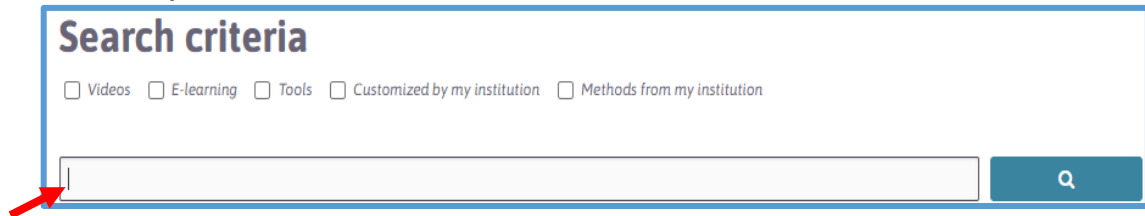


## Inserting and removing a PDF document in the TOOLS section of an OCM

### Insertion of a tool

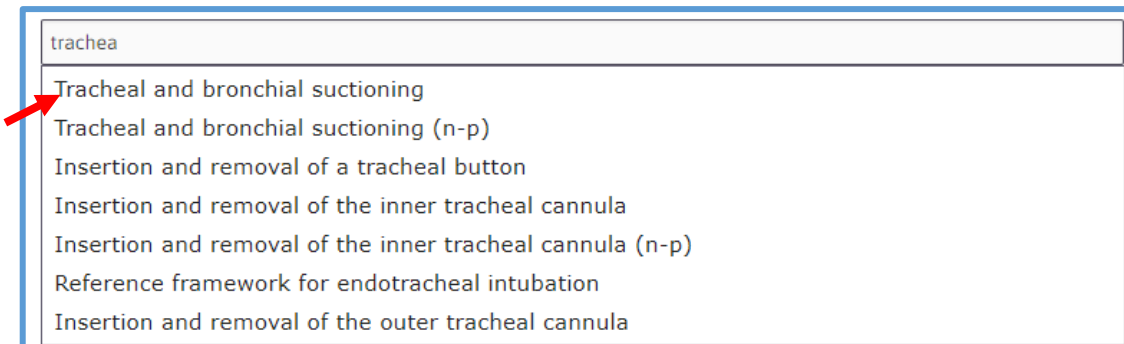
1. First, save your tool in PDF format in a location of your choice on your computer
2. Place the cursor in the «*Search Criteria*» section and use «keywords» to enter the name of the OCM in which you want to insert the tool



**Search criteria**

Videos  E-learning  Tools  Customized by my institution  Methods from my institution

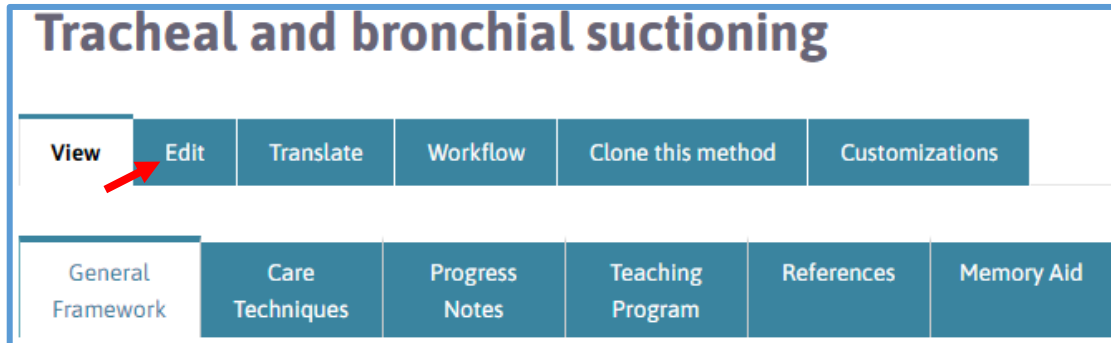
3. Select the OCM from the drop-down list; the OCM will then open



trachea

- Tracheal and bronchial suctioning
- Tracheal and bronchial suctioning (n-p)
- Insertion and removal of a tracheal button
- Insertion and removal of the inner tracheal cannula
- Insertion and removal of the inner tracheal cannula (n-p)
- Reference framework for endotracheal intubation
- Insertion and removal of the outer tracheal cannula

4. Click on the «*Edit*» Tab

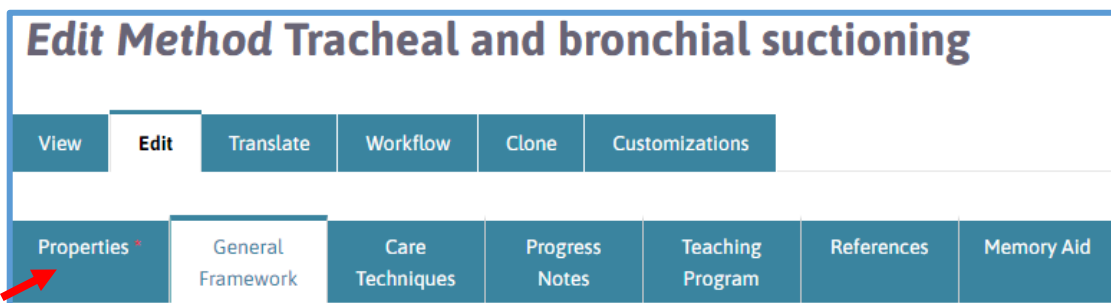


**Tracheal and bronchial suctioning**

**View** **Edit** Translate Workflow Clone this method Customizations

General Framework Care Techniques Progress Notes Teaching Program References Memory Aid

5. The «*Properties*» tab will now be displayed and accessible.



**Edit Method Tracheal and bronchial suctioning**

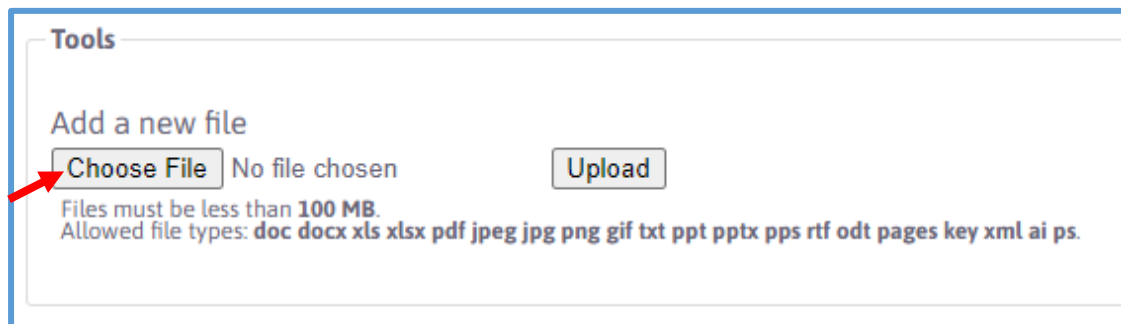
View **Edit** Translate Workflow Clone Customizations

**Properties** General Framework Care Techniques Progress Notes Teaching Program References Memory Aid

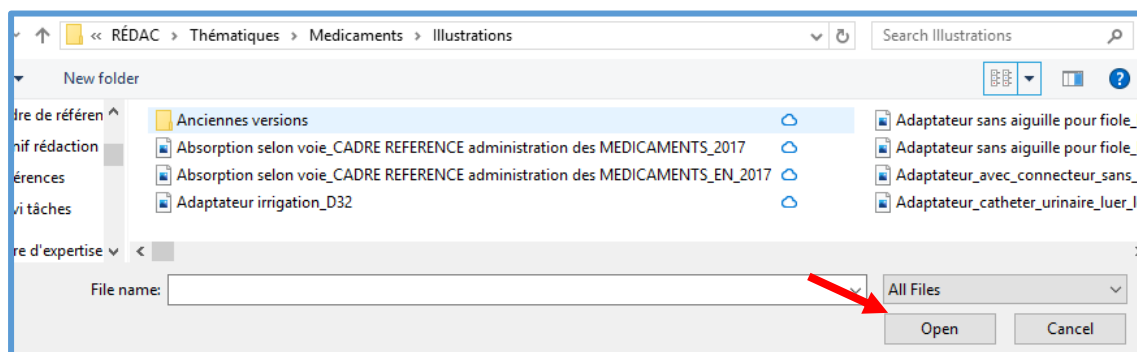
## Inserting and removing a PDF document in the TOOLS section of an OCM

6. Insert the tool in PDF format in the «**TOOLS**» section by following the steps below:

- a) Click on the «**Properties**» tab
- b) Go to the «**TOOLS**» section, located at the bottom of the «**Properties**» page



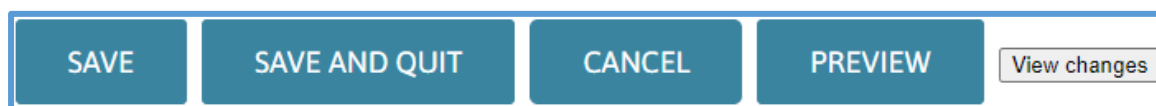
- c) Click on «**Choose File**», a new window will open
- d) Click on your document in the list and then click on «**Open**»



- e) Click on «**Upload** »



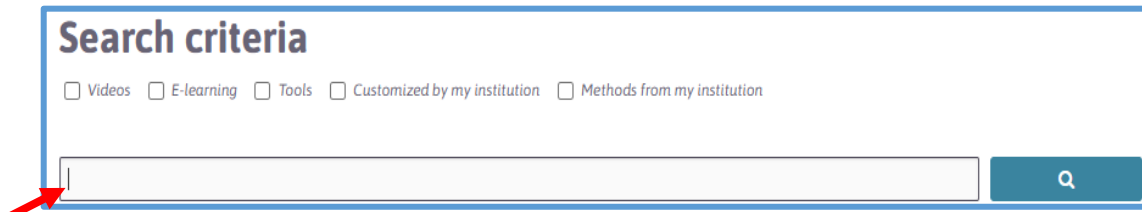
- f) Click on the «**Save**» or «**Save and quit**» tab at the bottom of the «**Properties**» page



## Removal of a tool

## Inserting and removing a PDF document in the TOOLS section of an OCM

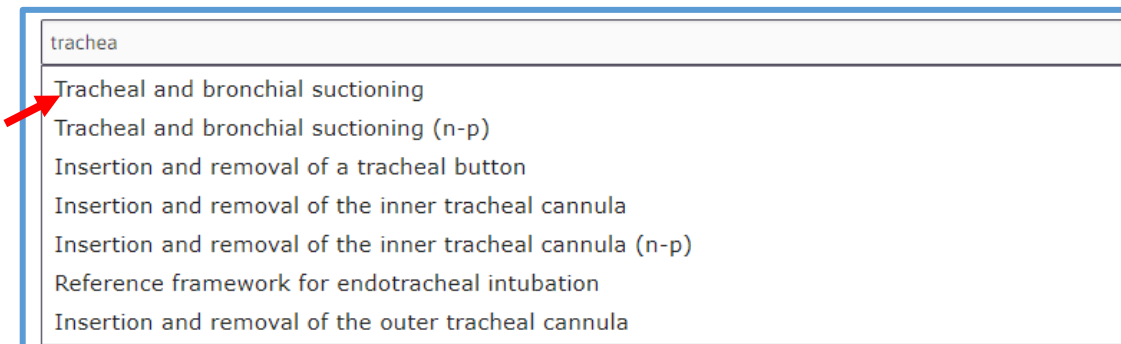
1. Place the cursor in the «*Search Criteria*» section and use «keywords» to enter the name of the OCM in which you want to insert the tool



**Search criteria**

Videos  E-learning  Tools  Customized by my institution  Methods from my institution

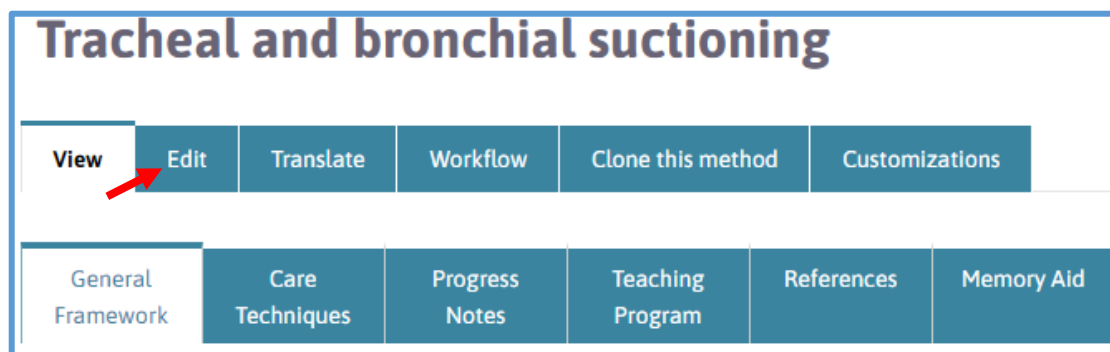
2. Select the OCM from the drop-down list; the OCM will then open



trachea

- Tracheal and bronchial suctioning
- Tracheal and bronchial suctioning (n-p)
- Insertion and removal of a tracheal button
- Insertion and removal of the inner tracheal cannula
- Insertion and removal of the inner tracheal cannula (n-p)
- Reference framework for endotracheal intubation
- Insertion and removal of the outer tracheal cannula

3. Click on the «*Edit*» Tab

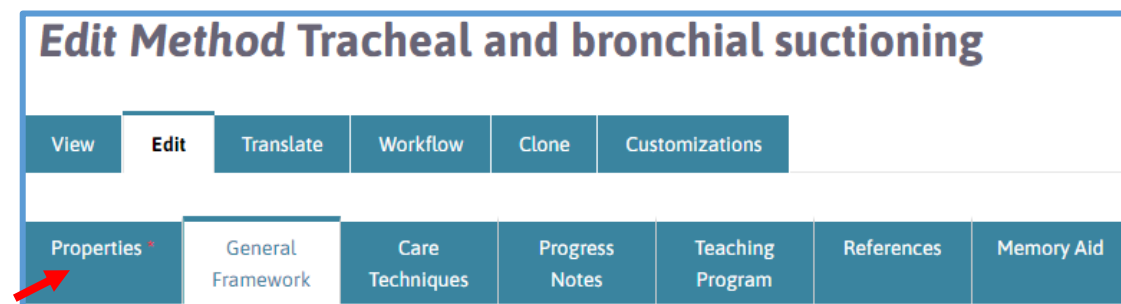


**Tracheal and bronchial suctioning**

**View** **Edit** Translate Workflow Clone this method Customizations

General Framework Care Techniques Progress Notes Teaching Program References Memory Aid

4. The «*Properties*» tab will now be displayed and accessible.



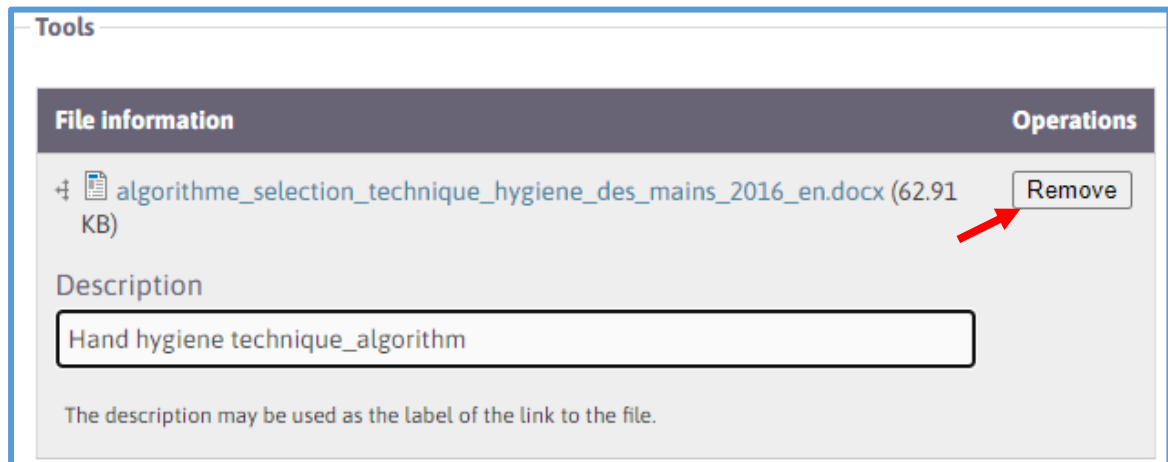
**Edit Method Tracheal and bronchial suctioning**

View **Edit** Translate Workflow Clone Customizations

**Properties** General Framework Care Techniques Progress Notes Teaching Program References Memory Aid

## Inserting and removing a PDF document in the TOOLS section of an OCM

5. Remove the tool from the «**TOOLS**» section by following the steps below:
  - a) Click on «**Remove**»



- b) Click on the «**Save**» or «**Save and quit**» tab at the bottom of the «**Properties**» page

