# APP USER GUIDE

## EVOLVING OPERATING ROOM EFFICIENCY

DINAMIC OR+

# HOSPITALS

## INSTRUCTIONS

# HOSPITAL ADMIN

## ASSIGN A HOSPITAL USER (HOSPITAL ADMIN, SURGEON OR STAFF)

01. Select "**Hospital Users**" icon from menu bar on left
02. Select "Add" (Select "Add User" if no hospital users )
03. Enter Details (Email, Name, Role, Contact Info,)
04. Select "Add" to save

## ASSIGN DISTRIBUTORS/MANUFACTURERS TO HOSPITAL

01. Select "**Hospital Setup**" icon from menu bar on the left
02. Select "Edit" top right corner
03. Select "Search by Manufacturer/Distributor Name" under Assign Distributors
04. Search for the Distributor(s)/Manufacturer(s) to assign to hospital
05. Select desired Distributor(s)/Manufacturer(s)  (Ability to assign multiple distributors/ manufacturers)
06. Select "Save"

**Upcoming Cases** - Cases that have been scheduled

**Live Cases** - Cases currently being conducted

**Downloaded Cases** - Cases that have been downloaded and can be accessed Offline

**PLEASE NOTE:** Hospital Admin has the ability to assign Manufacturers and Distributors

**Hospital Users**

**Hospital Setup**

# CREATING A CASE

01. Select "**Cases**" icon from menu bar on the left

02. Select "Create Case" (Select "Add Case" if no cases have been created)

    a. **Enter Case Details (enter info under case details)**

    b. **Select Surgeon (Required)**

    c. **Case Description (Optional)**

    d. **Date of Surgery (Optional, but Recommended)**

    e. **Time of Surgery (Optional, but Recommended)**

    f. **Operating Room (Optional)**

03. Select " Add"

04. Select "OR Team" (optional)

    a. **Select "Edit"**

    b. **Select " Search OR team members"**

    c. **Select OR team member(s)**

    d. **Click off the window**

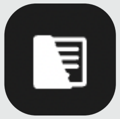
    e. **Select role by selecting box on the right of team member and selecting "Done"**

    f. **Select " Save"**

05. Select "Procedure"

06. Select "Select Template"

07. Select "Select" within the desired procedure from the procedures list.



Cases

a. **Ability to "Search by Procedure name"**

b. **Ability to search by Manufacturers/Distributors by selecting down arrow in "Manufacturers/ Distributor" Box in top left corner**

c. **If the desired procedure does not exist then you must do one of the following options**

    i. *Appropriate manufacturer/distributor assigned to hospital must create the desired procedure*

    ii. *SA needs to create the desired procedure*

Search

# EDITING A PREVIOUSLY CREATED UPCOMING CASE

01. Select "**Cases**" icon from menu bar on the left
02. Select Upcoming Case to be Edited
03. Select "Edit"
04. Edit Case Details
05. Select "Save"
06. Select "OR Team"
07. Select "Edit"
08. Edit OR Team Members as necessary
09. "Select Search OR team members"
10. Select " Save"
11. Select "Procedure"
12. Select Edit or Detach
    - a. **Select "Edit" to make changes to the procedure**
        - i. *Edit the Table Setup*
            1. Choose appropriate table size (2 wide or 3 wide) by selecting table size selector box in upper right corner
            2. To remove trays
                - a. **Select the "X" in upper right corner of appropriate tray**
                - b. **Select "Save"**

**Cases**

3. To move trays from one location to another
    a. **Touch and hold tray to drag and drop to appropriate location**
    b. **Select "Save"**
4. To add trays
    a. **Select " Case Cart Management"**
    b. **Select " Add/Manage Trays"**
    c. **Select "Search by Tray Name" to enter tray name or scroll through list of trays**
    d. **Select the plus icon, "+" to add tray(s) (Note: Ability to select multiple trays)**
    e. **Select "Done" once all desired trays have been selected**
    f. **Select "Case Cart Management" button to see selected trays**
    g. **Touch and hold tray to drag and drop to desired location on Table Setup (Repeat for all trays)**
    h. **Select "Save" when complete (Note: Individual trays can be viewed along with the tray's assigned Instruments by selecting the tray**

ii. *Edit the Surgical Flow*

1. To Add/Delete/Change (Surgical Step, Checklist, Notes, and Phase)
    a. **Select "Edit"**
    b. **Select desired option (Surgical Step, Checklist, Notes, and Phase)**
        i. *Surgical Step*
            1. Enter Label
            2. Enter Needed Instruments (search by name and select all desired Instruments) (Note: Instruments are required to save step)
            3. Enter Description & Notes (optional)
            4. Upload or take a video if applicable (click on video tab)
        ii. *Checklist*
            1. Enter Label
            2. Enter Items
            3. Add Item (Repeat as necessary for all items desired for checklist)

4. Select “Save”

*iii. Notes*

1. Enter Step Label
2. Enter Notes & Description
3. Select “Save”

*iv. Phase*

1. Enter phase label
2. Select “Save”

**c. Change/move position of individual Surgical Step, Checklist, Notes, and Phase**

*i. “Select” and hold 6 dots on right of the Surgical Step, Checklist, Note, or Phase*

*ii. Move selection to new position and release*

*iii. Once Surgical flow is complete “Select” Done*

**b. Select “Detach” to remove and replace the procedure**

*i. Confirm by selecting “Detach”*

*ii. “Select Template”*

*iii. “Select” Desired Procedure*

# PREVIEW A PREVIOUSLY CREATED UPCOMING CASE

01. Select “**Cases**” icon from menu bar on the left
02. Select Upcoming Case to be view
03. Select “Case Details” to view details
04. Select “OR Team” to view details
05. Select “Procedure”
06. Select “View” to be taken to Table Setup Screen for viewing
07. Select “Surgical Flow” to view surgical flow
08. Select “Back Arrow <-” to return to Case Details Screen
09. Select “Back Arrow <-” to return to cases screen

Cases

# STARTING A CASE

01. Select “Cases” icon from menu bar on the left
02. Select “Upcoming Cases”
03. Select Case to be started  (Ability to search by surgeon by selecting drop down menu)
04. Select “Start Case” in upper right corner
05. Select “Confirm” to Start Case and be directed to Table Setup Screen
06. Verify Trays
    - a. **Select “Verify” on tray you wish to verify**
    - b. **Verify all Instruments are in the tray**
    - c. **Select Mark Complete**
    - d. **Select “X” to Continue**
    - e. **Repeat for Every Tray**
07. Select “Surgical Flow”
08. Select “Start”
09. Select “Next” to move through procedure details (“Previous” button can be utilized to move back)
    - a. **Checklist: Ability to Complete if desired**
    - b. **Surgical Steps: Video Tutorials are available (Select “See Tutorial” or Video Icon)**
    - c. **All Instruments: Ability to view all individual Instrument(s) in Surgical Flow**
10. Select “Complete” to finish case

**Cases**

**NOTE:** Completed Cases can be viewed in the “Cases” Page under Completed Cases Tab by selecting the the three vertical dots next to “Create Case”

# JOINING A LIVE CASE

01. Select "**Cases**" from menu bar on the left
02. Select "Live Cases"
03. Select Case to join
04. Select "Join Case"

# DELETING A CASE

01. Select "**Cases**" icon from menu bar on the left
02. Select the **Vertical Menu** on case you wish to delete
03. Select "Delete"
04. Confirm by selecting "Delete"

Cases

Vertical Menu

# RESTORE A PREVIOUSLY DELETED CASE

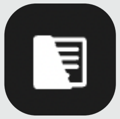
01. Select **Horizontal Menu** icon in upper right corner
02. Select " Show Deleted Cases"
03. Select the case you would like to restore by selecting the three vertical dots
04. Click "Restore"

# DOWNLOAD A CASE OFFLINE ON IPAD VERSION

**(This function can be utilized if WIFI is not available in OR)**

01. Select "**Cases**" icon from menu bar on the left
02. Select the **Vertical Menu** on case you wish to download
03. Select "Download"
04. Case will now be stored and can be accessed if WIFI is not available

**Horizontal Menu**



**Cases**



**Vertical Menu**

**NOTE:** in order to have access to a downloaded case offline you first need to download the case when you do have access to WIFI.

# START A DOWNLOADED CASE ON IPAD VERSION

01. Select "**Cases**" from menu bar on the left
02. Select "Downloaded Cases"
03. Select Downloaded Case to start
04. Select "View Offline Case" in upper right corner and be directed to Table Setup Screen
05. View the Table Setup
06. Select "Surgical Flow" and be directed to Surgical Flow Screen
07. Select "Next" to move through procedure details ("Previous" button can be utilized to move back)

**Cases**

# HOSPITAL USER

## CREATING CASE FOR A HOSPITAL

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select "Create Case" (Select "Add Case" if no cases have been created)
    - a. **Enter Case Details (enter info under case details)**
    - b. **Select Surgeon (Required)**
    - c. **Case Description (Optional)**
    - d. **Date of Surgery (Optional, but Recommended)**
    - e. **Time of Surgery (Optional, but Recommended)**
    - f. **Operating Room (Optional)**
03. Select " Add"
04. Select "OR Team" (optional)
    - a. **Select "Edit"**
    - b. **Select " Search OR team members"**
    - c. **Select OR team member(s)**
    - d. **Click off the window**
    - e. **Select role by selecting box on the right of team member and selecting "Done"**
    - f. **Select " Save"**
05. Select "Procedure"
06. Select "Select Template"

**My Cases**

**All Cases**

**"My Cases"** - Cases assigned to specific Hospital User (See Steps Below to Create, Edit, Start and  Delete)

**"All Cases"** - Cases assigned to Specific Hospital

**Upcoming Cases** - Cases that have been scheduled

**Live Cases** - Cases currently being conducted

**Downloaded Cases** - Cases that have been downloaded and can be accessed Offline

07. Select “Select” within the desired procedure from the procedures list.

a. **Ability to “Search by Procedure name”**

b. **Ability to search by Manufacturers/Distributors by selecting down arrow in “Manufacturers/ Distributor” Box in top left corner**

c. **If the desired procedure does not exist then you must do one of the following options**

    i. *Appropriate manufacturer/distributor assigned to hospital must create the desired procedure*

    ii. *SA needs to create the desired procedure*

Search

# EDITING A PREVIOUSLY CREATED CASE

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select Upcoming Case to be Edited
03. Select "Edit"
04. Edit Case Details
05. Select "Save"
06. Select "OR Team"
07. Select "Edit"
08. Edit OR Team Members as necessary
09. "Select Search OR team members"
10. Select " Save"
11. Select "Procedure"
12. Select Edit or Detach
    a. **Select "Edit" to make changes to the procedure**
        i. *Edit the Table Setup*
            1. Choose appropriate table size (2 wide or 3 wide) by selecting table size selector box in upper right corner
            2. To remove trays
                a. **Select the "X" in upper right corner of appropriate tray**
                b. **Select "Save"**

My Cases

All Cases

3. To move trays from one location to another
    a. **Touch and hold tray to drag and drop to appropriate location**
    b. **Select "Save"**
4. To add trays
    a. **Select " Case Cart Management"**
    b. **Select " Add/Manage Trays"**
    c. **Select "Search by Tray Name" to enter tray name or scroll through list of trays**
    d. **Select the plus icon, "+" to add tray(s) (Note: Ability to select multiple trays)**
    e. **Select "Done" once all desired trays have been selected**
    f. **Select "Case Cart Management" button to see selected trays**
    g. **Touch and hold tray to drag and drop to desired location on Table Setup (Repeat for all trays)**
    h. **Select "Save" when complete (Note: Individual trays can be viewed along with the tray's assigned Instruments by selecting the tray**

ii. *Edit the Surgical Flow*

1. To Add/Delete/Change (Surgical Step, Checklist, Notes, and Phase)
    a. **Select "Edit"**
    b. **Select desired option (Surgical Step, Checklist, Notes, and Phase)**
        i. *Surgical Step*
            1. Enter Label
            2. Enter Needed Instruments (search by name and select all desired Instruments) (Note: Instruments are required to save step)
            3. Enter Description & Notes (optional)
            4. Upload or take a video if applicable (click on video tab)
        ii. *Checklist*
            1. Enter Label
            2. Enter Items
            3. Add Item (Repeat as necessary for all items desired for checklist)

4. Select “Save”

iii. *Notes*

1. Enter Step Label
2. Enter Notes & Description
3. Select “Save”

iv. *Phase*

1. Enter phase label
2. Select “Save”

c. **Change/move position of individual Surgical Step, Checklist, Notes, and Phase**

i. *“Select” and hold 6 dots on right of the Surgical Step, Checklist, Note, or Phase*

ii. *Move selection to new position and release*

d. **Once Surgical flow is complete “Select” Done**

b. **Select “Detach” to remove and replace the procedure**

i. *Confirm by selecting “Detach”*

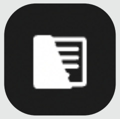
ii. *“Select Template”*

iii. *“Select” Desired Procedure*

# PREVIEW A PREVIOUSLY CREATED UPCOMING CASE

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select Upcoming Case to be view
03. Select "Case Details" to view details
04. Select "OR Team" to view details
05. Select "Procedure"
06. Select "View" to be taken to Table Setup Screen
07. Select "Surgical Flow" to view surgical flow
08. Select "Back Arrow <-" to return to Case Details Screen
09. Select "Back Arrow <-" to return to cases screen

My Cases



All Cases

# STARTING A CASE

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left

02. Select "Upcoming Cases"

03. Select Case to be started (Ability to search by surgeon by selecting drop down menu)

04. Select "Start Case" in upper right corner

05. Select "Confirm" to Start Case and be directed to Table Setup Screen

06. Verify Trays

    a. **Select "Verify" on tray you wish to verify**

    b. **Verify all Instruments are in the tray**

    c. **Select Mark Complete**

    d. **Select "X" to Continue**

    e. **Repeat for Every Tray**

07. Select "Surgical Flow"

08. Select "Start"

09. Select "Next" to move through procedure details ("Previous" button can be utilized to move back)

    a. **Checklist: Ability to Complete if desired**

    b. **Surgical Steps: Video Tutorials are available (Select "See Tutorial" or Video Icon)**

    c. **All Instruments: Ability to view all individual Instrument(s) in Surgical Flow**

10. Select "Complete" to finish case

**My Cases**

**All Cases**

**NOTE:** Completed Cases can be viewed in the "Cases" Page under Completed Cases Tab by selecting the the three vertical dots next to "Create Case"

# JOINING A LIVE CASE

01. Select "**My Cases**" or "**All Cases**"  from menu bar on the left
02. Select "Live Cases"
03. Select case to join
04. Select "Join Case"

# DELETING A CASE

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select the **Vertical Menu** on case you wish to delete
03. Select "Delete"
04. Confirm by selecting "Delete"

My Cases

All Cases

Vertical Menu

# RESTORE A PREVIOUSLY DELETED CASE

01. Select **Horizontal Menu** icon in upper right corner
02. Select " Show Deleted Cases"
03. Select the case you would like to restore by selecting the three vertical dots
04. Click "Restore"

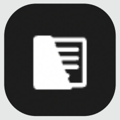
# DOWNLOAD A CASE OFFLINE ON IPAD VERSION

**(This function can be utilized if WIFI is not available in OR)**

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select the **Vertical Menu** on case you wish to download
03. Select "Download"
04. Case will now be stored and can be accessed if WIFI is not available

**Horizontal Menu**

**My Cases**



**All Cases**



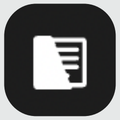
**Vertical Menu**

**NOTE:** in order to have access to a downloaded case offline you first need to download the case when you do have access to WIFI.

# START A DOWNLOADED CASE ON IPAD VERSION

01. Select "**My Cases**" or "**All Cases**" from menu bar on the left
02. Select "Downloaded Cases"
03. Select Downloaded Case to start
04. Select "View Offline Case" in upper right corner and be directed to Table Setup Screen
05. View the Table Setup
06. Select "Surgical Flow" and be directed to Surgical Flow Screen
07. Select "Next" to move through procedure details ("Previous" button can be utilized to move back)

My Cases



All Cases

# SURGEON USER

## CREATING CASE FOR A SURGEON

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select "Create Case" (Select "Add Case" if no cases have been created)
    a. **Enter Case Details (enter info under case details)**
    b. **Select Surgeon (Required)**
    c. **Case Description (Optional)**
    d. **Date of Surgery (Optional, but Recommended)**
    e. **Time of Surgery (Optional, but Recommended)**
    f. **Operating Room (Optional)**
03. Select "Add"
04. Select "OR Team" (optional)
    a. **Select "Edit"**
    b. **Select " Search OR team members"**
    c. **Select OR team member(s)**
    d. **Click off the window**
    e. **Select role by selecting box on the right of team member and selecting "Done"**
    f. **Select " Save"**
05. Select "Procedure"

**My Cases**

**All Cases**

**"My Cases"** - Cases assigned to specific Surgeon User (See Steps Below to Create, Edit, Start and Delete)

**"All Cases"** - Cases assigned to specific Hospital

**Upcoming Cases** - Cases that have been scheduled

**Live Cases** - Cases currently being conducted

**Downloaded Cases** - Cases that have been downloaded and can be accessed Offline

06. Select “Select Template”

07. Select “Select” within the desired procedure from the procedures list.

   a. **Ability to “Search by Procedure name”**

   b. **Ability to search by Manufacturers/Distributors by selecting down arrow in “Manufacturers/ Distributor” Box in top left corner**

   c. **If the desired procedure does not exist then you must do one of the following options**

      i. *Appropriate manufacturer/distributor assigned to hospital must create the desired procedure*

      ii. *SA needs to create the desired procedure*

Search

# EDITING A PREVIOUSLY CREATED UPCOMING CASE

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select Upcoming Case to be Edited
03. Select "Edit"
04. Edit Case Details
05. Select "Save"
06. Select "OR Team"
07. Select "Edit"
08. Edit OR Team Members as necessary
09. Select "Search OR team members"
10. Select " Save"
11. Select "Procedure"
12. Select Edit or Detach
    - a. **Select "Edit" to make changes to the procedure**
        - i. *Edit the Table Setup*
            1. Choose appropriate table size (2 wide or 3 wide) by selecting table size selector box in upper right corner
            2. To remove trays
                - a. **Select the "X" in upper right corner of appropriate tray**
                - b. **Select "Save"**

**My Cases**

**All Cases**

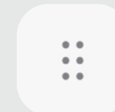
3. To move trays from one location to another
    a. **Touch and hold tray to drag and drop to appropriate location**
    b. **Select "Save"**
4. To add trays
    a. **Select " Case Cart Management"**
    b. **Select " Add/Manage Trays"**
    c. **Select "Search by Tray Name" to enter tray name or scroll through list of trays**
    d. **Select the plus icon, "+" to add tray(s) (Note: Ability to select multiple trays)**
    e. **Select "Done" once all desired trays have been selected**
    f. **Select "Case Cart Management" button to see selected trays**
    g. **Touch and hold tray to drag and drop to desired location on Table Setup (Repeat for all trays)**
    h. **Select "Save" when complete (Note: Individual trays can be viewed along with the tray's assigned Instruments by selecting the tray**

ii. *Edit the Surgical Flow*

1. To Add/Delete/Change (Surgical Step, Checklist, Notes, and Phase)
    a. **Select "Edit"**
    b. **Select desired option (Surgical Step, Checklist, Notes, and Phase)**
        i. *Surgical Step*
            1. Enter Label
            2. Enter Needed Instruments (search by name and select all desired Instruments) (Note: Instruments are required to save step)
            3. Enter Description & Notes (optional)
            4. Upload or take a video if applicable (click on video tab)
        ii. *Checklist*
            1. Enter Label
            2. Enter Items
            3. Add Item (Repeat as necessary for all items desired for checklist)

            4. Select “Save”
        iii. *Notes*
            1. Enter Step Label
            2. Enter Notes & Description
            3. Select “Save”
        iv. *Phase*
            1. Enter phase label
            2. Select “Save”
    c. **Change/move position of individual Surgical Step, Checklist, Notes, and Phase**
        i. *Select and hold “***Move***” (6 dots) on right of the Surgical Step, Checklist, Note, or Phase*
        ii. *Move selection to new position and release*
    iii. *Once Surgical flow is complete “Select” Done*

b. **Select “Detach” to remove and replace the procedure**
    i. *Confirm by selecting “Detach”*
    ii. *“Select Template”*
    iii. *“Select” Desired Procedure*



**Move**

# PREVIEW A PREVIOUSLY CREATED UPCOMING CASE

01. Select “**My Cases**” or “**All Cases**” icon from menu bar on the left
02. Select Upcoming Case to be view
03. Select “Case Details” to view details
04. Select “OR Team” to view details
05. Select “Procedure”
06. Select “View” to be taken to Table Setup Screen for viewing
07. Select “Surgical Flow” to view surgical flow
08. Select “Back Arrow <-” to return to Case Details Screen
09. Select “Back Arrow <-” to return to cases screen

My Cases

All Cases

# STARTING A CASE

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select "Upcoming Cases"
03. Select Case to be started (Ability to search by surgeon by selecting drop down menu)
04. Select "Start Case" in upper right corner
05. Select "Confirm" to Start Case and be directed to Table Setup Screen
06. Verify Trays
    a. **Select "Verify" on tray you wish to verify**
    b. **Verify all Instruments are in the tray**
    c. **Select Mark Complete**
    d. **Select "X" to Continue**
    e. **Repeat for Every Tray**
07. Select "Surgical Flow"
08. Select "Start"
09. Select "Next" to move through procedure details ("Previous" button can be utilized to move back)
    a. **Checklist: Ability to Complete if desired**
    b. **Surgical Steps: Video Tutorials are available (Select "See Tutorial" or Video Icon)**
    c. **All Instruments: Ability to view all individual Instrument(s) in Surgical Flow**
10. Select "Complete" to finish case

**My Cases**

**All Cases**

**Horizontal Menu**

**NOTE:** Completed Cases can be viewed in the "Cases" Page under Completed Cases Tab by selecting the the **Vertical Menu** next to "Create Case"

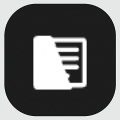
# JOINING A LIVE CASE

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select "Live Cases"
03. Select case to join
04. Select "Join Case"

# DELETING A CASE

01. Select "**My Cases**" or "**All Cases**" icon from menu bar on the left
02. Select **Vertical Menu** on case you wish to delete
03. Select "Delete"
04. Confirm by selecting "Delete"

My Cases



All Cases



Vertical Menu

# RESTORE A PREVIOUSLY DELETED CASE

01. Select **Horizontal Menu** icon in upper right corner
02. Select “ Show Deleted Cases”
03. Select the case you would like to restore by selecting the **Vertical Menu**
04. Click “Restore”

# DOWNLOAD A CASE OFFLINE ON IPAD VERSION

**(This function can be utilized if WIFI is not available in OR)**

01. Select “**My Cases**” or “**All Cases**“ icon from menu bar on the left
02. Select the **Vertical Menu** on case you wish to download
03. Select “Download”
04. Case will now be stored and can be accessed if WIFI is not available

**Horizontal Menu**

**Vertical Menu**

**My Cases**

**All Cases**

**NOTE:** in order to have access to a downloaded case offline you first need to download the case when you do have access to WIFI.

# START A DOWNLOADED CASE ON IPAD VERSION

01. Select "**My Cases**" or "**All Cases**" from menu bar on the left
02. Select "Downloaded Cases"
03. Select Downloaded Case to start
04. Select "View Offline Case" in upper right corner and be directed to Table Setup Screen
05. View the Table Setup
06. Select "Surgical Flow" and be directed to Surgical Flow Screen
07. Select "Next" to move through procedure details ("Previous" button can be utilized to move back)

My Cases

All Cases

# DINAMIC OR+

Our mission is to standardize operating room organization with an ergonomic and intuitive Workflow Management System – improving the efficiency and reproducibility of surgical processes which will enable perioperative staff to focus on providing thoughtful patient care.

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