

ePlan Module Admin

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Users can access the Admin information by clicking on the “Admin” within the blue banner (figure 1).



Figure 1

Additional tabs within the Admin screen (figure 1):

- Department Templates
- Room Templates
- Items

All three tabs listed above will allow users to review, edit and create new departments, rooms and items.

Department Templates

By clicking on the “Department Templates” tab, user will be taken into a screen where they can search existing departments (figure 2). In addition, users will also notice an additional tab (Add Department).

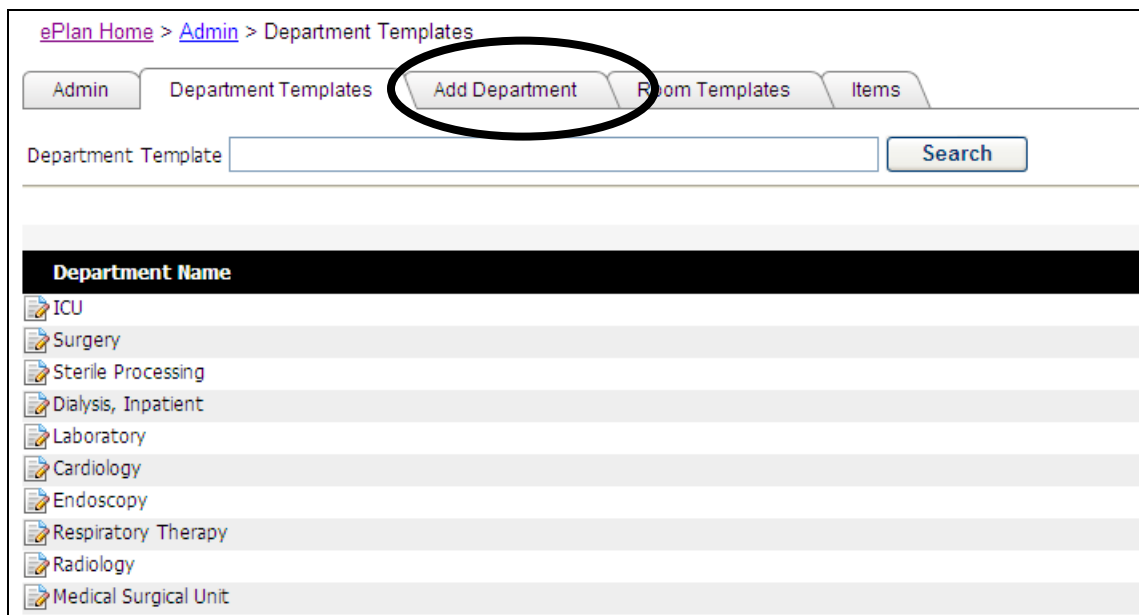


Figure 2

Edit a Department Template

To edit an existing department template, users will need to click on the edit icon next to the department to be edited (figure 3).

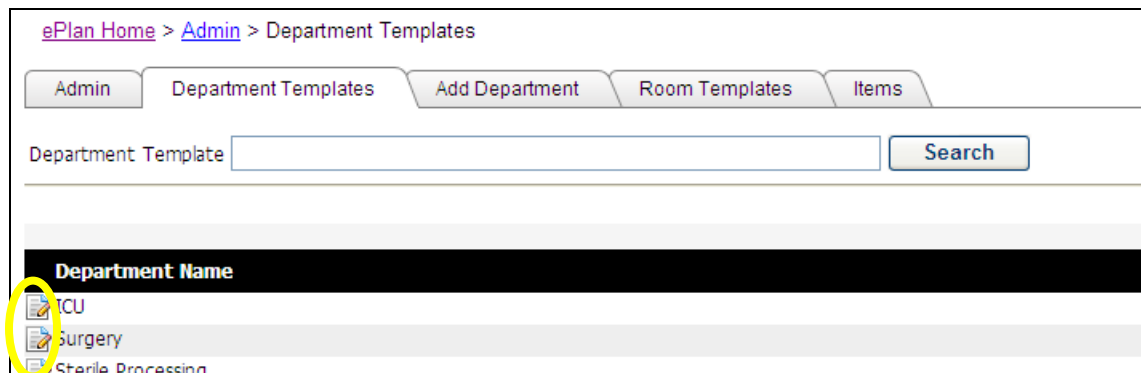


Figure 3

By clicking on the edit icon, users will be taken into the “Edit Template” screen (figure 4).

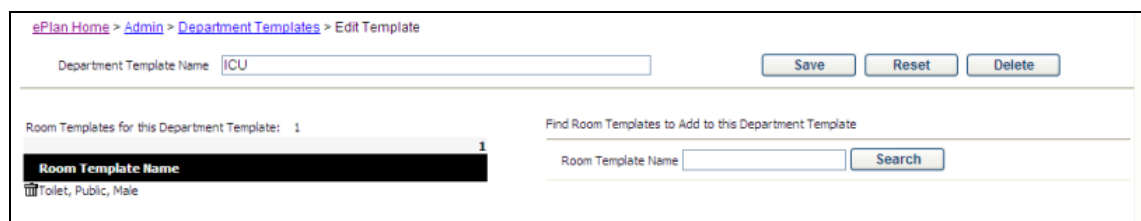


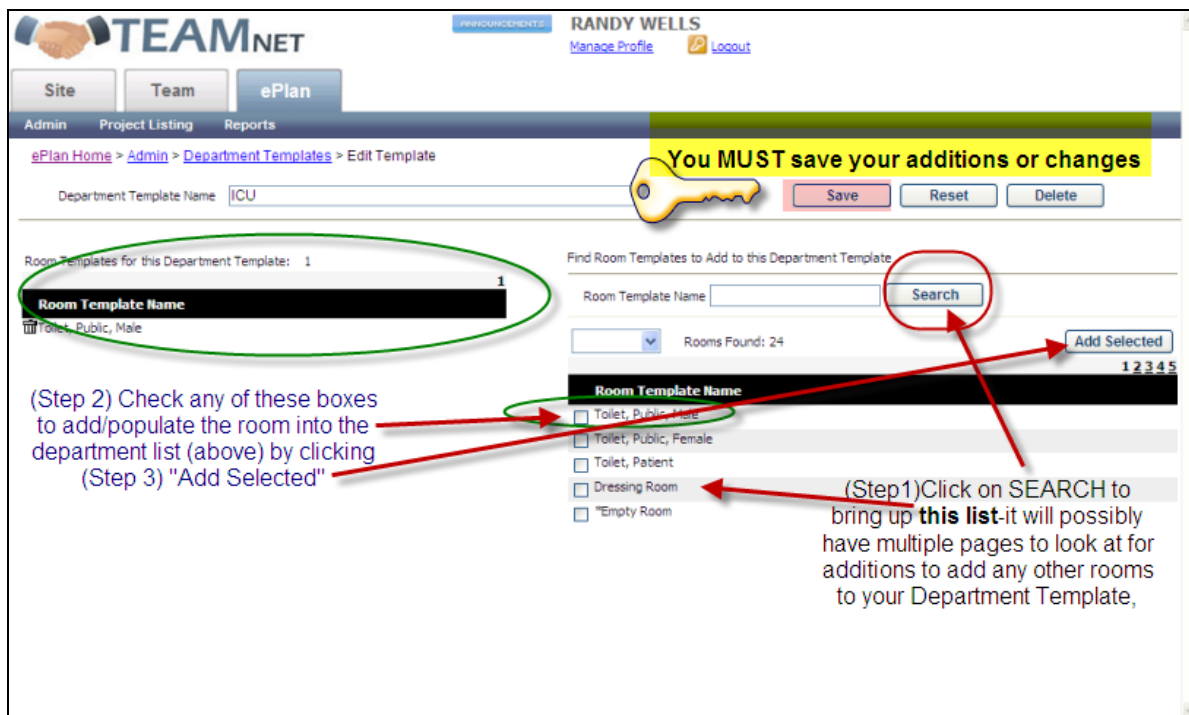
Figure 4

Within the “Edit Template” screen users can perform the following tasks:

- Change the Department Name
- Delete Room Template Name
- Search for Room Templates to Add to the current Department Template

Remember to “Save” any changes made.

If there are no Rooms assigned to the Department users can do so by clicking on the “Search” button next to the “Room Template Name (figure 4). By doing so, a list of “Room Template” will appear (figure 5).



You MUST save your additions or changes

Department Template Name: ICU

Room Templates for this Department Template: 1

Room Template Name: Toilet, Public, Male

Find Room Templates to Add to this Department Template

Room Template Name: Search

Rooms Found: 24

Add Selected

Room Template Name

☐ Toilet, Public, Male

☐ Toilet, Public, Female

☐ Toilet, Patient

☐ Dressing Room

☐ Empty Room

(Step 2) Check any of these boxes to add/populate the room into the department list (above) by clicking (Step 3) "Add Selected"

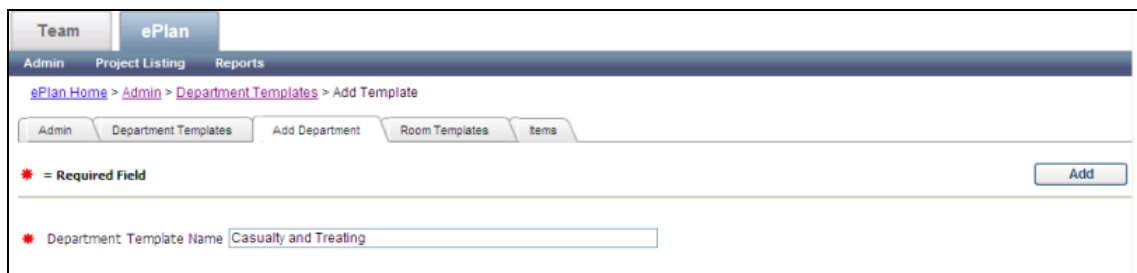
(Step 1) Click on SEARCH to bring up this list-it will possibly have multiple pages to look at for additions to add any other rooms to your Department Template,

Figure 5

To add to the "Room Template Name," check all boxes next to the desired rooms and click on the "Add Selected" (figure 5).

Add Department

Users can add departments within the "Add Department" screen (figure 6).



Team ePlan

Admin Project Listing Reports

ePlan Home > Admin > Department Templates > Add Template

Admin Department Templates Add Department Room Templates Items

* = Required Field

* Department Template Name: Casualty and Treating

Add

Figure 6

Enter the name of the new department and click on the "Add" button (figure 6).

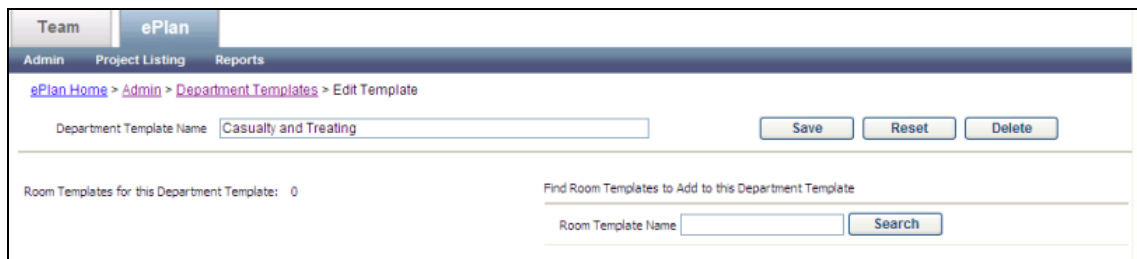
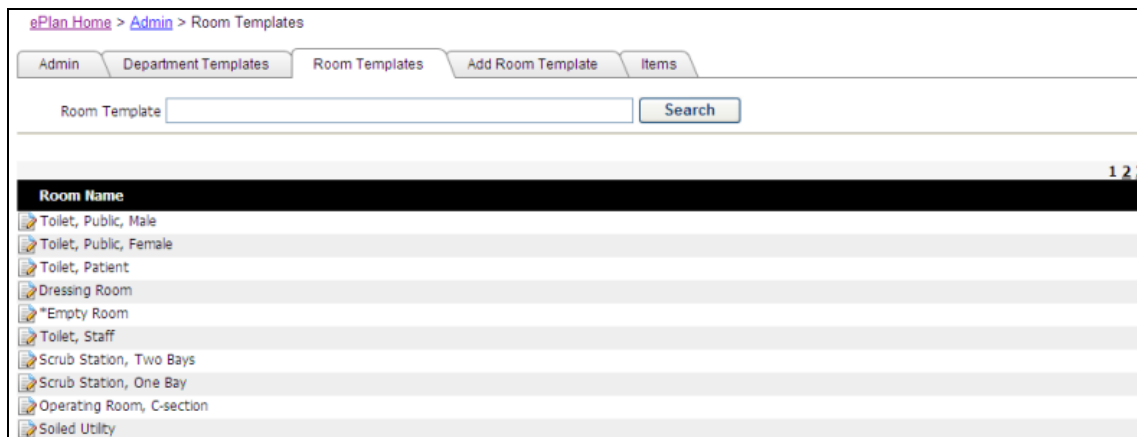


Figure 7

Once a department is created then rooms can be added to the departments (figure 7).

Room Templates

Users can select the pencil icon (figure 8) and see the list of items assigned to that particular room template (figure 9).













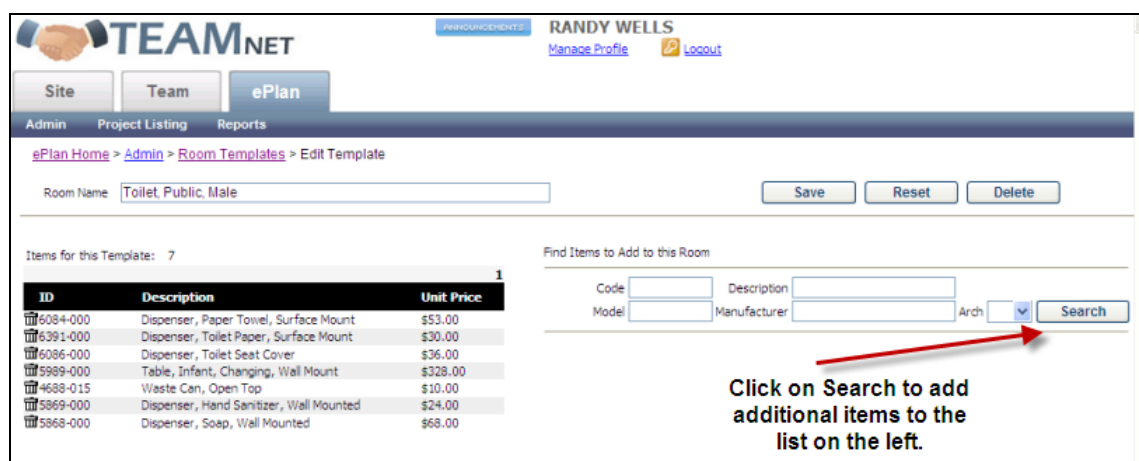
Room Name
 Toilet, Public, Male
 Toilet, Public, Female
 Toilet, Patient
 Dressing Room
 "Empty Room
 Toilet, Staff
 Scrub Station, Two Bays
 Scrub Station, One Bay
 Operating Room, C-section
 Soiled Utility

Figure 8

Adding equipment items to the Room Template (under Room templates) works the same way as adding rooms to the Department Template.



Room Name:

Save Reset Delete

Items for this Template: 7

ID	Description	Unit Price
6084-000	Dispenser, Paper Towel, Surface Mount	\$53.00
6391-000	Dispenser, Toilet Paper, Surface Mount	\$30.00
6086-000	Dispenser, Toilet Seat Cover	\$36.00
5989-000	Table, Infant, Changing, Wall Mount	\$328.00
4688-015	Waste Can, Open Top	\$10.00
5869-000	Dispenser, Hand Sanitizer, Wall Mounted	\$24.00
5868-000	Dispenser, Soap, Wall Mounted	\$68.00

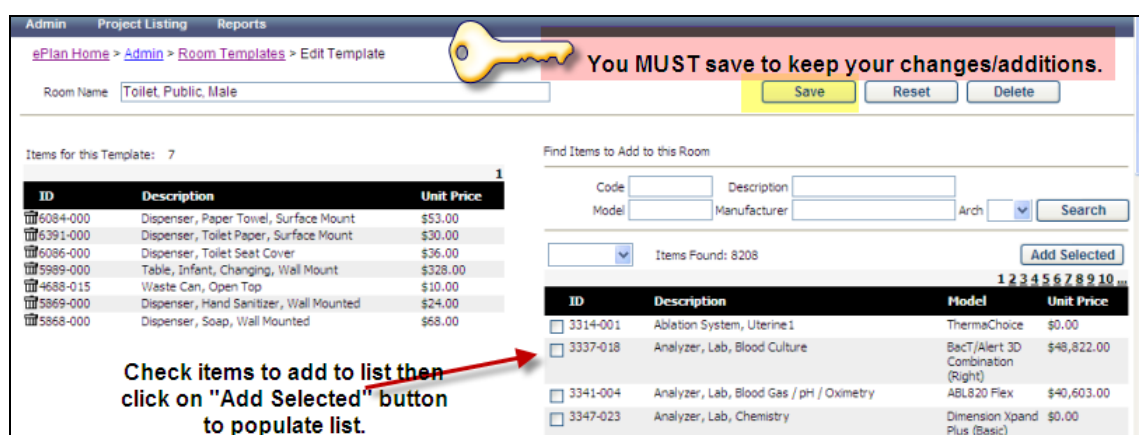
Find Items to Add to this Room

Code Description
Model Manufacturer Arch Search

Click on Search to add additional items to the list on the left.

Figure 9

Users can add additional equipment items need to be added to this list, clicking on the search button (figure 9), which will provide check boxes to add equipment to the current list (figure 10).



Room Name:

Save Reset Delete

Items for this Template: 7

ID	Description	Unit Price
6084-000	Dispenser, Paper Towel, Surface Mount	\$53.00
6391-000	Dispenser, Toilet Paper, Surface Mount	\$30.00
6086-000	Dispenser, Toilet Seat Cover	\$36.00
5989-000	Table, Infant, Changing, Wall Mount	\$328.00
4688-015	Waste Can, Open Top	\$10.00
5869-000	Dispenser, Hand Sanitizer, Wall Mounted	\$24.00
5868-000	Dispenser, Soap, Wall Mounted	\$68.00

Find Items to Add to this Room

Code Description
Model Manufacturer Arch Search

Items Found: 8208

Add Selected

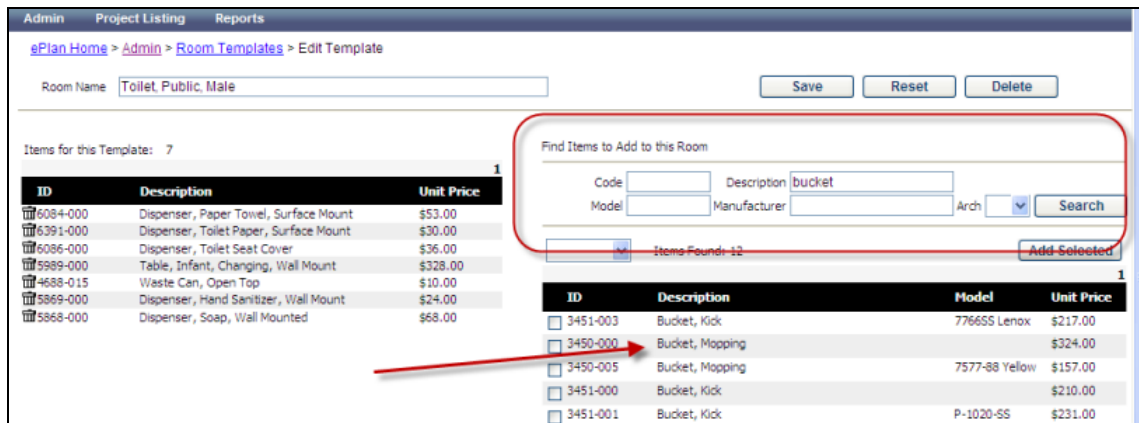
ID	Description	Model	Unit Price
<input type="checkbox"/> 3314-001	Ablation System, Uterine1	ThermaChoice	\$0.00
<input type="checkbox"/> 3337-018	Analyzer, Lab, Blood Culture	Bect/Alert 3D Combination (Right)	\$48,822.00
<input type="checkbox"/> 3341-004	Analyzer, Lab, Blood Gas / pH / Oximetry	ABL820 Flex	\$40,603.00
<input type="checkbox"/> 3347-023	Analyzer, Lab, Chemistry	Dimension Xpand Plus (Basic)	\$0.00

Check items to add to list then click on "Add Selected" button to populate list.

Figure 10

Adding Items to Room Template

Users can quickly populate items into the room template; they have the ability to quickly search four fields that will assist this process (figure 11). Entering information into one or more of the four fields will find the item you are searching for (figure 11).



Admin Project Listing Reports

ePlan Home > Admin > Room Templates > Edit Template

Room Name:

Save Reset Delete

Items for this Template: 7

ID	Description	Unit Price
6084-000	Dispenser, Paper Towel, Surface Mount	\$53.00
6391-000	Dispenser, Toilet Paper, Surface Mount	\$30.00
6086-000	Dispenser, Toilet Seat Cover	\$36.00
5989-000	Table, Infant, Changing, Wall Mount	\$328.00
4688-015	Waste Can, Open Top	\$10.00
5869-000	Dispenser, Hand Sanitizer, Wall Mount	\$24.00
5868-000	Dispenser, Soap, Wall Mounted	\$68.00

Find Items to Add to this Room

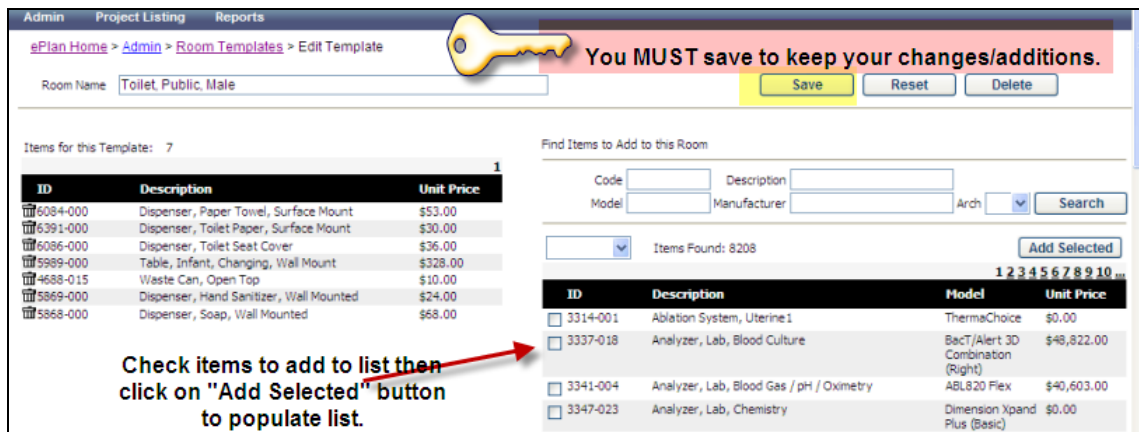
Code Description
Model Manufacturer Arch Search

Items Found: 12 Add Selected

ID	Description	Model	Unit Price
3451-003	Bucket, Kick	77655 Lenox	\$217.00
3450-000	Bucket, Mopping		\$324.00
3450-005	Bucket, Mopping	7577-88 Yellow	\$157.00
3451-000	Bucket, Kick		\$210.00
3451-001	Bucket, Kick	P-1020-5S	\$231.00

Figure 11

The same process to add to the room template from previously explained entry process would apply here also (figure 12).



Admin Project Listing Reports

ePlan Home > Admin > Room Templates > Edit Template

Room Name:

Save Reset Delete

Items for this Template: 7

ID	Description	Unit Price
6084-000	Dispenser, Paper Towel, Surface Mount	\$53.00
6391-000	Dispenser, Toilet Paper, Surface Mount	\$30.00
6086-000	Dispenser, Toilet Seat Cover	\$36.00
5989-000	Table, Infant, Changing, Wall Mount	\$328.00
4688-015	Waste Can, Open Top	\$10.00
5869-000	Dispenser, Hand Sanitizer, Wall Mounted	\$24.00
5868-000	Dispenser, Soap, Wall Mounted	\$68.00

Find Items to Add to this Room

Code Description
Model Manufacturer Arch Search

Items Found: 8208 Add Selected

ID	Description	Model	Unit Price
3314-001	Ablation System, Uterine1	ThermaChoice	\$0.00
3337-018	Analyzer, Lab, Blood Culture	BacT/Alert 3D Combination (Right)	\$48,822.00
3341-004	Analyzer, Lab, Blood Gas / pH / Oximetry	ABL820 Flex	\$40,603.00
3347-023	Analyzer, Lab, Chemistry	Dimension Xpand Plus (Basic)	\$0.00

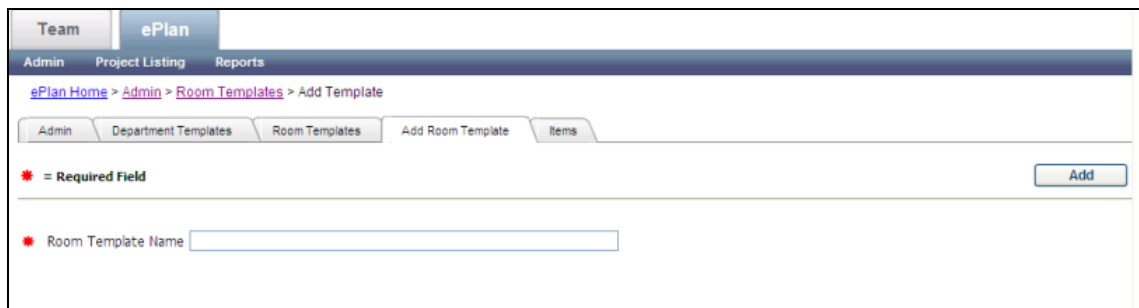
You MUST save to keep your changes/additions.

Check items to add to list then click on "Add Selected" button to populate list.

Figure 12

Add Room Templates

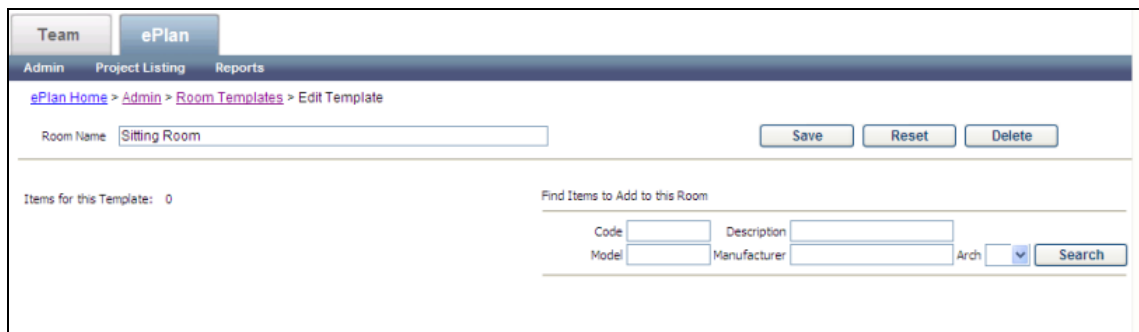
Users will need to enter a unique name and select the “ADD” button. Users will get the blank template to begin the process similar to adding rooms or items as previously mentioned (figure 13).



The screenshot shows the 'Add Room Template' form. At the top, there is a navigation bar with 'Team' and 'ePlan' tabs. Below it, a breadcrumb trail reads 'ePlan Home > Admin > Room Templates > Add Template'. A secondary navigation bar contains 'Admin', 'Department Templates', 'Room Templates', 'Add Room Template', and 'Items'. A legend indicates that a red asterisk (*) denotes a required field. The form includes a text input field for 'Room Template Name' and an 'Add' button.

Figure 13

Enter info into the “Find Items to Add to the Room” area and click on search (figure 14).



The screenshot shows the 'Edit Template' form. The navigation bar and breadcrumb trail are the same as in Figure 13. The 'Room Name' field is pre-filled with 'Sitting Room'. There are 'Save', 'Reset', and 'Delete' buttons. Below, it shows 'Items for this Template: 0'. The 'Find Items to Add to this Room' section contains input fields for 'Code', 'Description', 'Model', and 'Manufacturer', along with an 'Arch' dropdown menu and a 'Search' button.

Figure 14

Select needed items and click on save to create room template. Click on the search button to see available templates for rooms as explained under “Room Templates” above and repeat that process (figure 15). Add appropriate items as desired.

Admin Project Listing Reports

[ePlan Home](#) > [Admin](#) > [Room Templates](#) > Edit Template

Room Name:

You MUST save to keep your changes/additions.

Items for this Template: 7

ID	Description	Unit Price
6084-000	Dispenser, Paper Towel, Surface Mount	\$53.00
6391-000	Dispenser, Toilet Paper, Surface Mount	\$30.00
6086-000	Dispenser, Toilet Seat Cover	\$36.00
5989-000	Table, Infant, Changing, Wall Mount	\$328.00
4688-015	Waste Can, Open Top	\$10.00
5869-000	Dispenser, Hand Sanitizer, Wall Mounted	\$24.00
5868-000	Dispenser, Soap, Wall Mounted	\$68.00

Find Items to Add to this Room

Code: Description:
Model: Manufacturer: Arch:

Items Found: 8208

ID	Description	Model	Unit Price
<input type="checkbox"/> 3314-001	Ablation System, Uterine1	ThermaChoice	\$0.00
<input type="checkbox"/> 3337-018	Analyzer, Lab, Blood Culture	BacT/Alert 3D Combination (Right)	\$48,822.00
<input type="checkbox"/> 3341-004	Analyzer, Lab, Blood Gas / pH / Oximetry	ABL820 Flex	\$40,603.00
<input type="checkbox"/> 3347-023	Analyzer, Lab, Chemistry	Dimension Xpand Plus (Basic)	\$0.00

Check items to add to list then click on "Add Selected" button to populate list.

Figure 15