

executorNET

Implementation Process

1 Signing the Agreement

Your Encompass sales rep will provide you with a copy of the ExecutorNET software licensing agreement (and handheld hardware licensing agreement if appropriate) to be signed by an authorized representative of your facility. Return the signed agreement promptly to your sales rep who will submit it to ExecutorNET Administration to initiate the ExecutorNET Software Set-Up.

2 Completing the Set-Up Guide

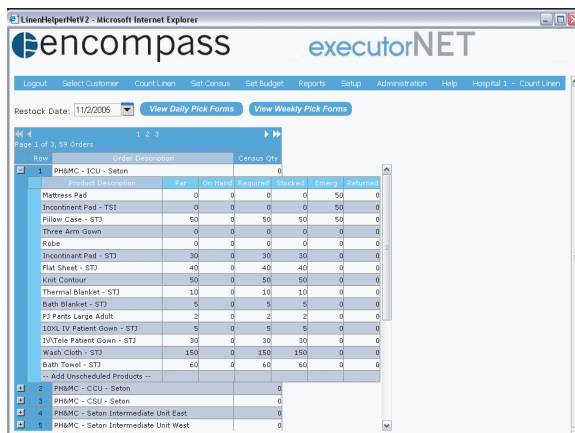
Upon receipt of the signed agreement, the ExecutorNET Administrator will email you the Set-Up Guide forms, which should be printed and filled out by an employee from your facility with a good working knowledge of your linen products, departments, delivery locations and par levels. It is essential that this information be as accurate and thorough as possible and includes all locations to which linen is provided, since this will be the information on which your software customization is based.

The completed forms should be sent via email or fax to the ExecutorNET Administrator at the contact information listed below. If you have questions about any of the information required on the forms, please feel free to contact Heidi directly.

Heidi Ayala, RN, CLLM
Director of Clinical Resources/ExecutorNET Administration
Cell: 210-325-9679
Fax: 770-626-2260

3 Customizing Your Website

Upon receipt of your completed Set-Up Guide, the software will be customized based on the information you provided. Once the software is built, you will be sent an e-mail with instructions on how to access the program from the internet and how to initiate training with our Toll Free ExecutorNET Customer Support Line. Turnaround time for software customization is approximately 2 weeks, depending on the clarity and thoroughness of the information provided by your facility. If handheld data collection units will be used, they will be ordered from the manufacturer and shipped directly to you within this timeframe as well.



The screenshot shows the ExecutorNET software interface in a Microsoft Internet Explorer browser window. The page title is "encompass executorNET". The interface includes a navigation menu with options like "Logout", "Select Customer", "Count Linen", "Set Census", "Set Budget", "Reports", "Setup", "Administration", and "Help". Below the menu, there are buttons for "View Daily Pick Forms" and "View Weekly Pick Forms". The main content area displays a table of linen items with columns for "Par", "On Hand", "Required", "Stocked", "Emerg", and "Scheduled". The table lists various items such as "PHSMC - ICU - Seton", "Mattress Pad", "Incontinent Pad - TSI", "Pillow Case - STJ", "Three Arms Gown", "Robe", "Incontinent Pad - STJ", "Flat Sheet - STJ", "Knit Contour", "Thermal Blanket - STJ", "Bath Blanket - STJ", "P2 Pans Large Adult", "LDRX IV Patient Gown - STJ", "IV/Tele Patient Gown - STJ", "Wash Cloth - STJ", and "Bath Towel - STJ".

Item	Par	On Hand	Required	Stocked	Emerg	Scheduled
PHSMC - ICU - Seton	0	0	0	0	0	0
Mattress Pad	0	0	0	0	50	0
Incontinent Pad - TSI	0	0	0	0	50	0
Pillow Case - STJ	50	0	50	50	50	0
Three Arms Gown	0	0	0	0	0	0
Robe	0	0	0	0	0	0
Incontinent Pad - STJ	30	0	30	30	0	0
Flat Sheet - STJ	40	0	40	40	0	0
Knit Contour	50	0	50	50	0	0
Thermal Blanket - STJ	10	0	10	10	0	0
Bath Blanket - STJ	5	0	5	5	0	0
P2 Pans Large Adult	2	0	2	2	0	0
LDRX IV Patient Gown - STJ	5	0	5	5	0	0
IV/Tele Patient Gown - STJ	30	0	30	30	0	0
Wash Cloth - STJ	150	0	150	150	0	0
Bath Towel - STJ	60	0	60	60	0	0

4 Scheduling Training

Upon receipt of the access instruction email, please contact our Toll Free Customer Support Line at 888-598-3596 to schedule an interactive, hands-on, telephone training session. The Support Line will also walk you through installation of the optional handheld data collection devices.