

Inserting a PDF document in the TOOLS section of an OCM

1. Using « keywords » in the section « **Search criteria** » enter the name of the OCM into which you wish to insert the tool

The screenshot shows a search interface with a search bar containing the text "Oxygen". Below the search bar is a list of four results:

- Oxygen saturation measurement (pulse oximetry) (n-p)
- Oxygen saturation measurement (pulse oximetry)
- Reference framework for oxygen therapy (n-p)
- Administration of oxygen in emergency situations

The fourth result, "Administration of oxygen in emergency situations", is highlighted with a dark blue background and a hand cursor icon.

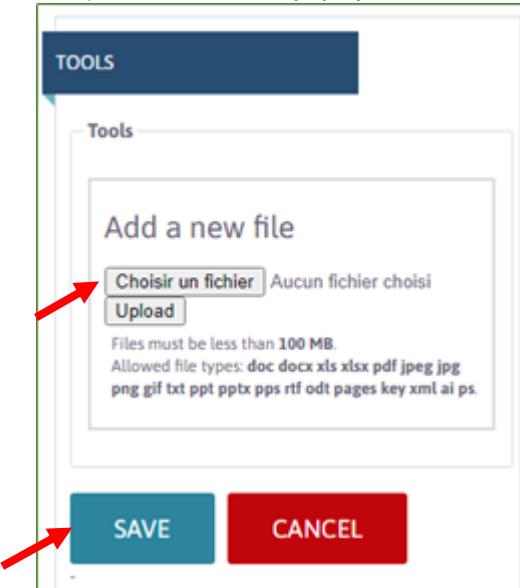
2. Save the tool in PDF format to a location of your choice on your computer

3. Insert the PDF tool in the TOOLS section of the OCM

- a) Click on « **Customize this section** »,



- b) This window will pop up



- c) Click on « **Choose File** » a new window will open up
- d) Select your document and click on « **Open** » an then on « **Upload** »
- e) Click on « **Save** » located at the bottom of the OCM platform page