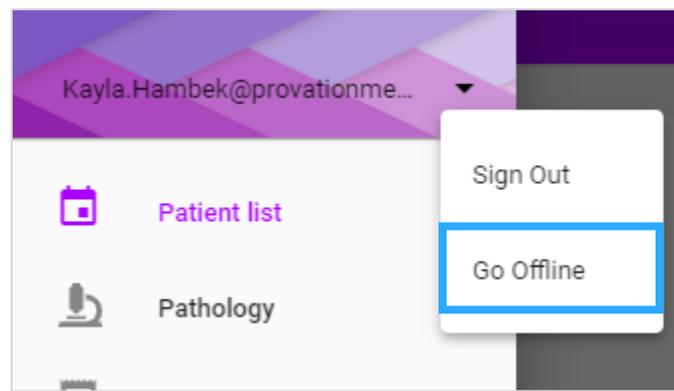


Use the Provation® Apex Desktop application to streamline endoscopy procedures. If your site loses or has spotty connectivity while using Provation Apex Desktop, enter Offline mode.

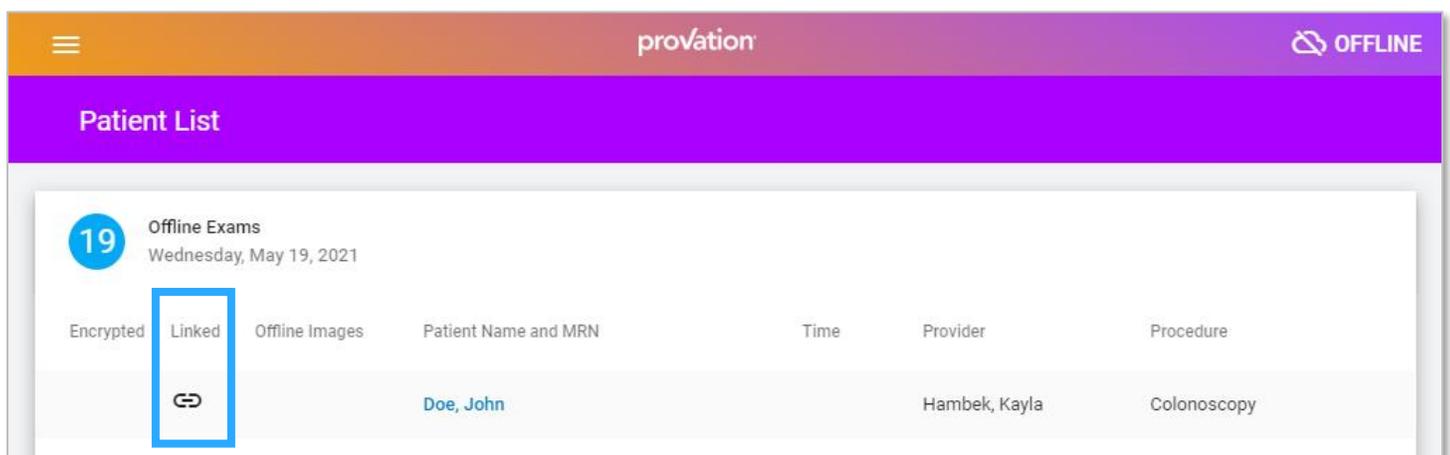
Walkthrough: Provation Apex Desktop Offline Mode

If a user loses or has spotty connectivity while using Provation Apex Desktop, they may choose to enter Offline mode. If possible, ensure all the day's planned exams are scheduled while the system is still online.

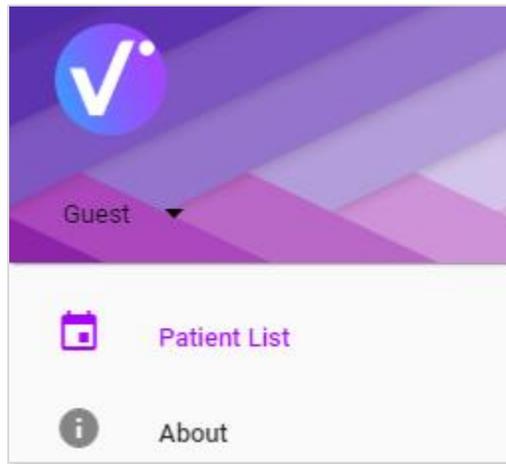
1. To go offline, select the **menu** icon  in the upper left corner.
2. Select the **user account** at the top.



3. Select **Go Offline**. In Offline mode, the Provation Apex banner turns orange, and "OFFLINE" appears in the upper right corner. The Patient List is populated with all procedures scheduled while the system was online. These procedures are available for Image Capture in Offline mode, as indicated by the **link** icon in the **Linked** column.



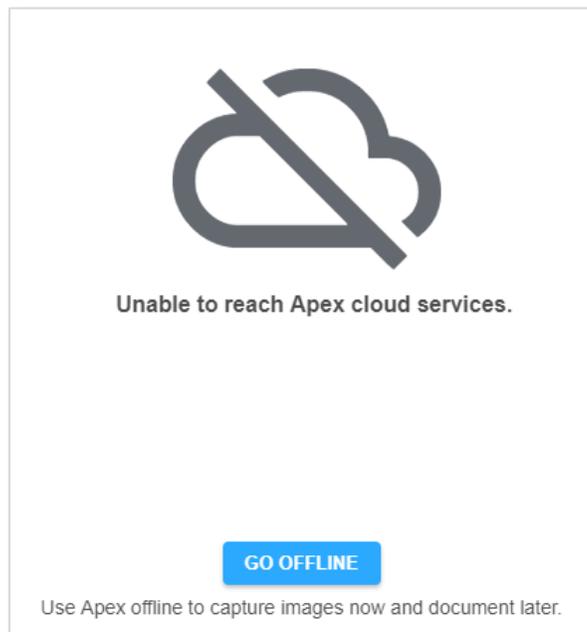
4. A user's permissions shift once Provation Apex Desktop is in Offline mode; the system treats the user as a guest, ensuring sensitive information is not compromised while the system is offline. To go back online, exit Provation Apex Desktop and reopen the application.



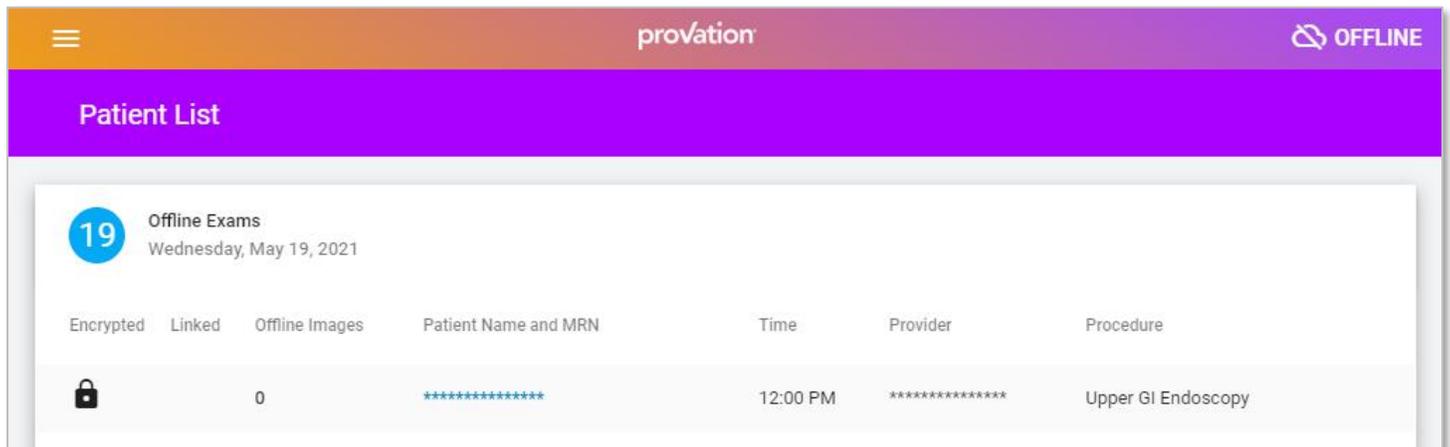
- On the main patient list screen, patient schedule records appear 1:1; that is, if patient Jane Doe has both a colonoscopy and an upper GI endoscopy scheduled today, those procedures appear separately in offline mode, as opposed to together in online mode.

	Tam, River 123	10:46 AM	Tam, Simon	Colonoscopy
	Tam, River 123	10:46 AM	Tam, Simon	Upper GI endoscopy

- If the internet is inaccessible at the beginning of the day, preventing the user from logging in, this screen appears:



- Select **Go Offline**.
- In this case, the Patient List does not populate with scheduled cases. Since the system cannot confirm the user's identity, it protects PHI by hiding any procedures scheduled for that day. However, the user still can schedule new procedures and capture images for them.

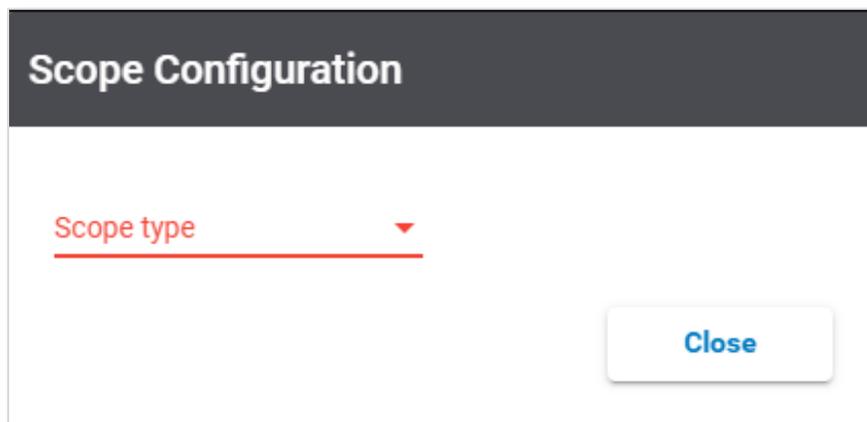


Walkthrough: Capture Images While Offline

1. On the **Patient List** screen, select an existing procedure, or select the **plus sign** to add a new procedure.

i When Provation Apex Desktop is offline, it cannot retrieve database information, so all patient information must be typed accurately into the information fields. The patient name format is **Last Name, First Name**.

2. If necessary, select a **Scope type** from the dropdown, then select the corresponding **COM port**. Click **Close**.



3. Select the **Capture** icon to capture images.
4. Once an image is captured, a small **cloud** icon with a strikethrough appears in the bottom left corner of the image, noting that the image was not uploaded to the cloud.



i Scope times are not available while the application is offline.

5. Click **Done**.
6. A popup appears, noting that images can be uploaded once network connectivity has been restored. Click **Back To Patient List**.
7. On the Patient List screen, the number of images captured offline appears in the **Offline Images** column.

Walkthrough: Upload Images to Exams

Once connectivity is restored, upload the captured images to the appropriate exams.

A banner appears at the top of the screen if this action needs to occur. This is necessary only when the procedure was scheduled while the application was offline.



Images captured offline need to be uploaded to exams

UPLOAD IMAGES

In this case, schedule the procedure on the Patient List page first.

i This action needs to be repeated per workstation. As image files are saved locally when the application is offline, reconciliation must be done on the image capture machine(s).

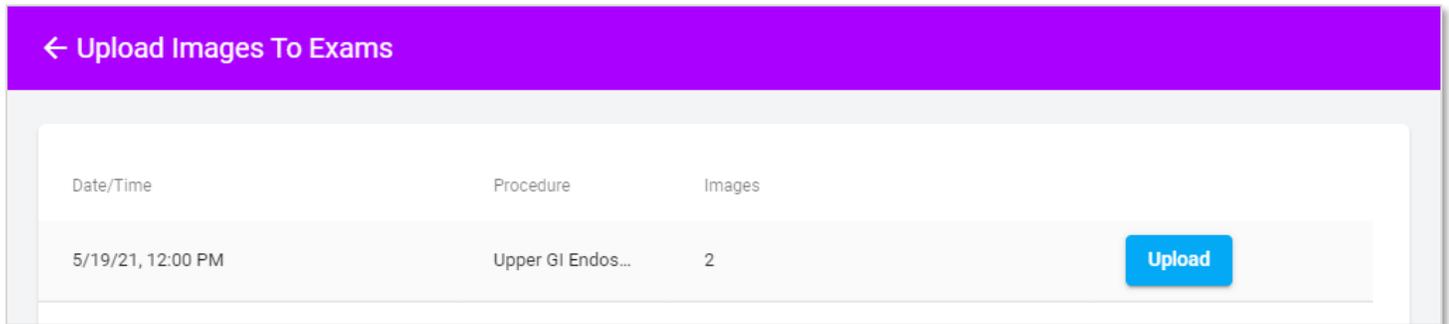
To schedule the missing procedure:

1. On the Patient List screen, select the **plus sign** in the lower right corner.
2. Enter the same patient information from the procedure scheduled while the system was offline, including **Patient, Date, Time, Procedure, and Primary Provider**. Click **Save and Close**.

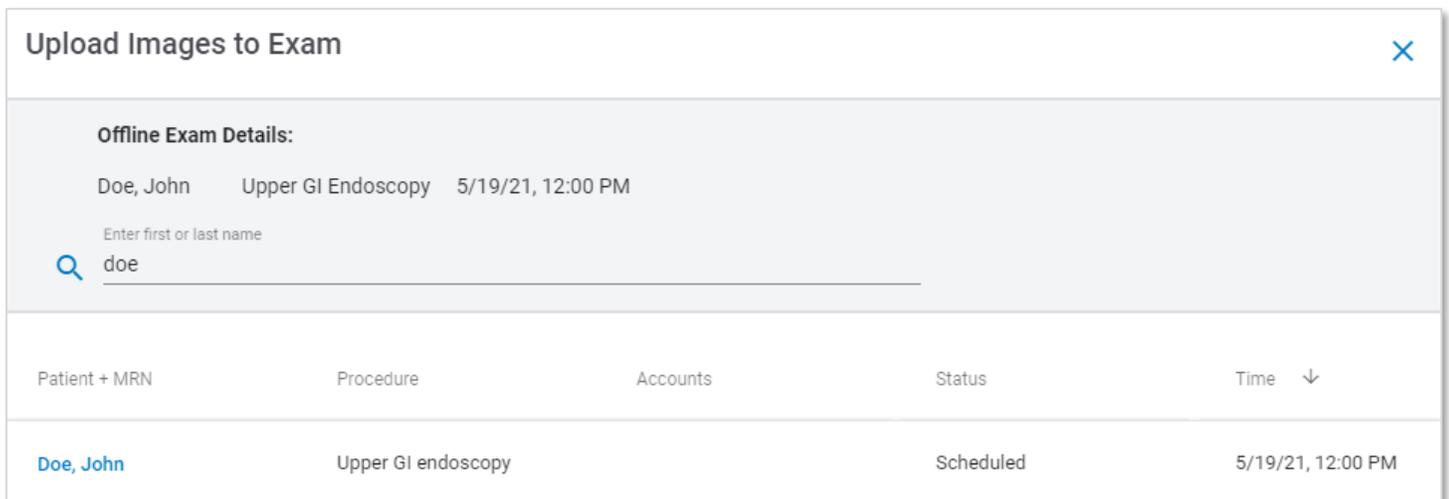
To reconcile the images:

1. Select **Upload Images** on the banner above the Patient List screen.
2. Select **Upload**.





3. Enter the patient's first or last name to locate the corresponding exam.



4. Select the appropriate exam, then select **Upload to Exam**. The upload process runs in the background.
5. Select the **back arrow** to return to the Patient List page.

i Once the images have been uploaded to the exam, open the exam and select *Capture Images*. The images that were captured offline appear at the bottom of the screen, and additional images can be captured if necessary.