

## **Team: Home**

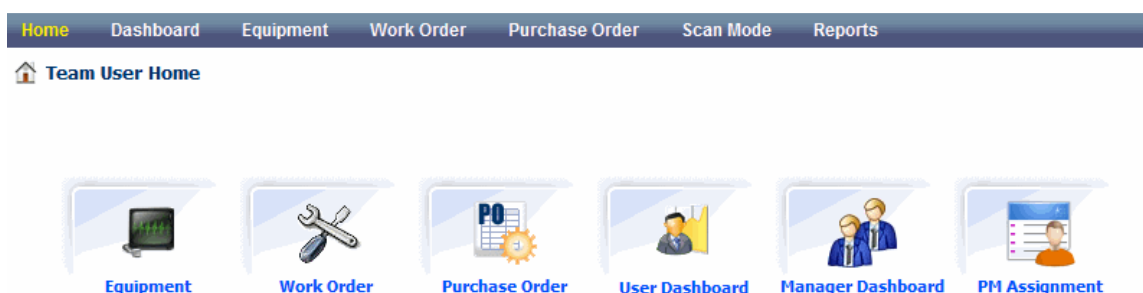
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Team User Home is where user can go to search for information within the Team software. Within each category listed below, users can search and filter through results to find what they are looking for.

Categories within the Home screen:

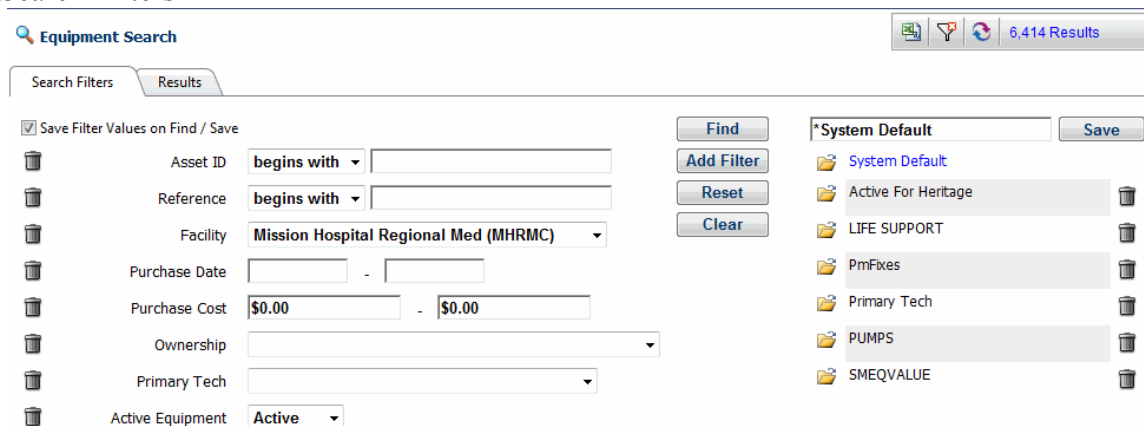
- Equipment
- Work Order
- Purchase Order
- User Dashboard
- Manager Dashboard
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## Equipment

Clinical Engineering is about providing comprehensive life cycle asset management. It's important for planning for, protecting and preserving those assets.

## Search Filters



The screenshot shows the 'Equipment Search' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Equipment Search'. To the right of the search bar, there is a button with a magnifying glass icon and the text '6,414 Results'. Below the search bar, there are two tabs: 'Search Filters' and 'Results'. The 'Search Filters' tab is active. The filter section includes a checkbox labeled 'Save Filter Values on Find / Save'. Below this, there are several filter fields with trash icons to the left: Asset ID (beginning with), Reference (beginning with), Facility (Mission Hospital Regional Med (MHRMC)), Purchase Date (range), Purchase Cost (\$0.00 to \$0.00), Ownership (dropdown), Primary Tech (dropdown), and Active Equipment (Active). To the right of the filter fields, there are buttons: Find, Add Filter, Reset, and Clear. Further right, there is a 'System Default' dropdown and a 'Save' button. Below these, there is a list of filter categories with trash icons to the right: System Default, Active For Heritage, LIFE SUPPORT, PmFixes, Primary Tech, PUMPS, and SMEQVALUE.

When searching, completed the desired filters and click on “find.” This system will bring up the search results within the “results” tab.

Users can create and save searches. To save a search criteria, complete the desired filters and within the save field type in the name of the save and click on “save.” This will save the users search criteria for future reference.

## Result

Home

Dashboard

Equipment

Work Order

Purchase Order

Scan Mode

Reports

Equipment Search

Search Filters

Results

6,414 Results

1

2

3

4

5

6











7

8

9

10

...


Asset ID	Device	Facility / Department	Manufacturer	Model	SerialNumber
 11269-1	Thermometer, Temporal	Mission Hospital Regional Medical Center OB/GYN FLOOR	EXERGEN CORPORATION	TAT 5000	A249909
 11779-1	Thermometer, Temporal	Mission Hospital Regional Medical Center CICU	EXERGEN CORPORATION	TAT 5000	A279500
 MV-0013	DOPPLER, BLOOD FLOW	Mission Hospital Regional Medical Center LDRP	MEDASONICS - COOPERSURG	FP3B	BT036360
 MV-0018	LIGHT SOURCE	Mission Hospital Regional Medical Center TRAUMA SERVICES	OLYMPUS AMERICA	ILK-3	520038
MV-0022-4	TRANSDUCER, ULTRASOUND	Mission Hospital Regional Medical Center FETAL DIAGNOSTICS	HEWLETT PACKARD	M1356A	3406G23449
 MV-0085	PHOTOMETER, HEMOGLOBIN	Mission Hospital Regional Medical Center BLOOD BANK	ELECTROLUX MELATRONIK	HEMOCUE	87420005
 MV-0122	INCUBATOR, INFANT CONTR.	Mission Hospital Regional Medical Center NURSERY	AIR SHIELDS	C68-2	XF20696
 MV-0131	MONITOR, OXYGEN	Mission Hospital Regional Medical Center RCS	HUDSON	5590	13315
 MV-0139	CHARGER, OTO/OPHTHALMOSCOPE	Mission Hospital Regional Medical Center FETAL DIAGNOSTICS	WELCH ALLYN INC.	71110	
 MV-0152	MONITOR, CO2	Mission Hospital Regional Medical Center RCS	PURITAN BENNETT	CD 102-49-02	6661
 MV-0172	MONITOR, VITAL SIGNS	Mission Hospital Regional Medical Center SAME DAY CARE UNIT	GENERAL ELECTRIC	1846SX	8260-H1121

*For additional information on equipment, please see the “Equipment Notes.”*

## Work Order

Provides documentation for Corrective and Preventive Maintenance (PM) actions on equipment; the work order itself ties together the work order information with the purchase order and equipment information to track a complete service event.

## Search Filter


**Work Order Search**
6,517 Results

Search Filters
Results

☒ Save Filter Values on Find / Save

Find

Add Filter

Reset

Clear

NEW

System Default

CLOSED

NEW

SO-MARK

Save

Facility

Department

begins with

Request #

begins with

Reported Problem

begins with

Type

Preventive Maintenance

Priority

Service Requested

Date Opened

-

Date Closed

-

Close By

Customer PO #

begins with

Status

Opened

Assigned Technician


Asset ID

begins with






















Work Order #

begins with

## Result


**Work Order Search**
6,517 Results

Search Filters
Results


1 2 3 4 5 6 7 8 9 10 ...					
Work Order ID	Asset ID	Technician	Request	Opened	Closed
 HC-1-153476	11269-1	Doug Williamson	PREVENTIVE MAINTENANCE1	07/01/2010	
 HC-1-154710	HC-1609E	Team Support Desk	PREVENTIVE MAINTENANCE	08/01/2010	
 HC-1-157232	HC-9014B	Team Support Desk	PREVENTIVE MAINTENANCE	11/01/2010	
 HC-1-157236	HC-3008B	Team Support Desk	PREVENTIVE MAINTENANCE	12/01/2011	
 HC-1-159754	HC-6877B	Team Support Desk	PREVENTIVE MAINTENANCE	01/01/2011	
 HC-1-159891	HC-7650B	Team Support Desk	PREVENTIVE MAINTENANCE	01/01/2011	
 HC-1-160626	HC-5784B	Team Support Desk	PREVENTIVE MAINTENANCE	02/01/2011	
 HC-1-162113	HC-7373B	Team Support Desk	PREVENTIVE MAINTENANCE	03/01/2011	
 HC-1-162145	HC-7374B	Team Support Desk	PREVENTIVE MAINTENANCE	03/01/2011	
 HC-1-162163	HC-5150B	Team Support Desk	PREVENTIVE MAINTENANCE	03/01/2011	
 HC-1-162233	HC-7050B	Team Support Desk	PREVENTIVE MAINTENANCE	03/01/2011	
 HC-1-162249	HC-7066B	Team Support Desk	PREVENTIVE MAINTENANCE	03/01/2011	
 HC-1-162265	HC-7084B	Team Support Desk	PREVENTIVE MAINTENANCE	03/01/2011	
 HC-1-162266	HC-7085B	Team Support Desk	PREVENTIVE MAINTENANCE	03/01/2011	
 HC-1-162309	HC-3915B	Team Support Desk	PREVENTIVE MAINTENANCE	03/01/2011	
 HC-1-163320	HC-1257E	O&M Industries	PREVENTIVE MAINTENANCE	03/01/2011	
 HC-1-165992	HC-6473B	Team Support Desk	PREVENTIVE MAINTENANCE	05/01/2011	
 HC-1-167309	HC-4483B	Team Support Desk	PREVENTIVE MAINTENANCE	06/01/2011	
 HC-1-167540	HC-5911B	Team Support Desk	PREVENTIVE MAINTENANCE	06/01/2011	
 HC-1-167547	HC-2803B	Team Support Desk	PREVENTIVE MAINTENANCE	06/01/2011	
 HC-1-167554	HC-6640B	Team Support Desk	PREVENTIVE MAINTENANCE	06/01/2011	




*For additional information on work orders, please see the “Work Order Notes.”*

## Purchase Order

The Purchase Order function is to generate PO's for parts and outsider services. PO's can be generated from both the work order screen and the purchase order screen. PO approvals are done from the manager's home screen only and the purchase orders needing approvals are listed for the manager.

### Search Filter

 **Purchase Order Search**

---

Search Filters

Results

☒ Save Filter Values on Find / Save

PO #

begins with ▾

Facility

▾

Vendor Name

begins with ▾

Work Order Number \*\*

begins with ▾

PO Date

-

Requested By

▾

Manager Approved

begins with ▾

Approved Date

-

Find

Add Filter

Reset

Clear


System Default




System Default

PoSearch

Save

### Results

 **Purchase Order Search**




3 Results

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Search Filters

Results

PO ID	Facility	Vendor	PO Date	Technician
CL-100004	Redwood Memorial Hospital	CDI (CHIPS & DATA)	03/25/2012	Team Support Desk
JD-100000	St. Jude Medical Center	3M	02/08/2012	Team Support Desk
JO-100002	St. Joseph Hospital Orange	PHILIPS MEDICAL	03/05/2012	Al Gonzalez

*For additional information on purchase orders, please see the “Purchase Order Notes.”*

## User Dashboard

Displays open work non-preventative maintenance work orders assigned to the selected staff member

## Corrective Work Order

Home

Dashboard

Equipment

Work Order

Purchase Order

Scan Mode

Reports

Team Support Desk

Corrective Work Order (410)










Preventive Work Order (1729)

Parts - Waiting to Receive (3)

Open Request (0)

Corrective Work Orders

Refresh

Work Order	Opened	Asset ID	Reported Problem	Department / Cost Center
 <a href="#">HC-1-151326</a>	6/28/2010		SERVICE REQUEST	Clinical Education
 <a href="#">HC-1-151647</a>	7/2/2010		SERVICE REQUEST	Human Resources
 <a href="#">HC-1-152036</a>	7/7/2010		SERVICE REQUEST	Plant Operations
 <a href="#">HC-1-152062</a>	7/8/2010		SERVICE REQUEST	Surgery
 <a href="#">HC-1-152117</a>	7/12/2010		SERVICE REQUEST	Medical/Surgical
 <a href="#">HC-1-152172</a>	7/14/2010		SERVICE REQUEST	Social Services
 <a href="#">HC-1-152224</a>	7/16/2010		SERVICE REQUEST	Environmental Services
 <a href="#">HC-1-152282</a>	7/15/2010	<a href="#">HC-1086</a>	CHECKOUT/REPAIR	Radiation Oncology
 <a href="#">HC-1-152434</a>	7/27/2010		SERVICE REQUEST	ICU

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Page size: 50

410 items in 9 pages

## Preventive Work Orders

Home	Dashboard	Equipment	Work Order	Purchase Order	Scan Mode	Reports
Team Support Desk	Corrective Work Order (410)	Preventive Work Order (1729)	Parts - Waiting to Receive (3)	Open Request (0)		
Facility: All Facilities	Department: All Departments	Status: All Status				
Preventive Work Orders						
Work Order	Opened	Asset ID	Description / Model	Department / Cost Center	Last Entry	
 <a href="#">HC-1-154710</a>	8/1/2010	<a href="#">HC-1609E</a>	Gus Unit Spacesaver G14VC-3	Radiology Diagnostic 03-002		
 <a href="#">HC-1-157232</a>	11/1/2010	<a href="#">HC-9014B</a>	VENTILATOR 15345	Cardio Pulmonary 03-003		
 <a href="#">HC-1-157236</a>	12/1/2011	<a href="#">HC-3008B</a>	VENTILATOR 15215	Cardio Pulmonary Services 03-002		
 <a href="#">HC-1-159754</a>	1/1/2011	<a href="#">HC-6877B</a>	ELECTROSURGICAL UNIT LIGASURE	Surgery 03-002		
 <a href="#">HC-1-159891</a>	1/1/2011	<a href="#">HC-7650B</a>	HARMONIC SCALPEL GENERATR Generator 300	Surgery 03-002		
 <a href="#">HC-1-159896</a>	7/1/2011	<a href="#">HC-5784B</a>	NEBULIZER DEVI BISS 5610D	Cardio Pulmonary Services		
Page size: 50 1729 items in 35 pages						

## Parts – Waiting to Receive

Home

Dashboard

Equipment

Work Order

Purchase Order

Scan Mode

Reports

Team Support Desk

Corrective Work Order (410)




Preventive Work Order (1729)

Parts - Waiting to Receive (3)

Open Request (0)

Part - Waiting to Receive

Refresh

PO #	Work Order	Item #	Description	Ordered	Received	Cost	Amt. Paid
	<a href="#">SO-2-158990</a>	LABOR	0.25 Hours @ \$95.00 Total: \$23.75	0.25	0	\$95.00	\$95.00
	<a href="#">SO-2-158995</a>	LABOR	0.25 Hours @ \$95.00 Total: \$23.75	0.25	0	\$95.00	\$95.00
	<a href="#">SO-2-171722</a>	LABOR	0.25 Hours @ \$95.00 Total: \$23.75	0.25	0	\$95.00	\$95.00

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1

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Page size: 50

3 items in 1 pages

## Open Request

Home

Dashboard

Equipment

Work Order

Purchase Order

Scan Mode

Reports

Team Support Desk

Corrective Work Order (410)

Preventive Work Order (1729)

Parts - Waiting to Receive (3)

Open Request (0)

Open Request

Refresh

Request #	Opened	Days Old	Asset ID	Work Order	Assigned	Requester	Status
No records to display.							

*For additional information on dashboards, please see the “Dashboard Notes.”*

## Manager Dashboard

### Summary

Home <b>Dashboard</b> Equipment Work Order Purchase Order Scan Mode Reports						
St. Jude			Summary		Manager Approval (0 / 0)	
<b>Work Orders</b>			<b>Count</b>	<b>Avg. Days</b>	<b>Purchase Orders</b>	
Corrective - Current			158	20	<b>Units</b>	
<a href="#">&gt;30 Days</a>			200	61	<b>Value</b>	
Preventive			<b>Due</b>	<b>Complete</b>	<a href="#">Invoiced &amp; Not Received</a>	
Current			853	0	0	
<a href="#">&gt;30 Days</a>			986	0	<a href="#">Invoiced &amp; Not Approved</a>	
<b>Open Inspections</b>			1		0	
<b>Inventory</b>			<b>Units</b>	<b>Avg. Days</b>	<a href="#">Not Invoiced</a>	
Stock on Hand			0	\$0.00	<b>Count</b>	
<a href="#">Stock on Order</a>			0	\$0.00	<b>Value</b>	
					All Incomplete POs	
					0	
					<b>Contracts</b>	
					<b>Count</b>	
					<b>Value</b>	
					Active	
					0	
					<a href="#">Expiring (&lt;90 Days)</a>	
					0	
					<a href="#">Proposal Pending</a>	
					0	

### Manager Approval

Home

Dashboard

Equipment

Work Order

Purchase Order

Scan Mode

Reports

Catholic Health Initiatives - Clinical Engineering






Summary

Manager Approval (1430 / 2480)

Variances (138 / 191)

PO's Needing Manager Approval - 1430 Purchase Order Count 2480 Line Items

Refresh

PO ID	WO ID	Item	Ord.	Rcv.	Cost	Inv. Amt
 <a href="#">01-303858</a>	<a href="#">01-4311237</a>	Repair / Service Repair of LCD monitor	1	1	\$235.00	\$235.00
 <a href="#">01-314054</a>	<a href="#">01-4510924</a>	lbr. & tvl. vendor serv. call	1	1	\$275.00	\$275.00
 <a href="#">01-345687</a>	<a href="#">01-5030106</a>	197230-hel-s SRAM Chip	1	1	\$149.00	\$149.00
 <a href="#">01-351879</a>	<a href="#">01-5162303</a>	Freight Special Same Day Handling	1	1	\$375.00	\$375.00
 <a href="#">01-353265</a>	<a href="#">01-5198343</a>	#14439113 1.0 Labor	1	1	\$340.00	\$0.00

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Page size: 50

2480 items in 50 pages




## Variance


Home <b>Dashboard</b> Equipment Work Order Purchase Order Scan Mode Reports						
Catholic Health Initiatives - Clinical Engineering				Summary	Manager Approval (1430 / 2480)	Variances (138 / 191)
Variances Needing Manager Review - 138 Purchase Order Count 191 Line Items <span>Refresh</span>						
PO ID	WO ID	Item	Ord.	Rcv.	Cost	Inv. Amt
 <a href="#">01-342247</a>	<a href="#">01-4995282</a>	RM30656 Exchange Credit Bld Pump	1	1	(\$1,547.16)	(\$1,265.10)
 <a href="#">01-342386</a>	<a href="#">01-5018608</a>	RM30656 Exchange Credit Bld Pump	1	1	(\$1,547.16)	(\$1,265.10)
 <a href="#">01-389395</a>	<a href="#">01-5891802</a>	7270856 Paddle Style Gripper	1	1	\$0.00	\$410.00
 <a href="#">01-389395</a>	<a href="#">01-5891802</a>	7253602 Aliquoter Nozzle	1	1	\$0.00	\$1,320.00
 <a href="#">01-389395</a>	<a href="#">01-5891802</a>	7253735	1	1	\$0.00	\$28.50
<div> <span>1</span> <span>2</span> <span>3</span> <span>4</span> </div>			Page size: 50		191 items in 4 pages	



















*For additional information on manager's dashboard, please see the "Manager's Dashboard Notes."*

## PM Assignment


### Facility View


 **PM Assignment**



















☒ Facility View ☐ User View 

-  Covenant Childrens Hospital
-  Camino Health Center
-  Covenant Hospital Levelland
-  Choc
-  Covenant Hospital Plainview
-  Covenant Medical Center - 19th Street Campus
-  Covenant Medical Center Lakeside Campus
-  General Hospital
-  Heritage - Eureka
-  Heritage Fortuna
-  St. Jude Heritage Medical Group
-  Mission Surgery Center
-  Mission Hospital Laguna Beach
-  Mission Hospital Regional Medical Center
-  Mission Other
-  North CA - Heritage
-  Petaluma Valley Hospital
-  Queen of the Valley Medical Center

### User View

 **PM Assignment**

☐ Facility View ☒ User View 

-  Un-Assigned Users
-  All Users
-  Support Desk
-  ADVANCED LASER SERVICES
-  ADVANCED STERILIZATION
-  Al Gonzalez
-  ALCON SURGICAL, INC.
-  Anissa Hall
-  Bay Area Sterilizer Svc
-  BAY OPTICAL
-  BECKMAN / COULTER
-  Beckman Coulter
-  BECKMAN COULTER
-  BECKMAN COULTER
-  BECTON DICKINSON
-  BELMONT INSTRUMENTS CORP
-  CHUCK STEWART
-  CMI - Centration Medical

## Facility View

**PM Assignment**

Facility View User View

Camino Health Center Un-Assigned Users

Department: All Departments Page: 1 of 1

6 PM Work Orders --Select Assign User-- Assign All

Work Order #	Open Date	User Name	Department	Request
<a href="#">MV-1-168251</a>	4/1/2011	<a href="#">Un-Assigned Users</a>	<a href="#">GENERAL CARE</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">MV-CHC0225</a> Device: MONITOR, VITAL SIGNS / 300				
<a href="#">MV-1-168254</a>	4/1/2011	<a href="#">Un-Assigned Users</a>	<a href="#">GENERAL CARE</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">MV-CHC0228</a> Device: MONITOR, VITAL SIGNS / 300				
<a href="#">MV-1-168259</a>	6/1/2011	<a href="#">Un-Assigned Users</a>	<a href="#">GENERAL CARE</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">MV-CHC0232</a> Device: ANALYZER, URINE - PORTABLE / 107-101				
<a href="#">MV-1-168260</a>	6/1/2011	<a href="#">Un-Assigned Users</a>	<a href="#">GENERAL CARE</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">MV-CHC0233</a> Device: ANALYZER, URINE - PORTABLE / 107-101				
<a href="#">MV-1-168265</a>	6/1/2011	<a href="#">Un-Assigned Users</a>	<a href="#">GENERAL CARE</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">MV-CHC0238</a> Device: CENTRIFUGE / 642 E Quest				
<a href="#">MV-1257526</a>	4/1/2012	<a href="#">Un-Assigned Users</a>	<a href="#">GENERAL CARE</a>	MV-1-2593-Scheduled Preventative Maint

## User View

**PM Assignment**

Facility View User View

All Users

Facility: All Facilities Page: 1 of 131

6517 PM Work Orders --Select Assign User-- Assign All

Work Order #	Open Date	User Name	Department	Request
<a href="#">HC-1-153476</a>	7/1/2010	<a href="#">Doug Williamson</a>	<a href="#">OB/GYN FLOOR</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">11269-1</a> Device: Thermometer, Temporal / TAT 5000				
<a href="#">HC-1-154710</a>	8/1/2010	<a href="#">Team Support Desk</a>	<a href="#">Radiology Diagnostic</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">HC-1609E</a> Device: Gus Unit / Spacesaver G14VC-3				
<a href="#">HC-1-157232</a>	11/1/2010	<a href="#">Team Support Desk</a>	<a href="#">Cardio Pulmonary</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">HC-90148</a> Device: VENTILATOR / 15345				
<a href="#">HC-1-157236</a>	12/1/2011	<a href="#">Team Support Desk</a>	<a href="#">Cardio Pulmonary Services</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">HC-3008B</a> Device: VENTILATOR / 15215				
<a href="#">HC-1-159754</a>	1/1/2011	<a href="#">Team Support Desk</a>	<a href="#">Surgery</a>	PREVENTIVE MAINTENANCE
Asset ID: <a href="#">HC-6877B</a> Device: ELECTROSURGICAL UNIT / LIGASURE				
<a href="#">HC-1-159891</a>	1/1/2011	<a href="#">Team Support Desk</a>	<a href="#">Surgery</a>	PREVENTIVE MAINTENANCE

For additional information on PM Assignment, please see the “PM Assignment Notes.”