**BASIC NAVIGATION**
Patient Overview Screen


**VIEW PATIENT AND DEVICE STATUS**
All Patients, All Devices

1. Users assigned to patients  2. Patient line>Device Details

View summary information for all patients and all devices: Navigation Bar>User Function Menu>All Patients, All Devices

Sort patient tiles: Navigation Bar>User Function Menu>Patient Overview (Tile View)>Sort by Name (sorts tiles alphabetically by patient name), or Navigation Bar>User Function Menu>Patient Summary (Tile View)>Sort by Location (sorts tiles alphanumerically by patient location)

View/change another user’s area assignments: Navigation Bar>User Function Menu>Area Assignments (desired clinician’s assignments selected in panel on left)

Relink a device that has lost communication with the application: Patient Overview bed tile>Device Detail>Device Header Menu
MANAGE ALARMS
Patient Overview Screen>Device Details Screen

IMPORTANT! When an alarm sounds, always attend to the patient first and then clear the alarm on Vital Sync. Remember, silencing an alarm on Vital Sync does not disable the alarm at patient’s bedside.

1. Click the Bed Tile with an active alarm.

2. Click Silence Alarm icon in the patient header.

Note: For supervisors, numbers on the alarm and notification buttons denote all patients with active alarms or notifications on linked devices, not just patients assigned to the current supervisor.

Alarm Priority

<table>
<thead>
<tr>
<th>Location</th>
<th>Alarm Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High</td>
</tr>
<tr>
<td>Patient Overview Tile</td>
<td>Patient Overview Tile</td>
</tr>
<tr>
<td>Patient Header</td>
<td>Patient Header</td>
</tr>
<tr>
<td>Parameter Tile(s)</td>
<td>Parameter Tile(s)</td>
</tr>
<tr>
<td>Event Panel</td>
<td>Event Panel</td>
</tr>
</tbody>
</table>
ACKNOWLEDGE DEVICE SETTING CHANGE
Patient Overview Screen> Device Details Screen

1. Notifications
   1. Click a Bed Tile with a notification.
      2. Click Setting Change.
      3. Click Acknowledge Changes.

SELECT USER MODE
Patient Overview Screen

To act on behalf of a supervised user, hover over the user function button and select Select User. Then, select user name from the menu.
MANAGE TEAM ASSIGNMENTS

Patients and Areas

1. Assigned patients  2. Assigned areas

1. Select **Patient Assignment** or **Area Assignment** from the user function menu.
2. Click the blue arrows or drag tile to assign or unassign a patient to a user.

ACCESS REPORTS

Device Details Screen

Access device snapshot reports by clicking the **Patient Reports** tab on the Device Details screen.

Reports

1. Click the **user function** button on the navigation bar to display the function menu.
2. Select **Reports**.

3. Open the report and if desired, click **Print**.

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