QUICK REFERENCE GUIDE

Add on a Supply

VANDERBILT VUNIVERSITY

MEDICAL CENTER

Learn how to document supply item usage in CDUI by adding items and marking them as used.

 Launch the Tecsys CDUI resource through the embedded CDUI button in Epic. You can also access the CDUI resource directly through the Case Documentation activity on the Tecsys Home screen.

Case Inventory Manager				
Cases				
Case Documentation				
Case Documentation for the OF	2			
Case Shortages				

 Scan the item's barcode, search for the item in the search field of the Scan Item pop-up window, or Search for an item using the item Name, Description, Manufacturer Item Number, or Workday Number.

Scan Item	
Room Select a Room	
201101	Add

- 3. Select the **Add** button to add the item to the case Supplies list. The item now appears as a Used item in the Supplies pop-up window.
- Once an item is listed in the Supplies window, you can increment the 'Used' quantity as desired by scanning the item's barcode again, or by selecting the **plus sign** (+) button on the items in the Used section.
- 5. You can decrement the number used, if necessary, by selecting the **minus sign** (-) button.

Supplies			\odot
Waste All			
Item Description	Used	Waste	UDI
DRESSING TRANSPARENT ADHESIVE 12X8 IN FRAME STYLE WATERPROOF THIN FILM BARRIER HYPOALLERGENIC CLEAR STERILE TEGADERM LATEXFREE Manufacturer Item: 1829 Type:	5 🖬 1 🔹	4	<u>Optional</u>