

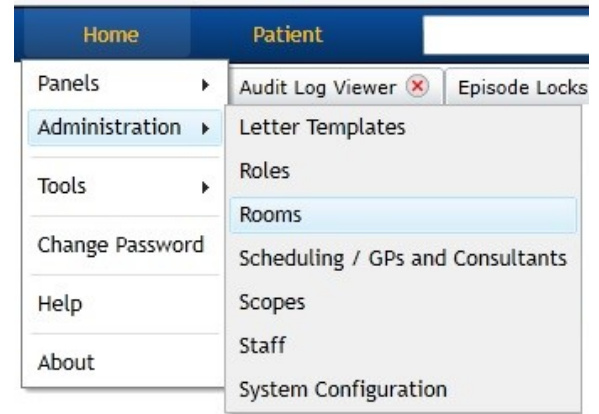
## OVERVIEW

This Guide has been created for Site or System Administrators of the MEDILOGIK EMS™ software who are required to add, edit , delete or reinstate the rooms where procedures are booked or may take place.

## ADDING ROOMS

To access the list of rooms:

1. Log In to EMS.
2. Select **HOME / ADMINISTRATION / ROOMS**. This will present you with the Room Administration screen. You will see a list of any existing rooms available to you.
3. You will see a list of rooms showing their site, name and a description.
4. Click [**Create Room**] to add a new room.
5. The “Create New Room” screen will be displayed.
6. Select the site of the room from the dropdown list.
7. Enter a name for the room e.g. “Room 1”
8. Enter a description for the room, which can be the same as room name.
9. Local Code, Location and Phone Number are optional fields. It is however good practice to complete as much information as possible.
10. The type of Capture Device will default to Sensoray. This is the name of the MEDILOGIK image kit provided to customers during installation. Please accept the default
11. Select the procedure (s) that will be performed in the room. This will be required when booking patients.
12. Click [**OK**] to confirm entry. Create rooms for all locations where procedures can be performed including Theatres, X-Ray locations.
13. If you do not wish to save the room or go back click on the [**CANCEL**] button.



**Room Administration**

Site	Name	Description
Hospital Alpha	Room 1	Endoscopy Room 1
Hospital Alpha	Room 2	Endoscopy Room 2
Hospital Alpha	Room 3	Endoscopy Room 3
Hospital Alpha	Room 4	Endoscopy Room 4
Hospital Alpha	Room 5	X-Ray Dept Room 5
Hospital Bravo	Room 1	Endoscopy Room 1
Hospital Bravo	Room 2	New Treatment Suite
Hospital Charlie	Room 1	Endoscopy Room 1
Hospital Charlie	Room 2	Upper GI Specialist
Hospital Delta	Room 1	Main Endo Suite
Hospital Delta	Room 2	Upper GI Procedure Room
Hospital Echo	Endoscopy Room	Endoscopy Room

Deleted Rooms

Buttons: Create Room, Edit, Delete, Close

**Create new Room**

Site: [Dropdown]

Room:

Name: [Text Box]

Description: [Text Box]

Local Code: [Text Box]

Location: [Text Box]

Phone Number: [Text Box]

Capture device: [Dropdown - Sensoray]

Procedure Types:

- Bronchoscopy
- Colonoscopy
- ERCP
- EUS
- Flexible Sigmoidoscopy
- Non-EMS Procedure
- Upper GI endoscopy

Buttons: Cancel, OK

## DECOMMISSIONING ROOMS

When a room is no longer to be used for Endoscopy procedures it can be deleted:

1. To delete a room, log In to EMS.
2. Select **HOME / ADMINISTRATION / ROOMS**.
3. You will see the list of rooms.
4. Click on the room being deleted.
5. Click **[Delete]**.
6. You will be asked to confirm the deletion. Click **[Yes]** to delete the room.

**NOTE:** Deleted rooms may be re-instated at a later date.



## REINSTATING ROOMS

When a deleted room is once again required to be used for Endoscopy procedures it can be restored:

1. To restore a room, log In to EMS.
2. Select **HOME / ADMINISTRATION / ROOMS**.
3. You will see the list of rooms.
4. Click the checkbox to view “Deleted Rooms”.
5. Click on the room to be restored
6. Click the button **[Restore]**.
7. You will be asked to confirm the restoration. Click **[Yes]** to restore the room.
8. The room is now available again to book procedures.

