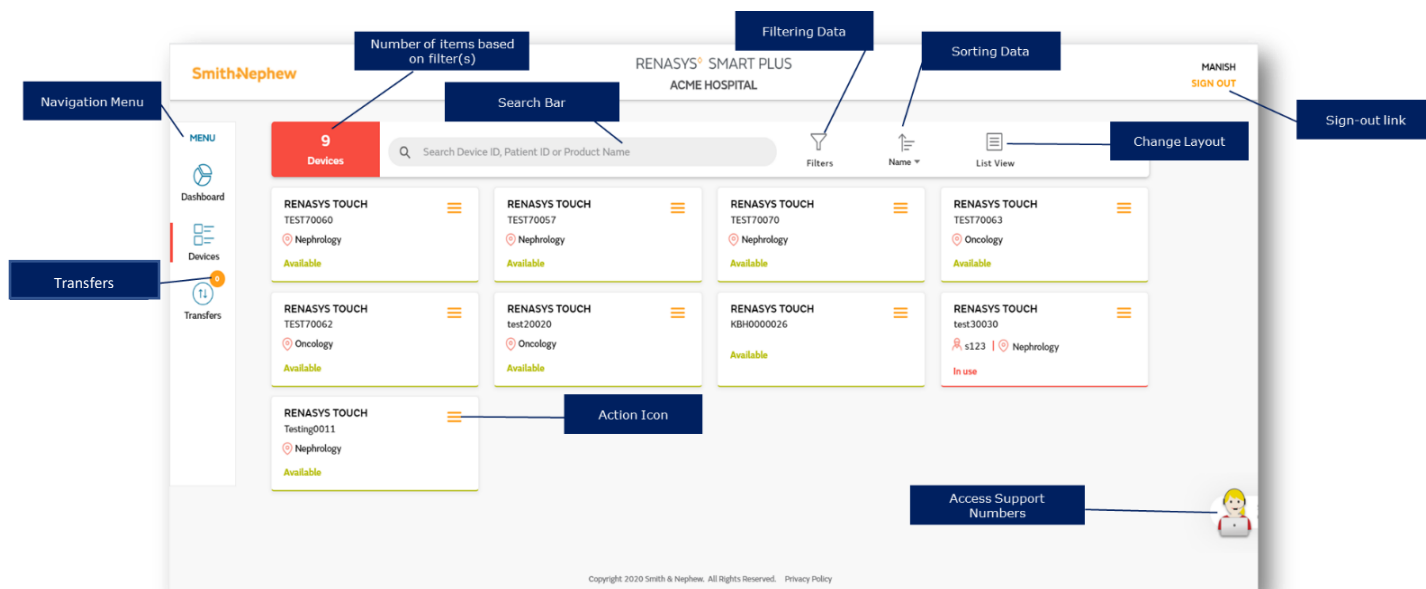


Quick Reference Guide

Department User



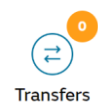
ACCESSING THE RENASYS SMART PLUS PORTAL

The RENASYS Smart Plus Portal can be accessed by visiting <https://smartplusportal.com>

You will be requested to put in the username and password assigned to you to login to the portal.

If you do not have login details, please contact the Smith+Nephew Customer Service Team on:

1. Australia - 13 13 60
2. New Zealand - 0800 807 019



DEPARTMENT USER - SCREEN OVERVIEW



Dashboards: Shows the device utilisation and device distribution statistics within the facility.

Devices: Home screen for Department Users. Shows all devices allocated to your facility. Action screen for Device functions, filters and searches.

Transfers: Shows incoming device transfer request/s to your department. You can approve a single request or approve bulk transfer requests.

DEVICE FUNCTIONS

START THERAPY ON A PATIENT

1. From the Devices Screen
2. Select an "Available" device
3. Click on "Action Icon" and then select "Start Therapy"
4. Fill in the required details
5. Click on the "Start" button
6. NOTE: If the device case is locked with a padlock, a Lock Icon will be next to the Action Icon on the portal screen   a pop-up will appear with the pin-code to unlock the padlock
7. To view the pin-code again, click the "Action Icon" and select "Show Pin"

CEASE THERAPY ON A PATIENT

 **Note:** You can only cease therapy on devices in your department(s).

1. From the Devices Screen
2. Select an "In Use" device
3. Click on the "Action Icon"
4. Click on "Cease Therapy"
5. Fill in the required details
6. Click on the "Cease" button.

TRANSFER A DEVICE TO ANOTHER DEPARTMENT IN THE HOSPITAL

 **Note:** You can only transfer devices in your department(s).

1. From the Devices Screen
2. Select "Available" or "In Use" device
3. Click on "Action Icon"
4. Click on "Department Transfer"
5. Fill in appropriate details
6. Click on "Transfer".

DISCHARGE A DEVICE FROM THE HOSPITAL

1. From the Devices Screen
2. Select "In Use" device
3. Click on "Action Icon"
4. Click on "Discharge Device"
5. Fill in required details
6. Click on "Discharge".

RETURN A DEVICE TO SMITH+NEPHEW

 **Note:** A device will not be available for interaction after you initiate a return.

1. From the Devices Screen
2. Select "Available" device
3. Click on "Action Icon"
4. Click on "Return Device"
5. Fill in required details
6. Click on "Return".

REPORT A DEVICE MISSING

 **Note:** A device will not be available for interaction after you report it missing.

1. From the Devices Screen
2. Select "Available" device
3. Click on "Action Icon"
4. Click on "Report Missing"
5. Fill in required details
6. Click on "Report Missing".

SCREEN OPTIONS

ACTION ICON

The action icon is used to interact with the relevant device. If you do not see an action icon on a device, it usually means you do not have access to the device as it is either allocated to a different department or it is in the process of being returned to Smith+Nephew.

FILTERING DATA

Use different filters to narrow down device search

SORTING DATA

Device cards/list can be sorted based on device ID, patient ID, status, name, department

CHANGE LAYOUT

List view or grid view can be selected to view the devices.

SEARCH BAR

Used to search the devices based on device ID, patient ID or product name.

ACCESS SUPPORT NUMBERS

When clicked, it opens a pop-up with the Australia and New Zealand customer support numbers.

NAVIGATION MENU

It is used to navigate to different screens available on the portal.

USER PROFILE

Click on the username in the top right corner to view the User profile.

SIGN OUT LINK

Ensure you use the sign out link each time you have finished using the portal to sign out.

HINT:

Due to two phase authentication, do not use the "remember my password" function on your computer.