	Description
4	Select ascending / descending option from right portion of the page.	Once the sort parameter has been identified, select the order in which you would like the data sorted: ascending or descending. 
5	Click on the 'Apply' button.	When you have selected both a sort parameter and a sort option, click on the 'Apply' button. 
6	*Patient List* screen displayed with re-sorted data.	The *Patient List* screen will be displayed with the patient records re-sorted based on the user defined sort criteria. 
7	Scroll up and down to locate a patient.	If the list is sorted correctly, scroll up and down the Patient List by using the scroll buttons located on the right hand side of the screen.

#	Title	Description
8	Patient Record Found?	Did you find the patient record you were looking for? If so, proceed to Step #9. If the record you were looking for was not found, proceed to Step #13.
9	Select Patient	When you have found your patient record, select it. • The screen will highlight the record you have selected. 
10	Return to 'Selecting A Patient' Workflow. See Section 2.1 for additional information.	Once you have selected a patient, return to 'Selecting A Patient' Workflow. Please see section 2.1 for more detailed information.
11	Click on the 'Close' button.	If you do not wish to re-sort the data on the *Patient List* screen, touch the 'Close' button. 
12	Return to Previous Page.	By selecting the 'Close' button, you will be taken back to the previous screen.
13	Re-sort or Search for Patient.	If you have not found the patient you were searching for, you may either re-sort the data, or search for a particular patient. • If you wish to re-sort the patient data, go back to Step #3. • If you wish to search for the patient, go to Step #14.

#	Title	Description
14	Go to Search Workflow. See Section 2.3 for additional information.	Click on the 'Close' button. This will take you back to the previous *Patient List* Screen. On the *Patient List* Screen click on the 'Search' button. Proceed onto the Patient List Search Workflow. See Section 2.3 for more detailed information. 

Searching the Patient List

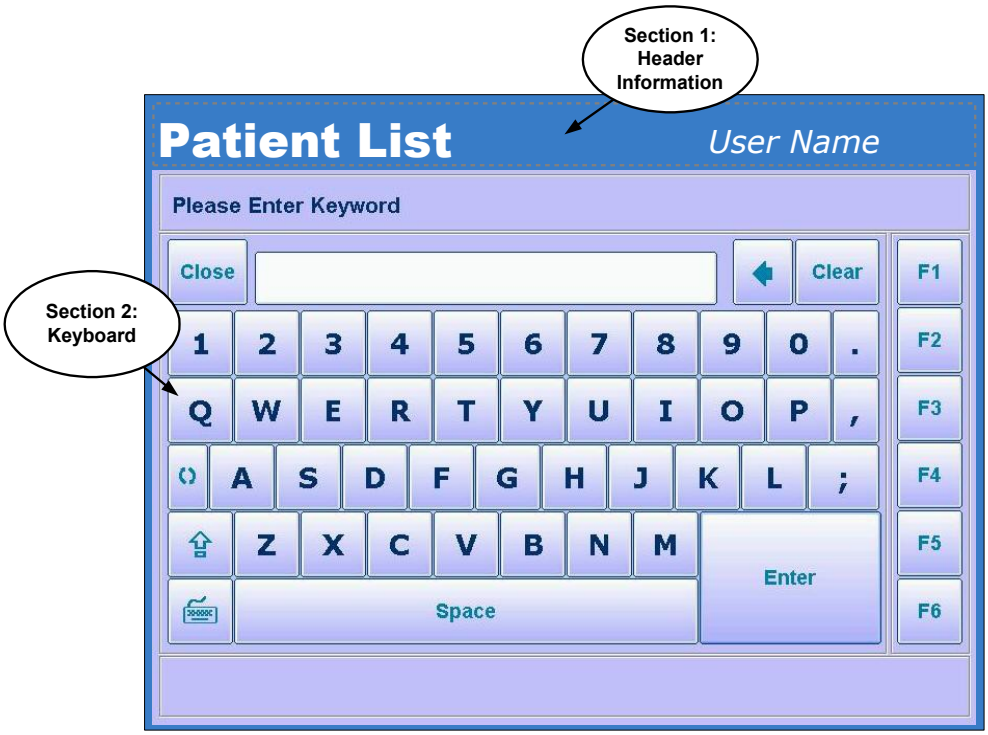
In addition to providing users with the ability to sort the information provided on the *Patient List* screen, users will also retain the ability to search for individual records. The *Patient List Search* function is based on a keyword. The user defined keyword will then be looked up in the six Patient List fields: (1) patient first and last name; (2) patient identification number; (3) procedure code; (4) procedure date; (5) location; and (6) physician name.

NOTE

The keyword search will also search on partial entries. For example, if the word 'Sm' was entered, the results would include Smith, Smithfield, Smart, etc.

To access the *Patient List Search* screen, the user must click on the 'Search' button located on the *Patient List* screen.

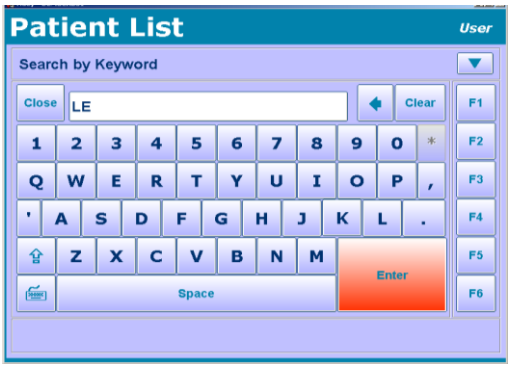
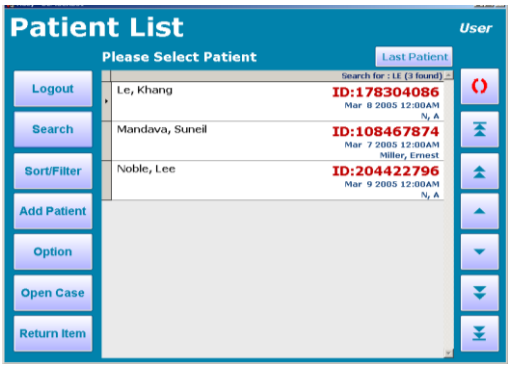
Patient List Search Screen

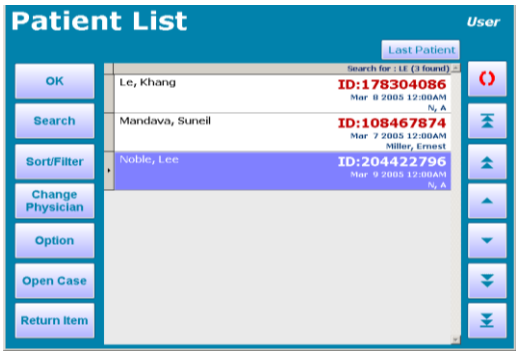
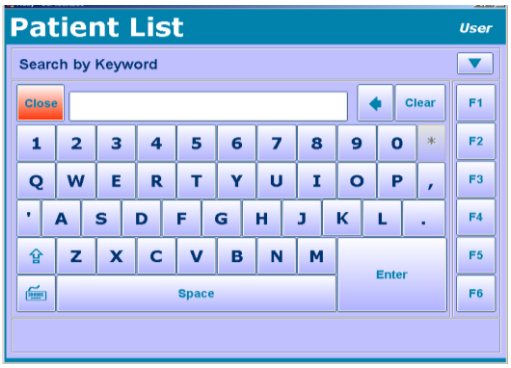


Section	Description	Notes
1	Header Information	This portion of the screen identifies the name of the screen as well as the user currently logged into the system.
2	Keyboard	This section provides a graphical keyboard which the users can utilize to type in the keyword they wish to search on.

Workflow Description

#	Title	Description
1	*Patient List Search* screen displayed.	The *Patient List Search* screen is displayed as shown in Section 3.3.1. The keyboard is defaulted to the standard setup found on computers.
2	Search for a Patient Record?	If you wish to search for a particular patient, go to Step #3. To return to the previous screen without searching for a patient, go to Step #10.
3	Enter Search Criteria.	Using the provided keyboard, select keyword search criterion. The keyword entered will search all six fields of the patient records for likely matches. These fields include Patient Name (Last Name and First Name), Patient ID, Procedure Code, Location Code, Procedure Date and Physician Name.

#	Title	Description
4	Click on the 'Enter' button.	When you have entered your keyword value, click on the 'Enter' button. This will tell the system to search the patient records for your keyword. 
5	*Patient List* screen displayed with search results.	The results of the patient record search will be displayed on the *Patient List* screen.  In the results shown above: • Record #1: The patient's last name contains the keyword 'Le'. • Record #2: The physician's last name contains the keyword 'Le'. • Record #3: The patient's last name contains the keyword 'Le'.
6	Scroll up and down to locate patient.	If the list is sorted correctly, scroll up and down the Patient List by using the scroll buttons located on the right hand side of the screen.
7	Patient Record found?	Did you find the patient record you were looking for? If so, proceed to Step #8. If the record you were looking for was not found, proceed to Step #12.

#	Title	Description
8	Select Patient	When you have found your patient record, select it. • The screen will highlight the record you have selected. • Note that the selected patient name now also appears in the header portion of the screen. 
9	Return to 'Selecting A Patient' Workflow. See Section 2.1 for additional information.	Once you have selected a patient, return to 'Selecting A Patient' Workflow. For additional information, please see Section 2.1.
10	Click on the 'Close' button.	If you do not wish to search for a patient record, click on the 'Close' button. 
11	Return to Previous Page.	By selecting the 'Close' button, you will be taken back to the previous screen.

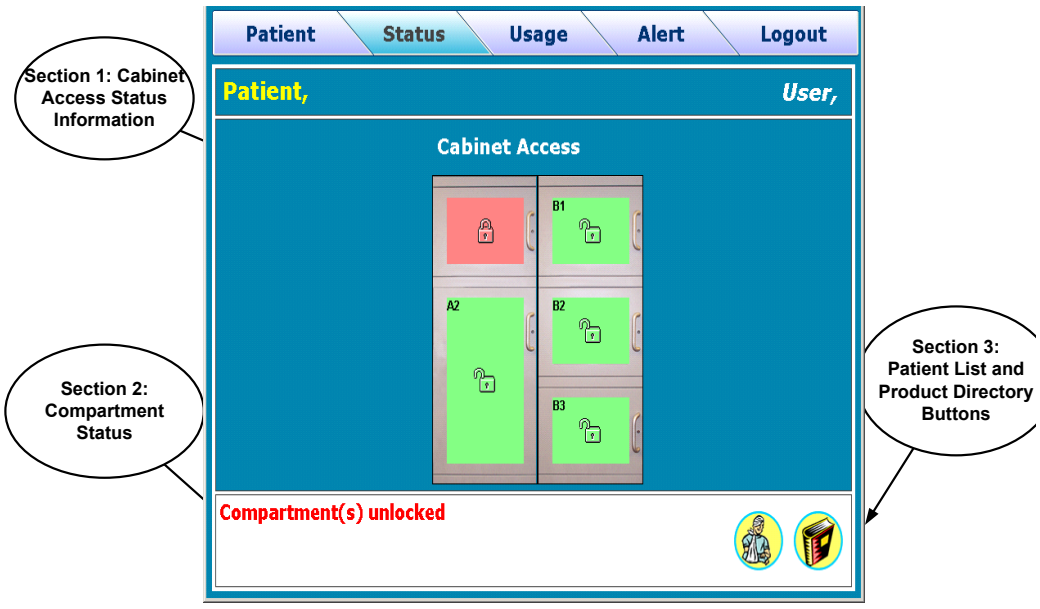
#	Title	Description
12	Re-sort or Search for Patient?	You will have the option to sort or research the patient list records. • To sort or research within the original search results, simply proceed onto the search or sort workflow. • To search or sort from scratch, click on the 'refresh' button to clear the data results.
13	Go to Sort Workflow. See Section 2.2 for additional information.	On the *Patient List* Screen click on the 'Sort' button. Proceed onto the Patient List Search Workflow. For additional information, please see section 2.2.

Removing and Adding an Item

Accessing the Cabinet

Once the user has successfully logged into the system, and if required, selected a patient, the user will then be allowed access to iRISupply™. The user will be presented with the *Cabinet Access* screen. The *Cabinet Access* screen identifies the iRISupply™ compartments to which the user has security access privileges. The user can then access the 'open' compartments to add/remove the required inventory and supplies.

Cabinet Access Screen

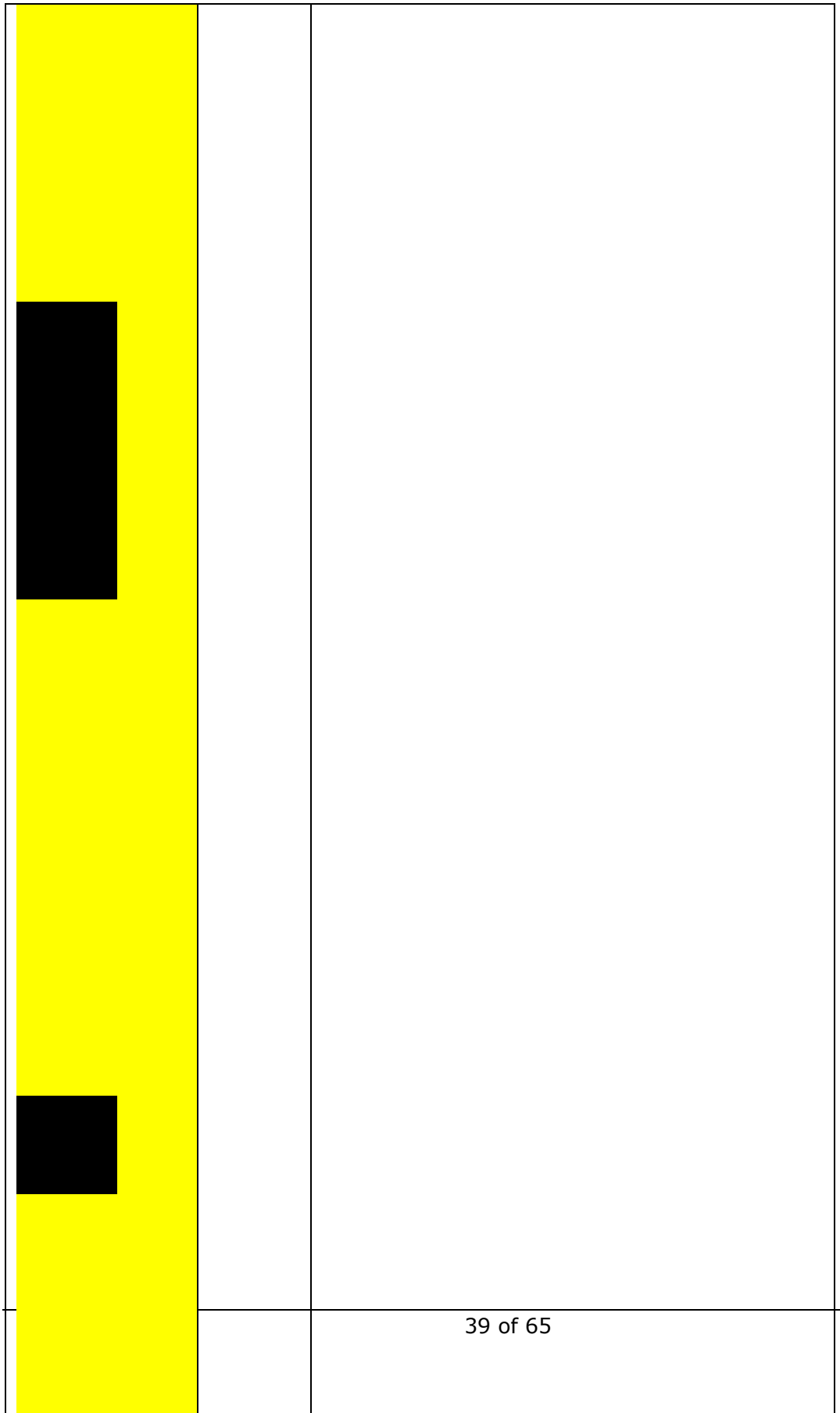


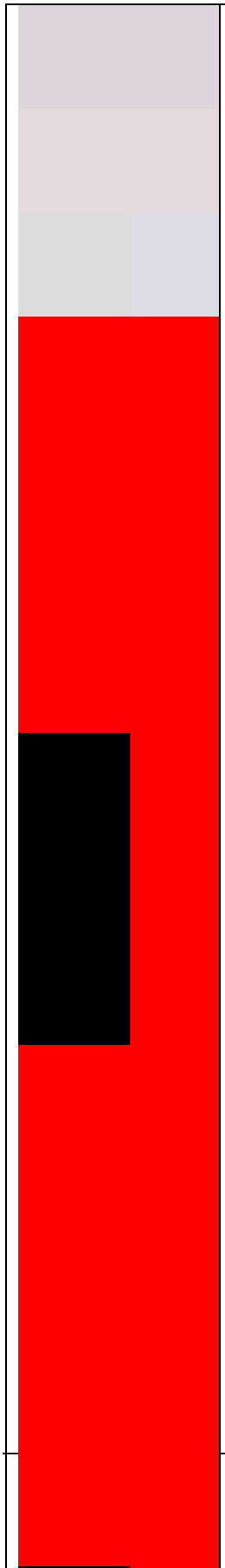
Section	Description	Notes
1	Cabinet Access Status Information	This section identifies the status of each compartment. It will identify if the user has security access to the compartment, as well as whether it is locked or unlocked.
2	Compartment Status	This section of the screen identifies the individual compartment status. It will indicate when the compartments are open and closed.
3	Patient List and Product Directory Buttons	This section allows users to either (1) select a different patient via the Patient List function, or (2) search for a product via the Product Directory function.

Cabinet Access Symbols and Colors

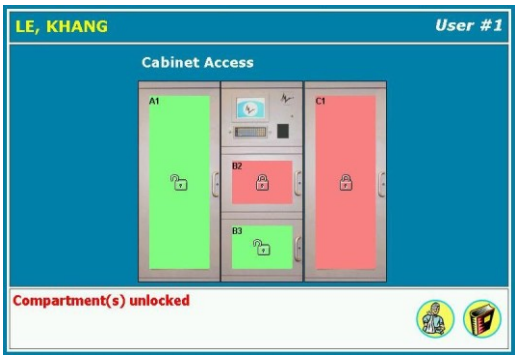
To understand cabinet access, it is necessary to understand the colors displayed on the cabinet access screen. Below is a list of the colors and what they indicate.

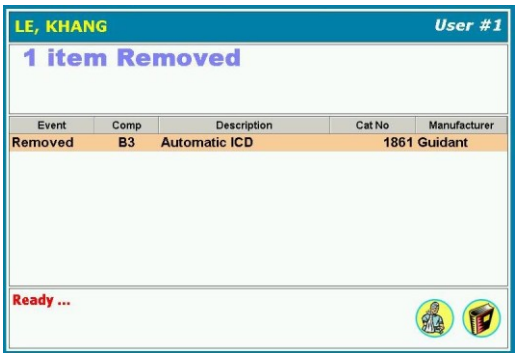
Symbol	Color	Meaning





Workflow Description

#	Title	Description
1	*Cabinet Access* Screen displayed.	Upon logging into iRISupply™ (and if applicable, selected a patient), the *Cabinet Access* screen will be displayed.  • Compartments highlighted in green with the 'unlocked' symbol indicate areas you have access to. • Compartments highlighted in red with the 'locked' symbol indicate areas you do not have access to.
2	Have access to compartments?	First, check to see if you have access to the compartments you are seeking entry into. • If you have access to the required compartment, proceed to Step #3. • If you do not have access to the required compartment, proceed to Step #10.
3	Open compartment door(s).	Open the applicable compartment door(s). The status window located at the bottom of the *Cabinet Access* screen will indicate which compartment door(s) you have opened.

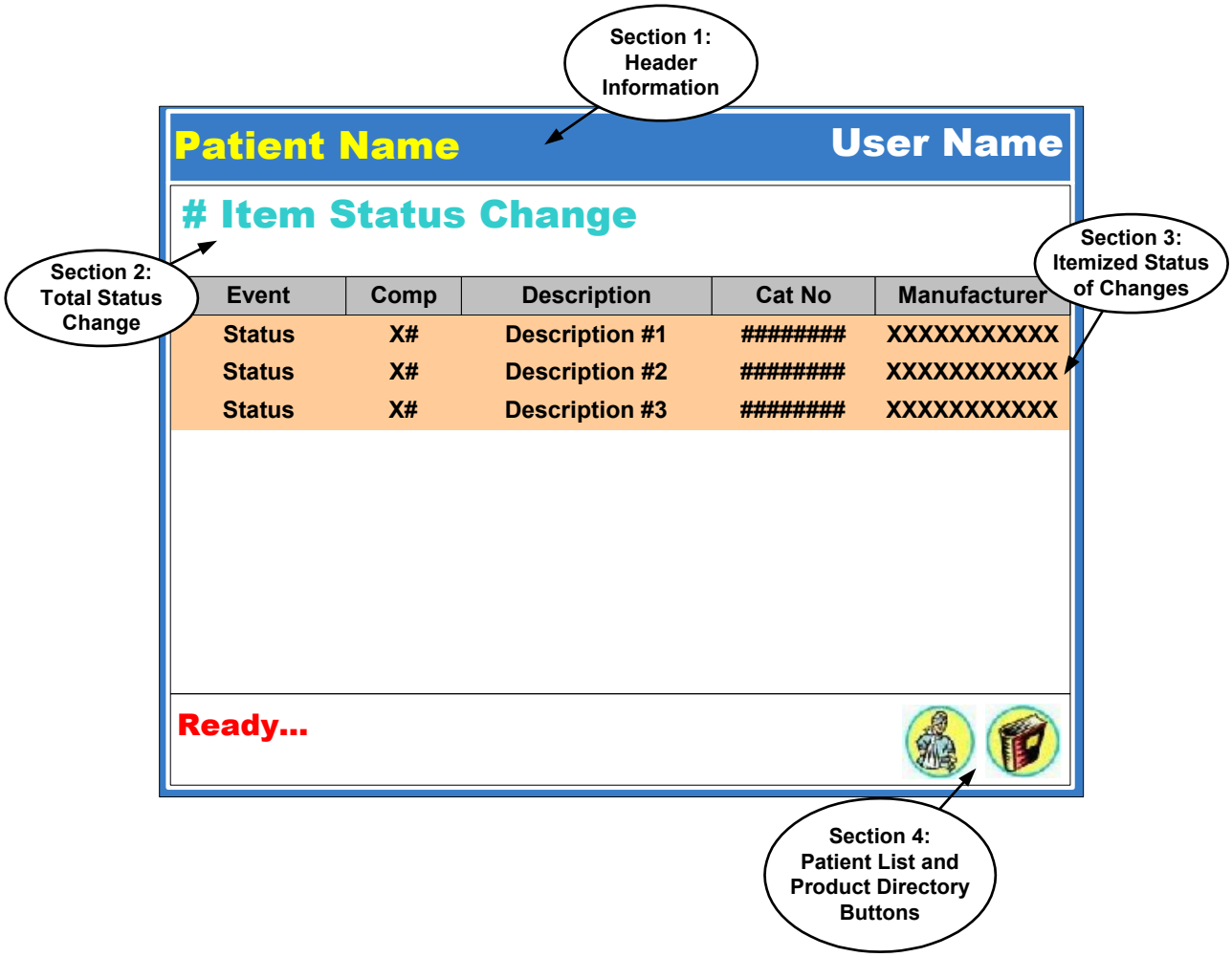
#	Title	Description
4	Add/Remove Item(s) from compartment.	Add/Remove item(s) from the compartment(s) you have accessed. **NOTE** *If you are adding a new item (i.e. one that has not been in an iRISupply™ Cabinet), please refer to the iRISynergy user manual to learn how to associate items. Item association must be done prior to adding new items to iRISupply™.*
5	Close compartment door(s).	When you have completed adding/removing the item(s) from the compartment(s) you have accessed, close those individual compartment door(s).
6	iRISupply™ perform iRISense™ checking.	Upon closing of the compartment door(s), the iRISupply™ system will perform an inventory check utilizing iRISense™. The iRISense™ inventory check will be indicated by a compartment highlighted in dark red with a magnifying glass icon.
7	*Status Change* screen displayed.	Upon completion of the iRISense™ inventory check, the *Status Change* screen will be displayed.  The *Status Change* screen will identify all of the item(s) added or removed from the system by the current user.

#	Title	Description
8	Add/Remove another item?	After you have closed all of the applicable compartment door(s) you will have the ability to continue to add/remove item(s) from the iRISupply™ system. • If you wish to add/remove another item, proceed to Step #1. • If you have completed all of your transactions, proceed to Step #9.
9	Logout of iRISupply™.	When you have completed your transactions, you must logout of iRISupply™. • iRISupply™ allows you to physically logout of the system by pressing the logout button located in the upper-right hand corner of the touch screen. • If you do not physically logout of the system, the system will automatically log out the last user after a given timeframe.
10	Contact iRISupply™ System administrator.	If you wish to access the compartments that you do not have access to, contact your iRISupply™ System Administrator. The iRISupply™ System Administrator will then log into iRISynergy™ in order to update your security profile and settings.

Completing Your Transaction

The *Status Change* screen is the last screen presented to the user during a normal add/remove item transaction event. The *Status Change* screen provides a 'report' of the items added/removed by the current user logged in.

Status Change Screen



Section	Description	Notes
1	Header Information	This portion of the screen identifies user currently logged into the system as well as the associated patient.
2	Total Status Change	This section identifies the total items added and removed during the current user session.
3	Itemized Status Changes	This section identifies the individual items added and removed during the current user session.
4	Patient List and Product Directory Buttons	This section allows users to either (1) select a different patient via the Patient List function, or (2) search for a product via the Product Directory function.

1.1.6. Adding Items via System Override

The iRISupply system is built to allow users access to the cabinet to retrieve and add items. More often than not, full access to the cabinet will be needed to add items into inventory. This is done by using the Override function of the system.

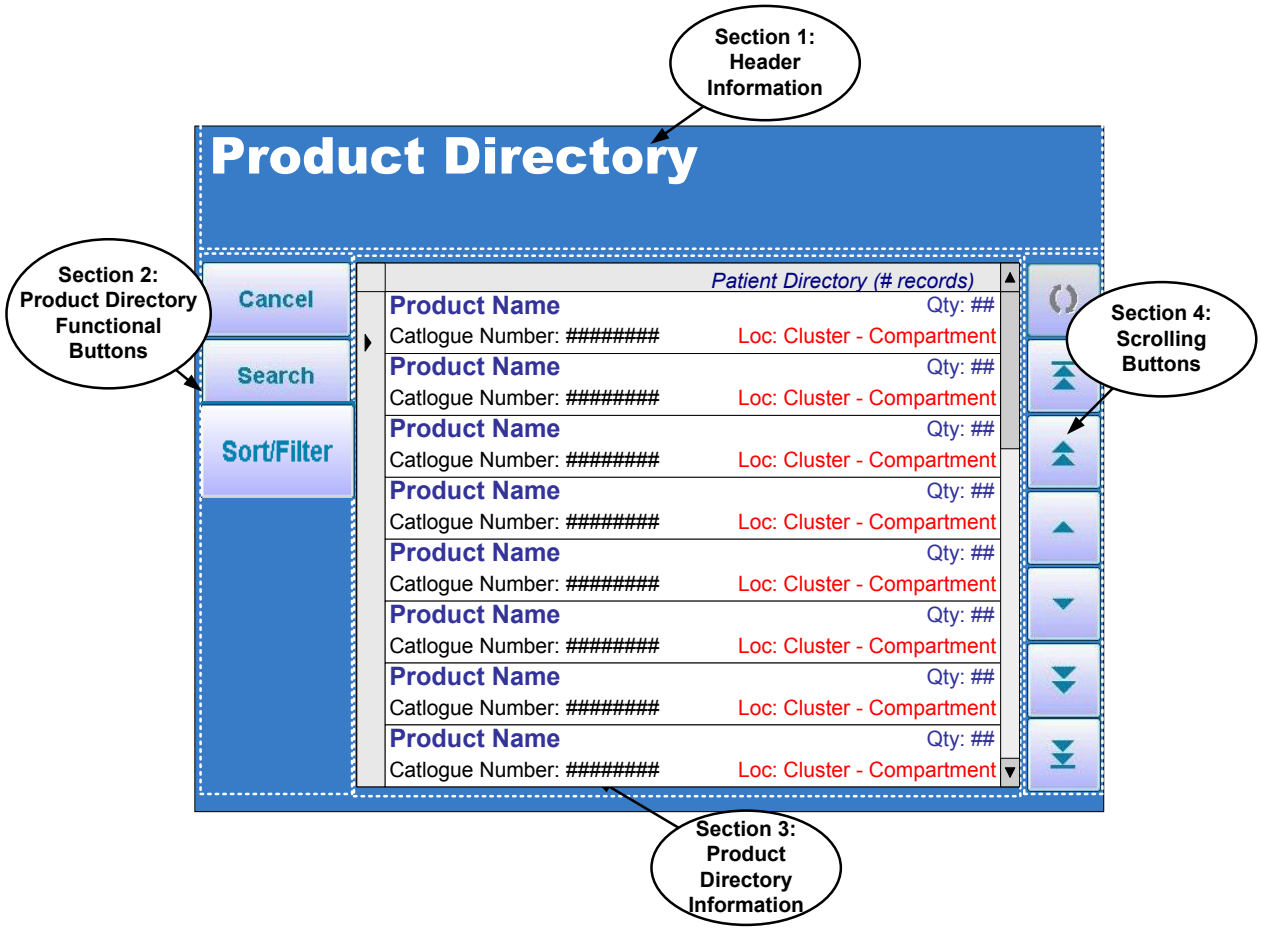
Product Directory

Finding/Searching a Product

The *Product Directory* screen allows users to search for products located within iRISupply™. The *Product Directory* provides an exhaustive list of all products contained within iRISupply™. The Product Directory will indicate the location of the particular product as well as its current quantity on hand (even if it is located in a separate physical cluster).

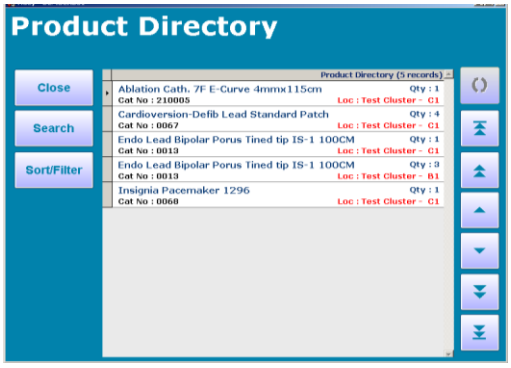
The *Product Directory* screen can be accessed from one of two methods. First, the *Product Directory* screen can be accessed via the 'Product Directory' icon located on the bottom portion of the Cabinet Access and *Status Change* screen. Secondly, the *Product Directory* screen can be accessed by clicking on the 'Product Directory' button on the *Patient List* screen. (Note: The 'Product Directory' button will not be present if the 'Open Case' button is enabled.)

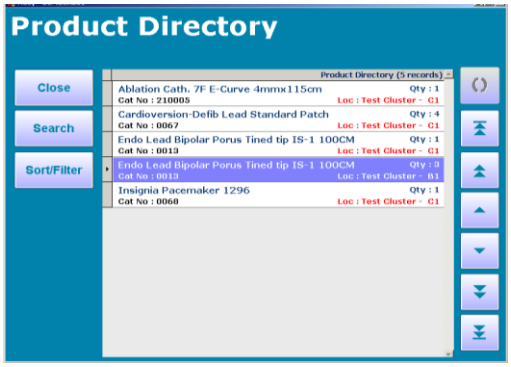
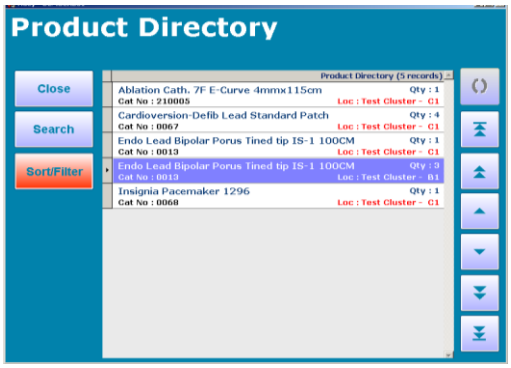
Product Directory Screen

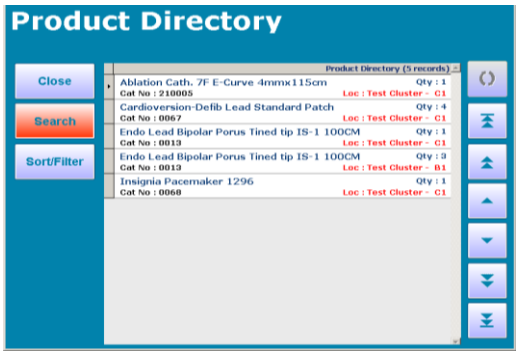
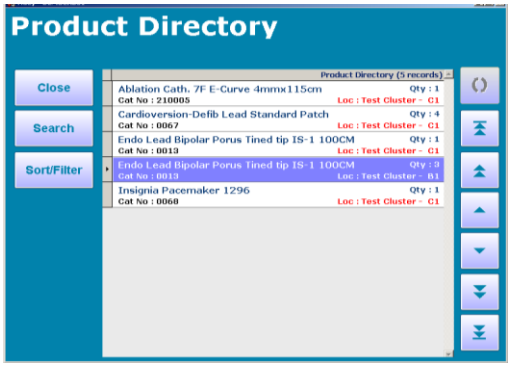


Section	Description	Notes
1	Header Information	Identifies name of the screen.
2	Product Directory Functional Buttons	Allows users to search and sort the information provided on the *Product Directory* screen.
3	Product Directory Information	Displays Product Directory information. Details includes: (1) Product Name; (2) Catalog Number; (3) Quantity; and (4) Location.
4	Scrolling Buttons	Allows users to scroll up and down the Product Directory information provided in Section 3.

Workflow Description

#	Title	Description
1	Click on the Product Directory icon or button.	The *Product Directory* screen can be accessed either through the: • Product Directory icon which is normally found in the lower right hand corner of the screen; OR • Product Directory Button which is found on the *Patient List* Screen. (See note in Section 4.1)
2	*Product Directory* screen displayed (Description Sort)	
3	Product Directory sorted correctly?	The *Product Directory* screen will automatically be sorted by the product description. • If the list is sorted incorrectly, or if you wish to search for a particular product, go to Step 5. • If the information is sorted correctly, continue on to Step 4.

#	Title	Description
4	Scroll up and down the *Product Directory* screen. Select a Product.	If the list is sorted correctly, scroll up and down the *Product Directory* screen by using the scroll buttons located on the right hand side of the screen. When you have found the product you are looking for, select it. • The screen will highlight the record you have selected. 
5	Search or Re-sort Product Directory?	If the screen is not formatted to your liking, you can either re-sort the records on the Product Directory, or search for a product using specific parameters. To sort, go to Step 6. To search, go to Step 7.
6	Click on 'Sort/Filter' button. See Section 4.2 for additional information.	To re-sort the data on the *Product Directory* screen, click on the 'Sort/Filter' button. Proceed to Section 4.2 for additional details. 

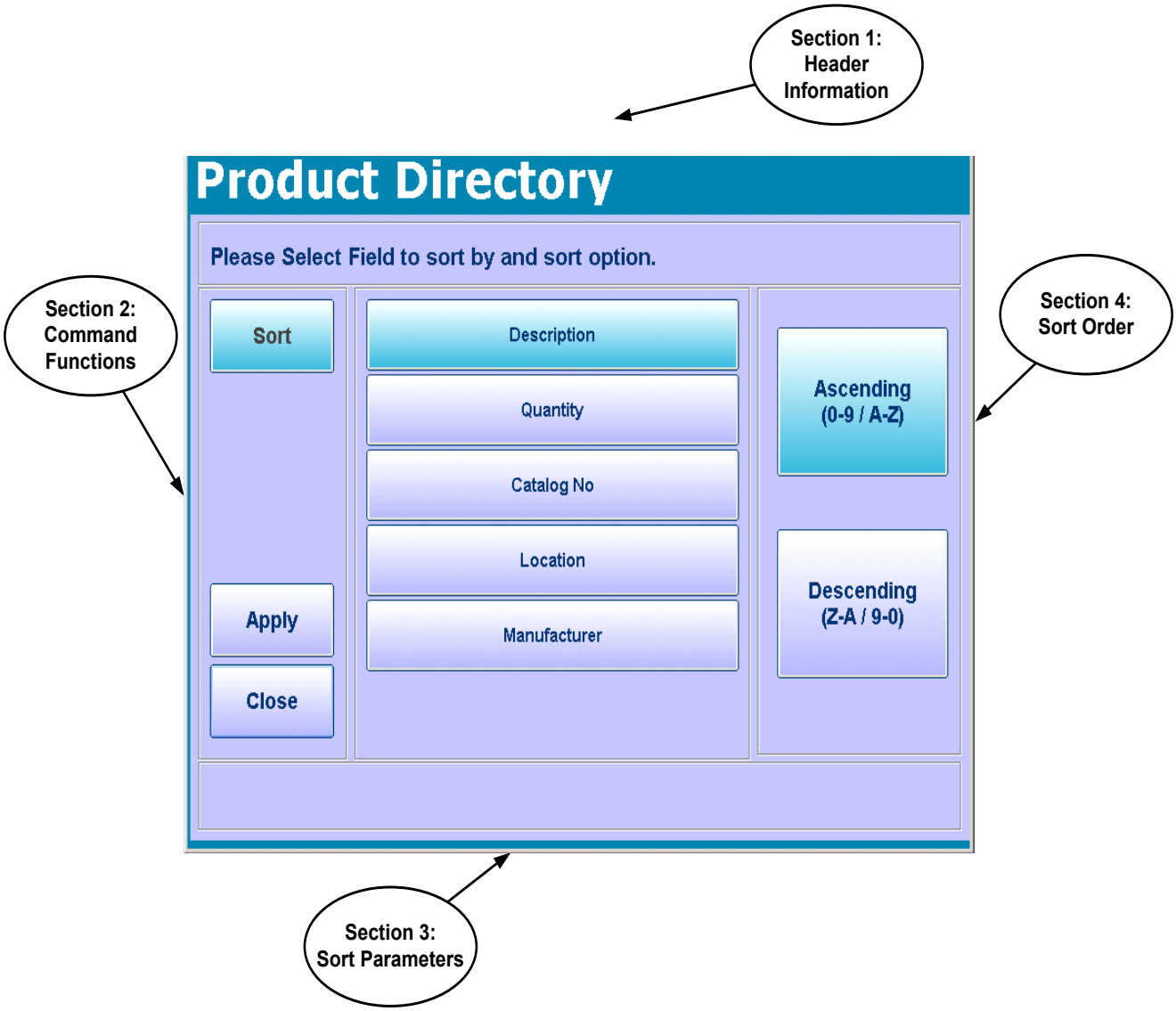
#	Title	Description
7	Click on 'Search' button. See Section 4.3 for additional information.	To search for a particular record on the *Product Directory* screen, click on the 'Search' button. Proceed to Section 4.3 for additional details. 
8	Highlight selected product.	Once you have selected a product, that record will automatically be highlighted.  The user will now have information pertaining to the products quantity and location available. To return to the previous screen, click on the 'Cancel' button.

Sorting the Product Directory

Users will be provided with the ability to sort the information provided on the *Product Directory* screen by one of the four pieces of product information, including: (1) product description; (2) catalog number; (3) quantity, and (4) location. These parameters can either be sorted in ascending or descending order.

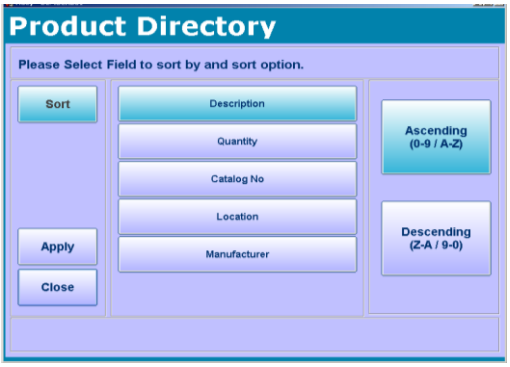
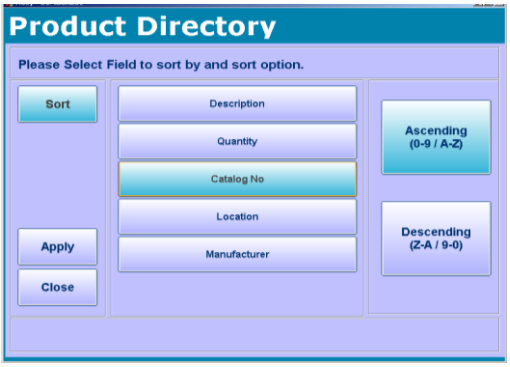
To access the *Product Directory* Sort screen, the user must click on the 'Sort' button located on the *Product Directory* screen.

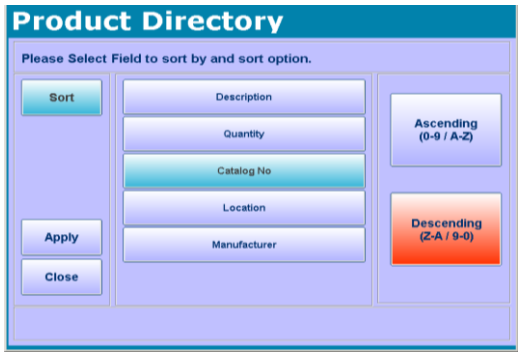
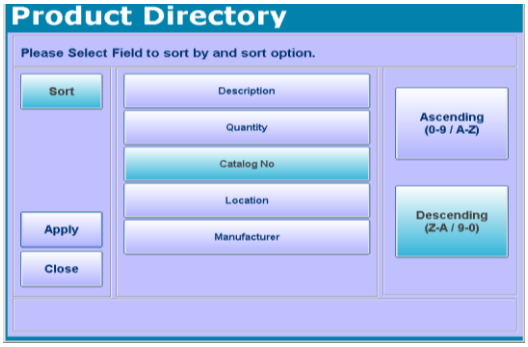
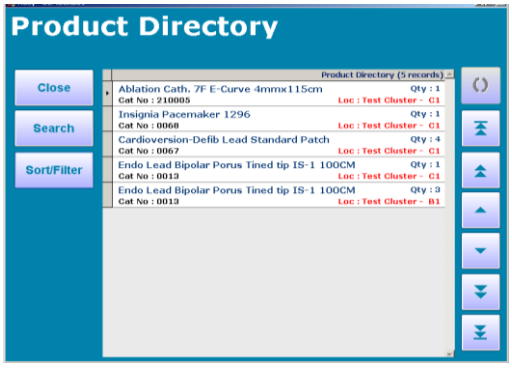
Product Directory Screen

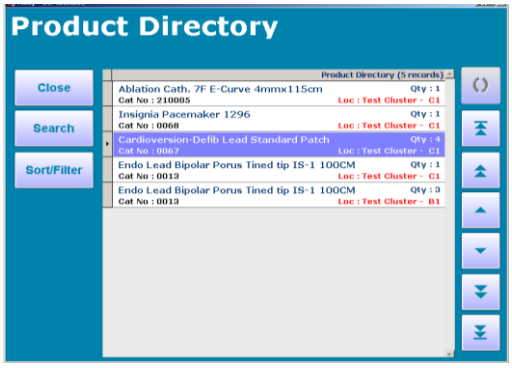
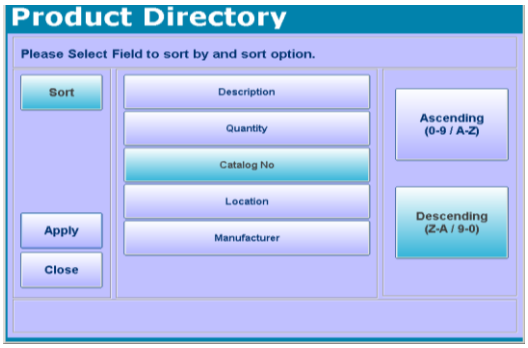


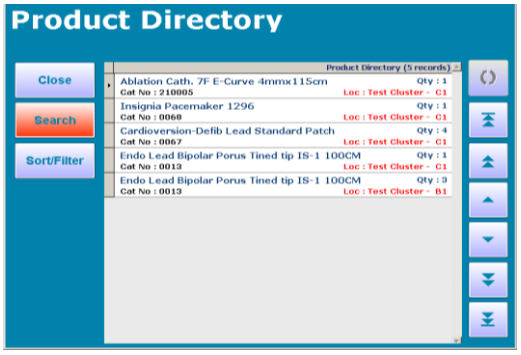
Section	Description	Notes
1	Header Information	This portion of the screen identifies the name of the screen.
2	Command Functions	This section allows users to execute the sort based on the parameters highlighted in Section 3 and 4, or cancel their current action.
3	Sort Parameters	This section lists the four parameters to which the Product Directory data can be sorted upon.
4	Sort Order	This section allows users to specify the sort order: ascending or descending.

Workflow Description

#	Title	Description
1	*Product Directory Sort* screen Displayed.	The *Product Directory Sort* screen is displayed as shown in Section 5.2.1. The previous sort parameters are automatically highlighted. If this is your first time to the *Product Directory Sort* screen, the default sort listing is by Product Description. 
2	Re-sort Product Directory?	If you wish to re-sort the data in the Product Directory, go to Step #3. To return to the previous screen without changing the sort parameters, go to Step #11.
3	Select Sort Parameter from middle portion of the screen.	To re-sort the data on the *Product Directory* screen, first identify the sort parameter you wish to sort on. A user may sort on Description, Quantity, Catalog Number, or Location. Touch the button corresponding to the field you wish to re-sort the data by. 

#	Title	Description
4	Select Ascending / Descending option from right portion of the screen.	Once the Sort Parameter has been identified, select the order in which you would like the data sorted: Ascending or Descending. 
5	Click on the 'Sort' button.	When you have selected both a sort parameter and a sort option, click on the 'Sort' button. 
6	*Product Directory* screen displayed with re-sorted data.	The *Product Directory* screen will be displayed with the Product Directory records re-sorted based on the user defined sort criteria. 
7	Scroll up and down to locate product.	If the list is sorted correctly, scroll up and down the Product Directory by using the scroll buttons located on the right hand side of the screen.

#	Title	Description
8	Product Found?	Did you find the product you were looking for? If so, proceed to Step #9. If the record you were looking for was not found, proceed to Step #13.
9	Select Product	When you have found your product, select it. • The screen will highlight the record you have selected. 
10	Return to 'Selecting A Product' Workflow. See Section 4.1 for additional information.	Once you have selected a product, return to 'Selecting A Product Workflow. For additional information, see Section 4.1.
11	Click on the 'Close' button.	If you do not wish to re-sort the data on the *Product Directory* screen, touch the 'Close' button. 
12	Return to Previous Page.	By selecting the 'Close' button, you will be taken back to the previous screen.
13	Re-sort or Search for Product.	If you have not found the product you were searching for, you may either re-sort the data, or search for a particular product. • If you wish to re-sort the Product Directory, go back to Step #3. • If you wish to search for a particular product, go to Step #14.

#	Title	Description
14	Click on 'Search' button. See Section 4.3 for additional information.	Click on the 'Cancel' button. This will take you back to the previous *Product Directory* screen. On the *Product Directory* screen click on the 'Search' button. Proceed to 'Searching the Product Directory' Workflow (Section 5.3). 

Searching the Product Directory

In addition to providing users with the ability to sort the Product Directory, users will also have the ability to search the Product Directory. The Product Directory Search function is based on a keyword. The user defined keyword will then be looked up in the four Product Directory fields: (1) product description; (2) catalog number; (3) quantity; and (4) location.

NOTE

The keyword search will also search on partial entries. For example, if the word 'Sm' was entered, the results would include Smith, Smithfield, Smart, etc.

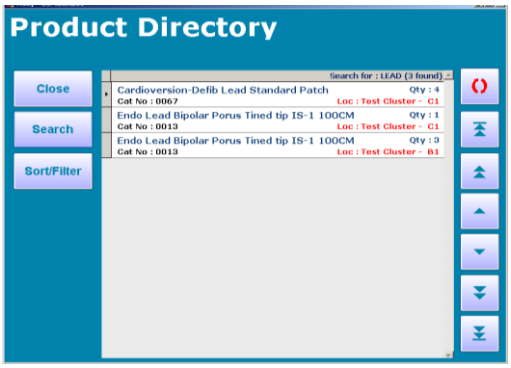
To access the *Product Directory Search* screen, the user must click on the 'Search' button located on the *Product Directory* screen.

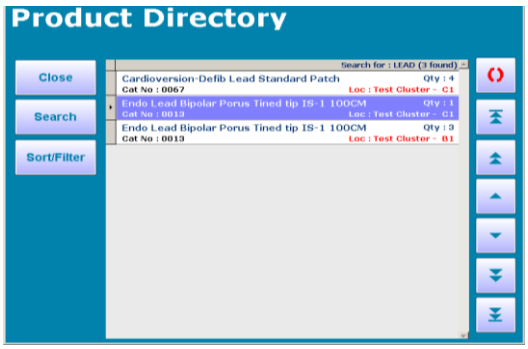
Product Directory Search Screen

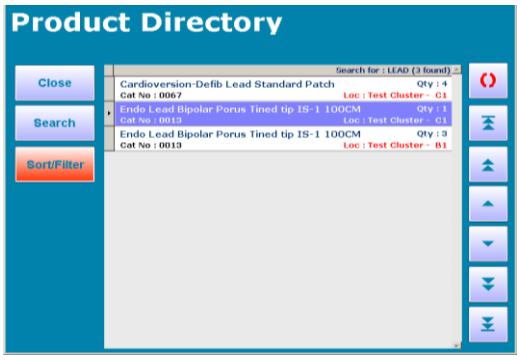
Section	Description	Notes
1	Header Information	This portion of the screen identifies the name of the screen as well as the user currently logged into the system.
2	Keyboard	This section provides a graphical keyboard which the users can utilize to type in the keyword they wish to search on.

Workflow Description

#	Title	Description
1	*Product Directory Search* Screen displayed.	The *Product Directory Search* screen is displayed as shown in Section 4.3.1. The keyboard is defaulted to the standard setup found on computers.
2	Search for a Product?	If you wish to search for a particular product, go to Step #3. To return to the previous screen without searching for a product, go to Step #10.
3	Enter Search Criteria.	Using the provided keyboard, enter a keyword search criteria. The keyword entered will search all four fields of the Product Directory records for likely matches. These fields include Product Description, Quantity, Catalog Number and Location.

#	Title	Description
4	Click on the 'Enter' button.	When you have entered your keyword value, click on the 'Enter' button. This will tell the system to search the Product Directory records for your keyword.
5	*Product Directory* Screen displayed with search results.	The results of the search will be displayed on the *Product Directory* screen. 
6	Scroll up and down to locate product.	If the list is sorted correctly, scroll up and down the product directory by using the scroll buttons located on the right hand side of the screen.
7	Product found?	Did you find the product you were looking for? • If so, proceed to Step #8. • If the record you were looking for was not found, proceed to Step #12.

#	Title	Description
8	Select Product.	When you have found your product, select it. • The screen will highlight the record you have selected. 
9	Return to 'Selecting a Product Workflow. See Section 4.1 for additional information.	Once you have selected a patient, return to 'Selecting A Product' Workflow. For additional information, please see section 4.1.
10	Click on the 'Close' button.	If you do not wish to search for a product, click on the 'Close' button.
11	Return to Previous Page.	By selecting the 'Close' button, you will be taken back to the previous screen.
12	Re-sort or Search for Product? 	You will have the option to sort or research the product directory records. • To sort or research within the original search results, simply proceed onto the search or sort workflow. • To search or sort from scratch, click on the 'refresh' button to clear the data results.

#	Title	Description
13	Click on 'Sort/Filter' button. See Section 4.2 for additional information.	On the *Product Directory* Screen click on the 'Sort/Filter' button. Proceed onto the Product Directory Sort Workflow.  For additional information, please see section 4.2.

Cleaning and Maintenance

1.2. Cleaning

The interior of the Mobile Aspects Cabinets can be cleaned with a dry cloth to remove any debris. The exterior of the Mobile Aspects Cabinets can be cleaned with any standard glass cleaner.

1.3. Maintenance

Mobile Aspects must maintain the electrical components of the iRIS Cabinets. If maintenance is required, please contact Mobile Aspects Customer Service at 1-888-221-7571.

Appendix – Glossary of Terms

Term	Definition
Auxiliary Cabinet	An auxiliary cabinet does not contain a control compartment. It typically consists of 1 to 3 doors and 1 to 3 compartments. Its standard size is 74″ H x 29″ W x 35′′ D.
Cabinet	iRISupply is a modular storage unit that is made up of a cabinet system. There are two main types of cabinets: Auxiliary and Control.
Cluster	A cluster is a grouping of one or more cabinets. Each cluster must have one control cabinet and 0 to 4 auxiliary cabinets.
Compartment	Each cabinet is segmented into sections known as compartments. Compartments are bounded by their physical access point, or in other words, by the door access.
Control Cabinet	A control cabinet contains a control compartment in the top section of the cabinet. Below the control compartment are compartments for storing inventory items.
Control Compartment	The control compartment contains the user interface for iRISupply. Inside the control compartment are the electronics required to operate the iRISupply system.