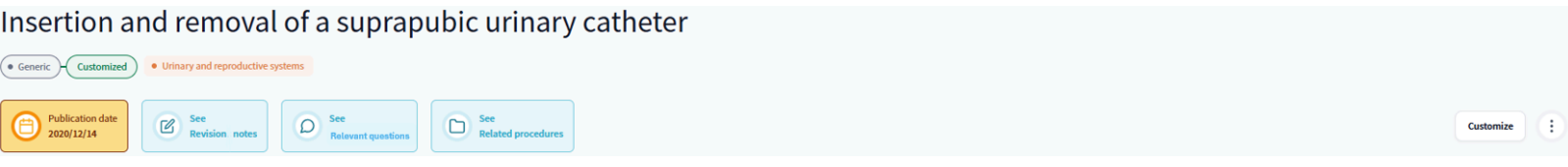


1 Log in using a 'Member' access

2 Enter the title of the generic procedure to be customized in the search engine, then select it

- See the "Searching for a procedure by keyword" tool if necessary

3 Click on the "Customize" button located on the right in the procedure header

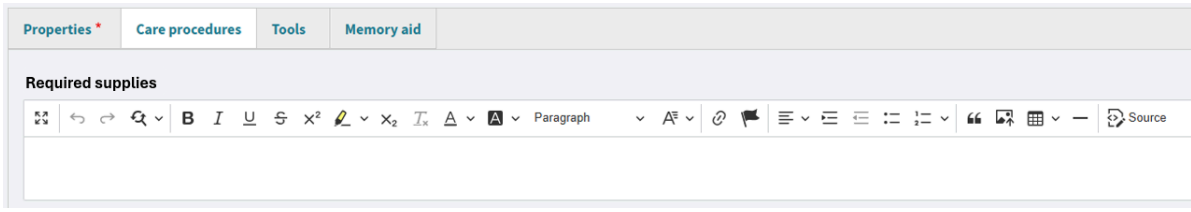


4 Select the fields to customize

- The fields that can be customized are:
 - "Properties" tab (Note on the scope of practice only)
 - "Care procedures" tab (Required supplies, Procedure(s) sections 1 to 4)
 - "Tools" tab (e.g.: adding documents, references)
 - "Memory aid" tab

5 Add the desired content (customization) in the appropriate field

- See document "Using drafting tools" for more information about adding content to the OCP platform



6 Click on "Save" at the bottom left of the page once all the fields to be customized have been completed



- Customizations are displayed in a pale green box at the top of the customized section

