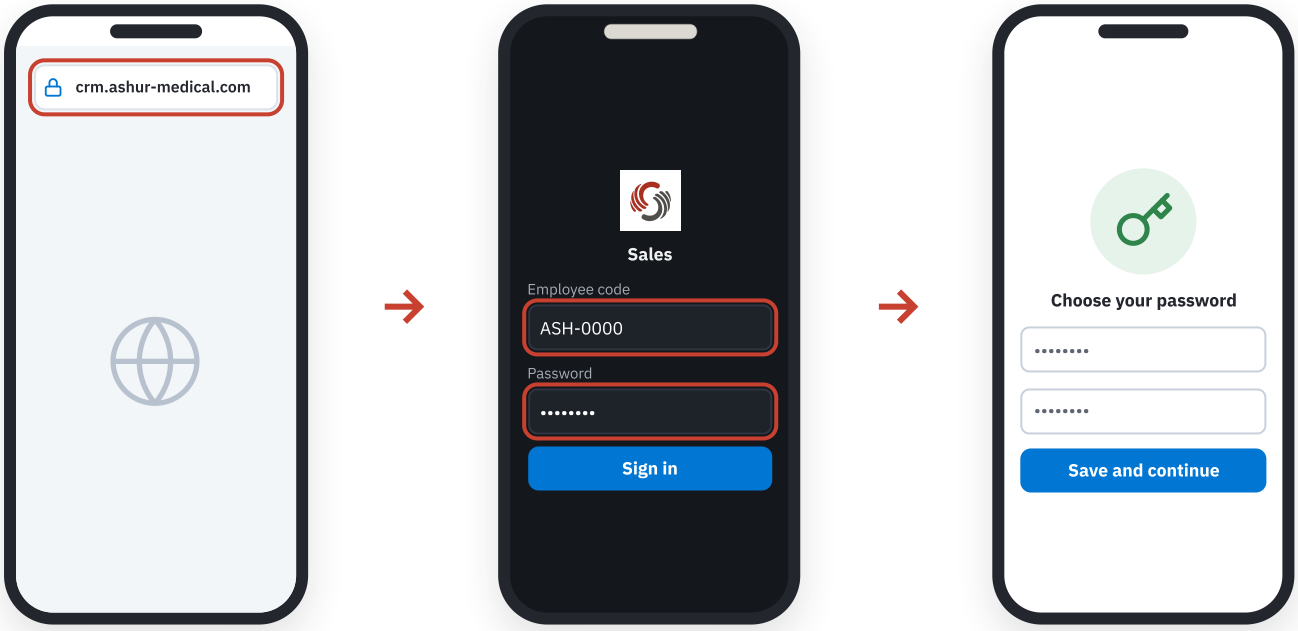
Every visit
in one report

You train doctors, demo the machines and follow the sites up — on GE ultrasound and Olympus endoscopy. And you write each visit's report on your phone.



Sign in, in three steps



1 **Open the browser and type the address**

2 **Your code + the temporary password from the admin**

3 **Choose a password only you know**

You are an **Application specialist**: the system opens your own space — visits and their reports, no deals and no prices.

Add the site to your phone's **home screen** , and turn on notifications from the **Bell**.

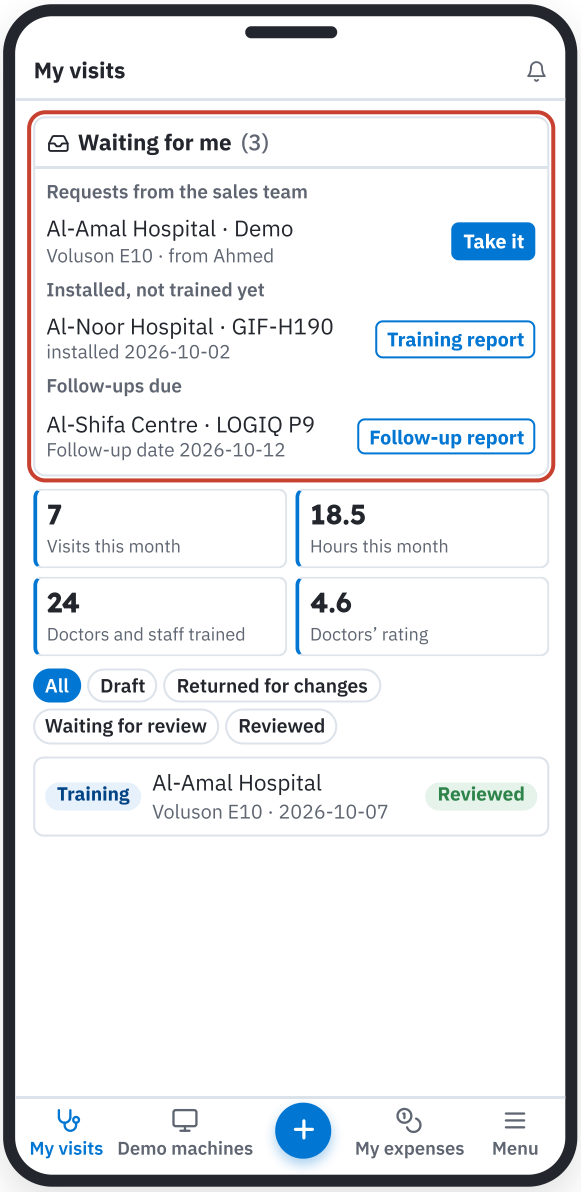
Your space on one screen

"My visits" is the first thing you see: what is waiting for you, your month in numbers, and all your reports.

My visits
Waiting for me, the month, every report

Demo machines
Where each machine is; ask for a loan

The + button
"New visit report"



My expenses
Claim the visit's expenses

Menu
Leave, Training guide, My account

Bell
A new request; a report reviewed or sent back

Start your day from **"Waiting for me"**: everything that needs you is there, and every button opens the report already half written.

Waiting for me

Four things arrive by themselves — nobody needs to call to remind you.

Requests from the sales team

A rep or a manager needs a demo or a training at a hospital. The request reaches every specialist on the team.

Take it

The first to take it owns it, and a report opens with the hospital and the machine filled in.

Installed, not trained yet

Every ultrasound or Olympus machine Service installed in the last 120 days with no training report yet.

+ Training report

It comes from Service's machine records, and goes once the training report is sent.

Follow-ups due

Every "Follow-up date" you wrote in an earlier report, when it comes close (within two weeks) or passes.

+ Follow-up report

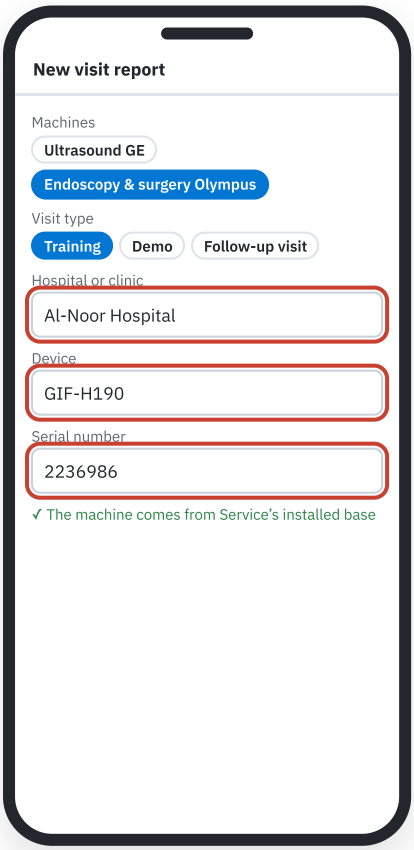
It goes once you write a newer visit for the same machine.

Reports the manager sent back

"Reports your manager returned — fix them and send again". The manager's note is at the top of the report.

Press the red line

Fix what was asked, then "Send to sales manager" again.



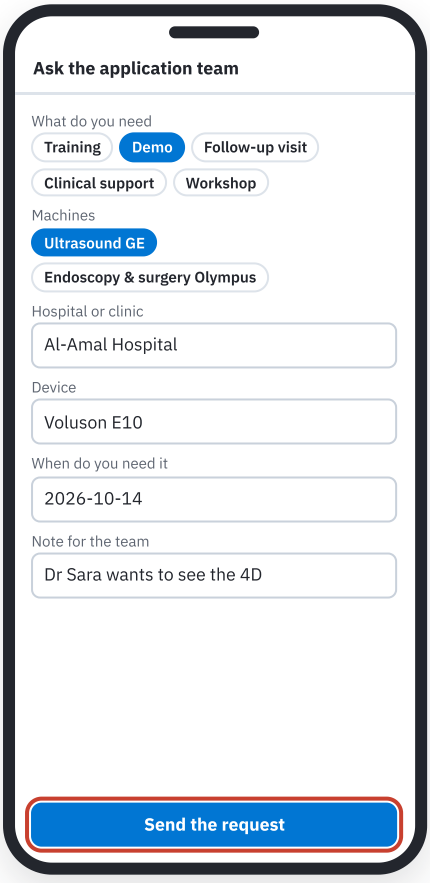
One press writes half the report

1. Press **"Training report"**, **"Follow-up report"** or **"Take it"**
2. The report opens with **the visit type, the hospital, the machine and its serial number**
3. Add the time, who attended and what was done — then send

A request from sales

A rep needs you for a demo or a training? They ask from the opportunity itself — no lost calls or messages.

The rep or manager — "Ask the application team"
→ **Every specialist** — gets a notice
→ **You** — "Take it" — the report opens
→ **You send the report** — after the visit
→ **Done** — and the asker is told



Where does the rep ask?

1. Opens the **opportunity** → the menu ··· → **"Ask the application team"**
2. Picks what is needed, the machines and the date, and writes a note
3. Sees the request in the **"Application team"** card on the opportunity, with the name of who took it

M — **The sales manager** asks from the "Application team" page with the same button, and sees **"Open requests to the team"**.
The asker or the manager can "Cancel" a request, with the reason.

Request status

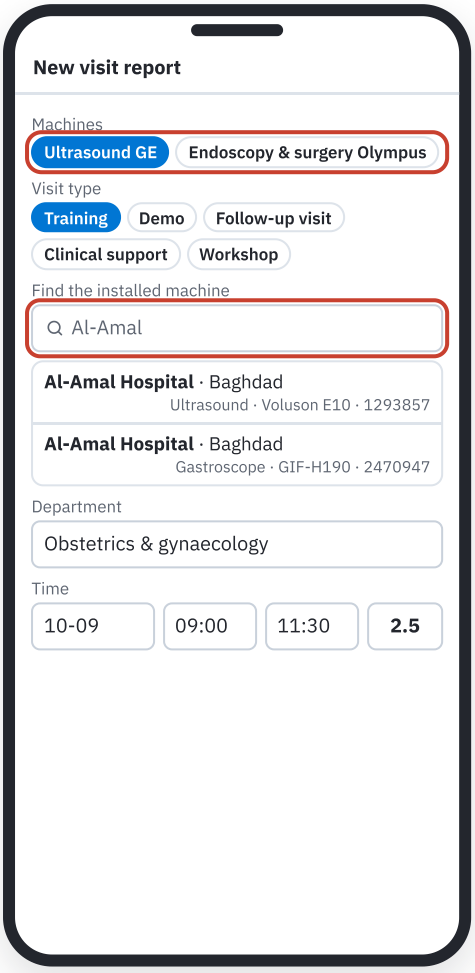
Waiting for a specialist → Taken → Done

or: Cancelled

"Take it" means you will go. Do not take a request whose date you cannot keep — leave it to a colleague, or call the asker.

The report 1: where and when

One report per visit. Start it from the + button or from “Waiting for me”.



1. **Machines:** Ultrasound (GE) or Endoscopy & surgery (Olympus). It changes by itself when you pick the machine.
2. **Visit type** — one of five (below).
3. **Find the installed machine** by hospital, model, type or serial number — the hospital, machine and serial fill in by themselves.
4. A machine not installed yet (a demo)? Type the **hospital and machine by hand**, and pick the **demo machine used** if you took one from the demo store.
5. **Time:** the date, **“From”** and **“To”** — the hours count themselves.

Training

After installation: the staff on the machine

Demo

For the sales team, before the sale

Follow-up visit

Training left over, or questions

Clinical support

With the doctor on a case or procedure

Workshop

A group of doctors, a talk or hands-on

“Save as draft” at any time — finish the report later from “My visits”; nothing you wrote is lost.

The report 2: What was done

Tick what you covered, and write who attended and what the doctor said. The lists follow the machine family.

Ultrasound

GE

Probes used

- [x] Convex
- [x] Linear
- [ ] Phased array
- [ ] Endocavity
- [ ] Volume 4D
- [ ] Micro-convex
- [ ] Hockey stick
- [ ] TEE

Machine basics

Knobology and image · Presets · Probe care · Ergonomics

Clinical applications

OB/GYN · Abdomen · Cardiac · Vascular · Small parts · MSK · Urology · Paediatric · Point of care

Advanced modes

Colour and spectral Doppler · 3D/4D · Elastography · CEUS · Strain

Measurements and reports

Measurements and OB tables · Reports · DICOM and PACS

Endoscopy & surgery

Olympus

Scopes and units used

- [x] Gastroscope
- [x] Colonoscope
- [ ] Duodenoscope
- [ ] Bronchoscope
- [ ] EUS
- [ ] Video processor
- [ ] Light source
- [ ] Laparoscopy system
- [ ] THUNDERBEAT

System basics

Set-up and connection · Image (NBI, TXI, RDI) · Scope handling · Recording and documentation

Cleaning and reprocessing

Pre-cleaning · Leak test · Manual cleaning · High-level disinfection · Drying and storage

Clinical procedures

Upper GI · Colon · ERCP · EUS · Bronchoscopy · ENT · Urology · Laparoscopy

Therapy and energy

Biopsy and polyps · Haemostasis · Electrosurgery · THUNDERBEAT · APC

Attendees

"Add" for each person

Dr Sara Ali	Gynaecologist
Maryam Hassan	Sonographer
Name	Doctor / sonographer / resident

They count as "Doctors and staff trained" in your month.

Report

"What was done" is required to send

- **What was done** — what you trained on or showed, and how the trainees did
- **Doctor's feedback on site** — what they said and asked for
- **Next step** — for example "Follow-up visit for Doppler"
- **Follow-up date** — brings the visit back to you in "Waiting for me"

Write the **Follow-up date** whenever you promise the doctor to come back — the system reminds you two weeks before.

Send to the sales manager

The report goes to your manager on the org chart — the sales manager. They review it, or send it back to you with a note.

Save as draft

Save and finish later. A draft is yours alone.

Send to sales manager

It takes a number **AV-2026-00012** and the manager gets a notice.

Reviewed

Finished. You get a notice.

Draft → Waiting for review → Reviewed or Returned for changes → Fix and send

It will not send without

- The **hospital or clinic**
- The **From** and **To** times
- At least one line in **“What was done”**

After sending

A sent report **cannot be edited**. If you made a mistake, ask the manager to send it back to you. A returned report shows in “Waiting for me” with the note.

What the manager sees — the “Application team” page

Application team Month: October — Ask the application team

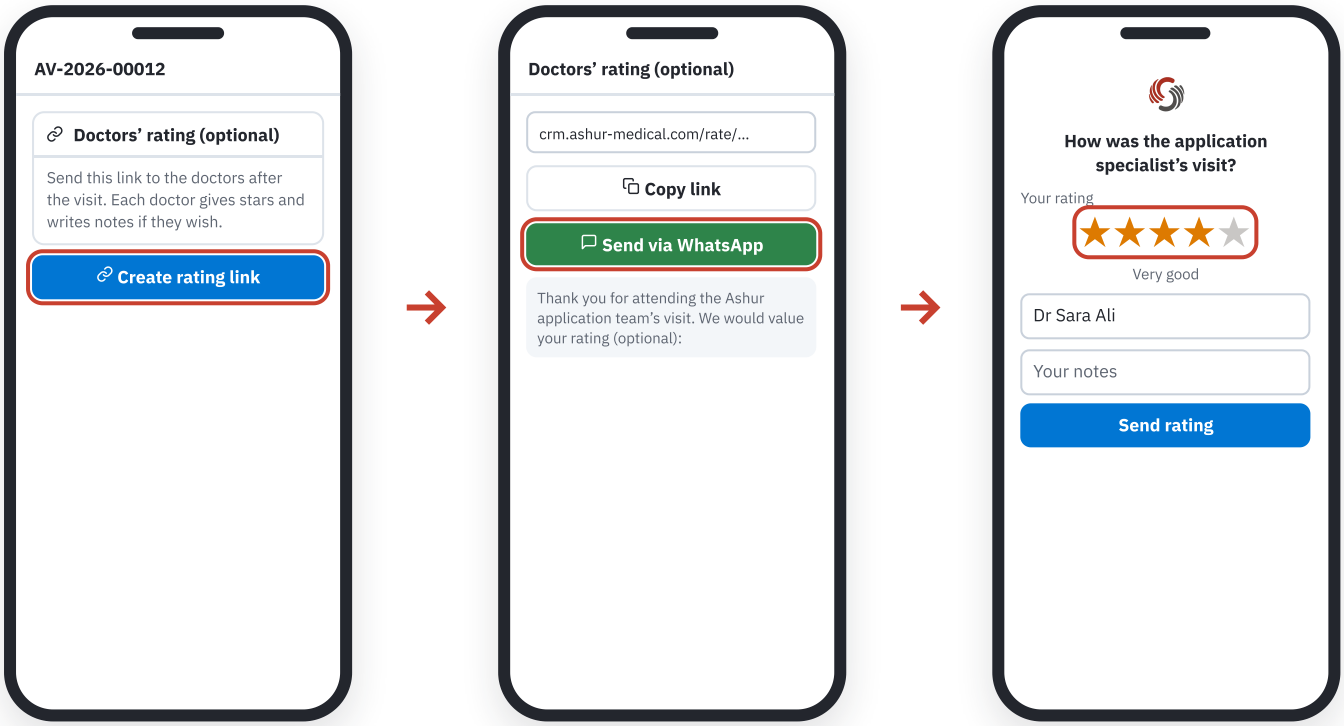
2	23	58	71
Waiting for your review	Visits this month	Hours this month	Doctors and staff trained

Specialist	Visits	Training	Demo	Follow-up	Other	Hours	Trained	Doctors’ rating
Specialist 1	8	4	2	1	1	21.5	26	★★★★★
Specialist 2	6	3	2	1	0	14	18	★★★★☆

Also: “Open requests to the team” and “All reports this month”. They open a report, then **Reviewed** or **Send back** with a note.

What the doctors say

An optional rating link you send after the visit. The doctor opens it on their phone, with no sign-in.



1

Open the report and "Create rating link"

2

Send it by WhatsApp to those who attended

3

The doctor rates with stars or a note

Every field is optional

Stars with no name are enough, or a note with no stars. Several doctors can rate from the same link.

It reaches you and the manager

It shows under the report, in "Doctors' rating" in your month, and on the manager's page.

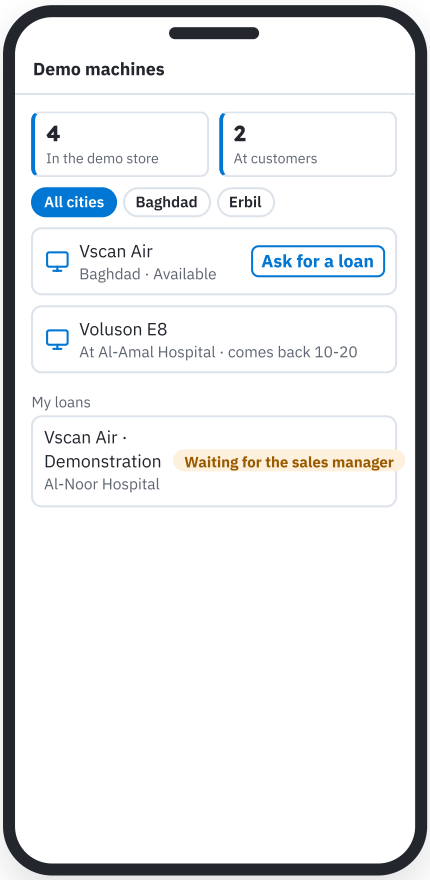
Valid for 90 days

After that the link says it has expired. Make one link per visit.

Never push a doctor to rate. The link is an invitation; an honest rating helps us train better.

Demo machines and your affairs

A machine for a demo or a training? Ask the demo store. Your expenses and leave are in the same place.



Borrowing a demo machine

1. **“Demo machines”** → pick an **available** → **“Ask for a loan”**
2. Hospital, department, contact, **purpose** (demonstration, training…) and the period
3. The **sales manager** signs, then the **store** hands you the machine

Waiting for the sales manager →

Approved — waiting for the store → **At the customer** →

Back in the store

In a demo report pick **“Demo machine used (optional)”** — so we know where each machine worked.

My expenses

Fuel, hotel, meals on the trip — with a photo of the receipt. Signed, then paid.

Leave

Ask for leave, and follow your balance and your manager’s approval.

Training guide

The system explained step by step, inside the system.

My account

Change your password and the screen language.

Bell

A new request from sales, a report reviewed or sent back, a loan approved.

The Feedback button

Something broken or missing? Tap it and say what happened — it reaches the admin.

English / عربي

The language button at the top switches the whole screen.

Simple rules

Your reports are the record of what every hospital learned on our machines — and how the manager knows where you are needed.

- **Write the report on the day of the visit.** Names of attendees are forgotten within two days.
- **One report per visit** — two hospitals in one day = two reports.
- **Pick the machine from the installed base** whenever it is installed; do not type it — so the training is tied to the machine.
- **Write attendees' names and roles.** That is how we know how many doctors and staff were trained.
- **Promised to come back?** Write the "Follow-up date" — and you will not forget it.
- **Take a request when you can keep its date**; otherwise leave it to a colleague.
- **No prices and no sales promises.** Asked about the price? "The rep will get back to you."
- **Never share your password.** Every report carries your name.

After every installation

Train the staff on the new machine — it shows up by itself in "Installed, not trained yet".

Before every big sale

A demo when the rep asks — from the opportunity, so the demo is tied to the deal.

Between visits

Follow-ups and clinical support — a doctor confident on the machine buys the next one.

Common questions

The machine is not in the search?
Type the hospital and machine by hand, and tell Service so they add it to the installed base.

A mistake in a sent report?
Ask the sales manager to "Send back"; it returns to you and you fix it.

Two departments in the same hospital?
One report per machine — so we know who trained on which machine.

Took a request and cannot keep the date?
Call the asker to agree another date, or for them to cancel and ask again.

Your first week

- [ ] Sign in and choose your password
- [ ] Open "Waiting for me" every morning
- [ ] Send the rating link to one doctor
- [ ] Turn on notifications from the bell
- [ ] Write and send your first visit report
- [ ] Try "Take it" on a request from sales