

WrenchASC

User & Customization Guide



Better Tools for Better ASC Management

www.WrenchASC.com (888) 282-5949



WrenchASC

User and Customization Guide

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Overview

Equipment needed for using WrenchASC

1. Windows or Mac PC
2. WIFI connection to internet
3. iPad (iOS 7 or later)
4. WrenchASC app (Apple App store) for iPad

WrenchASC is ready to use right “out of the box”. It is also highly customizable to fit your needs.

You can use WrenchASC to manage daily logbooks, record autoclave loads, manage medications or use the calendar to enhance communication between admin and staff.

It comes complete with standardized, AAAHC, JCAHO and AAAASF acceptable daily logbook forms and survey reports.

WrenchASC is pre-loaded with the most common types of equipment and medications. These can be customized to fit your facility.



WrenchASC is designed to be used with an iPad for data entry. This gives nursing staff the ability to move around the facility and not be tied to a PC.

NOTE: You must use the same iPad for all functions. Your iPad stores important information. Using a different iPad will damage your data. You will not lose any data should something happen to your iPad.

Tools that can be used separately

1. Calendar
2. Autoclave manager
3. Logbooks
4. Medication manager

We are always adding new tools to help our users.



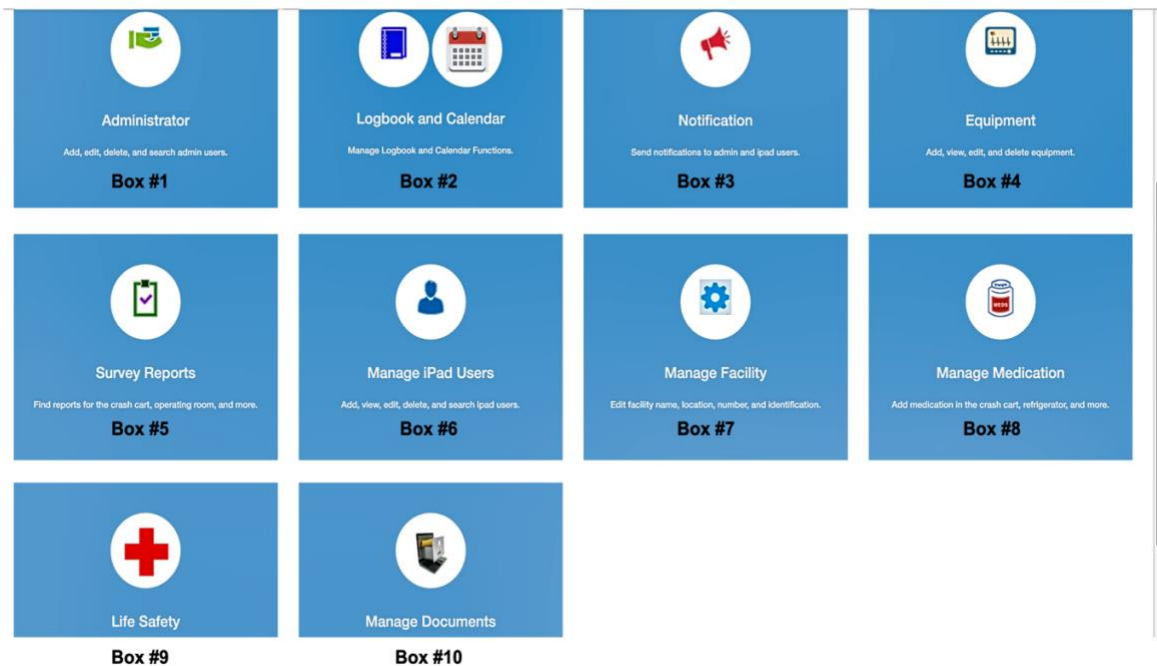
Customize WrenchASC to fit your facility

When you first use WrenchASC you are given one logbook for:

- Operating Room
- Recovery/Pacu
- Autoclave
- Eyewash station
- 4 medication locations
- Sterilization liquid
- Magnehelic (O.R. Air pressure for older facilities)

At a minimum, you should create a logbook for any additional ones you have in the list above.

When you first login, you are presented with the home screen shown here.





Box # 1

Administrator

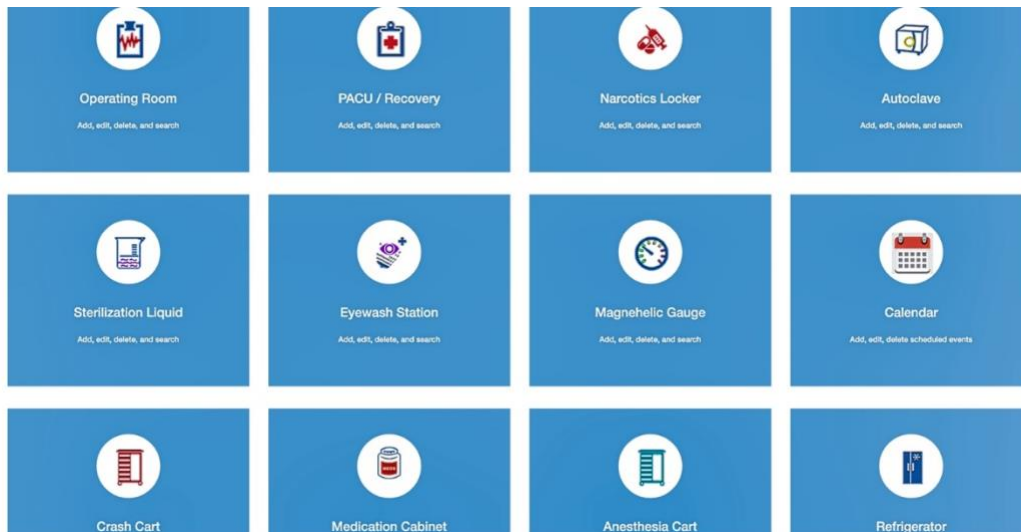
The top left box is where you can add additional administrators. Administrators have full authority over the entire application.

Creating additional logbooks

Box # 2

Calendar and Logbook Maintenance

Selecting this box brings up your calendar and daily logbooks. This is where you can customize WrenchASC to fit your needs. Shown here.





Create custom logbooks

When you first install WrenchASC you are provided with one each of these logbooks. Selecting one will bring up a screen that will let you add additional ones.

In this example we selected **PACU/Recovery**. Select **ADD** Recovery Bay and call it “Minor Procedure” You can add as many as you like.

The screenshot shows the WrenchASC web application interface. At the top, there's a navigation bar with the WrenchASC logo and user information (HELLO DOUG13!). Below this is a section titled "Logbook Maintenance". The main content area is for the "PACU / Recovery" logbook. It features a search bar with "Search" and "Reset" buttons, and a "Done" button. Below the search bar is a table with one entry: "Recovery Bay 1". To the right of this entry are "Edit" and "Delete" buttons. An "Add Recovery Bay" button is located above the table.

You can visit **EQUIPMENT** (Page 10) and add whatever equipment you want for this room.

This screenshot shows the same WrenchASC interface as the previous one, but with three entries in the "PACU / Recovery" logbook table: "Pre-Op", "Minor Procedure", and "Recovery Bay 1". Each entry has "Edit" and "Delete" buttons to its right. The "Add Recovery Bay" button and search functionality remain the same.



The new room/logbook shown on the iPad:

The screenshot shows the WrenchASC iPad interface. At the top, there's a header with the WrenchASC logo on the left and navigation links (Logbook, End of Day, Messages, Help, Logout) on the right. Below the header, the main section is titled "Select Pacu / Recovery". It contains three rows, each with a clipboard icon, a label, and two buttons. The first row is for "Recovery Bay 1", the second for "Minor Procedure", and the third for "Pre-op". Each row has a blue button labeled "Check Pacu / Recovery" and a red button labeled "Not Used".

Icon	Label	Check Pacu / Recovery	Not Used
	Recovery Bay 1	Check Pacu / Recovery	Not Used
	Minor Procedure	Check Pacu / Recovery	Not Used
	Pre-op	Check Pacu / Recovery	Not Used

Customization hint

You can add additional logbooks for O.R, PACU, refrigerators and medication locations and name them anything you want.

Example:

- Name an additional PACU/Recovery logbook: **PRE-OP**
- Name an additional Operating room logbook: **Minor Procedure**
- Name an additional refrigerator logbook: **"Nurse station #2"**

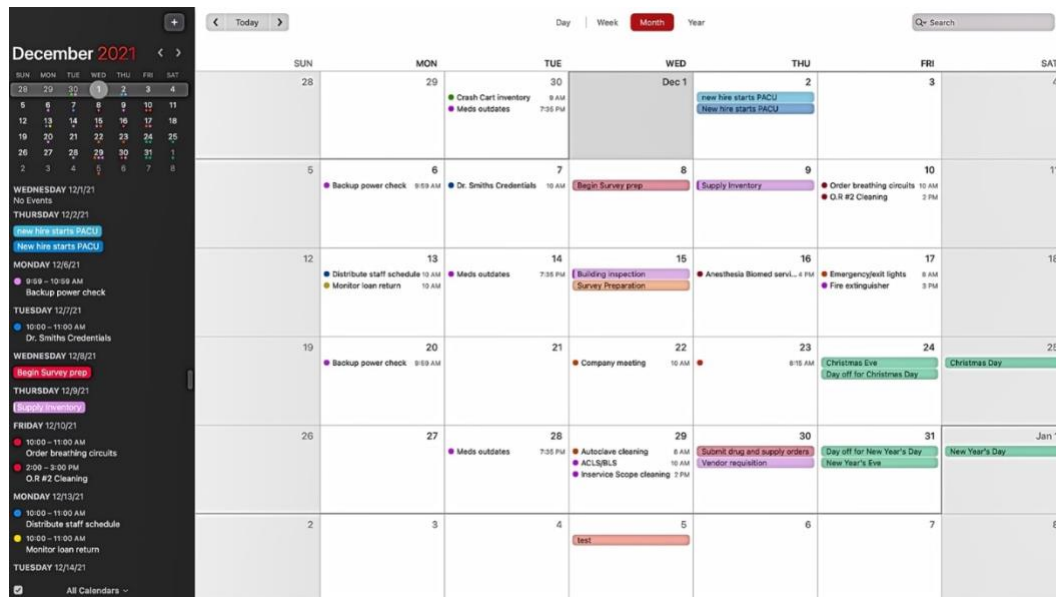
Visit the "User tips and tricks" section of the website for more customization features.



Using the Calendar

WrenchASC's calendar tool allows two-way communication between the PC (Admin) and iPad (staff). Dates, task and notes entered on one also appear on the other. You can set items to repeat every week, month, quarter, 6 month or yearly.

The toggle switch gives the user the option to share or not share a particular item. The user also has the option to receive an email reminder. In the case of the iPad, all users receive emails.





Send instant notifications to iPad

Box #3 Notifications

Selecting this box will allow the Administrator to send an instant message to the iPad. In addition to appearing immediately on the iPad screen, it is also retained in the MESSAGE section of the iPad main menu and will display a “read” or “not read” status to the iPad user.


The screenshot shows the Wrench ASC web interface. At the top, there's a navigation bar with "Privacy Policy", "Back To Main Website", a phone icon with "(888) 282-5948", and an email icon with "info@wrenchasc.com". Below this is a header with the Wrench ASC logo and a "HELLO TESTUSER! HOME HELP LOGOUT" menu. The main content area is titled "Notifications". On the left, there's a "Send Notification" button and a form with "Subject" and "Patient arrived" fields. On the right, there's a table with columns "Time" and "ViewDetails" (with a "Delete" button). A modal form titled "Edit" is open in the center, containing "Message Subject" (with "Patient arrived" entered) and "Message Body" (with "Dr. Smith's patient has checked in" entered) fields, and "Update" and "Cancel" buttons at the bottom.



Customize equipment in facility

Box #4 Equipment

This is where you customize the equipment in your facility to populate your logbook forms for PACU and Operating rooms and any custom logbooks you created. EX: Pre-op (Visit “User tips and tricks” on our website)

HELLO AFFINITY! HOME HELP LOGOUT ☰

Equipment

Add Equipment

Name	
Anesthesia Monitor	<div>Edit</div> <div>Delete</div>
Lights	<div>Edit</div> <div>Delete</div>
Syringe Pump	<div>Edit</div> <div>Delete</div>
Electrosurgical Unit	<div>Edit</div> <div>Delete</div>
Operating Table	<div>Edit</div> <div>Delete</div>
Backup Power Supply	<div>Edit</div> <div>Delete</div>
Patient Monitor	<div>Edit</div> <div>Delete</div>
Suction	<div>Edit</div> <div>Delete</div>

WrenchASC provides you with a list of common equipment found in most ASC's.



Selecting **EDIT** allows you to customize them and have them appear in your logbook forms you created

Logbooks are pre-loaded with common equipment. Customizing equipment for logbooks is optional

Here is an electrosurgical unit located in the operating room logbook and the “Minor Procedure” logbook previously created.

To add a new piece of equipment to your logbooks, select “**Add Equipment**” click inside the “Operating Rooms or Recovery rooms box” and see a list of your available logbooks (including the any custom logbooks you created) to add the item to that logbook form.

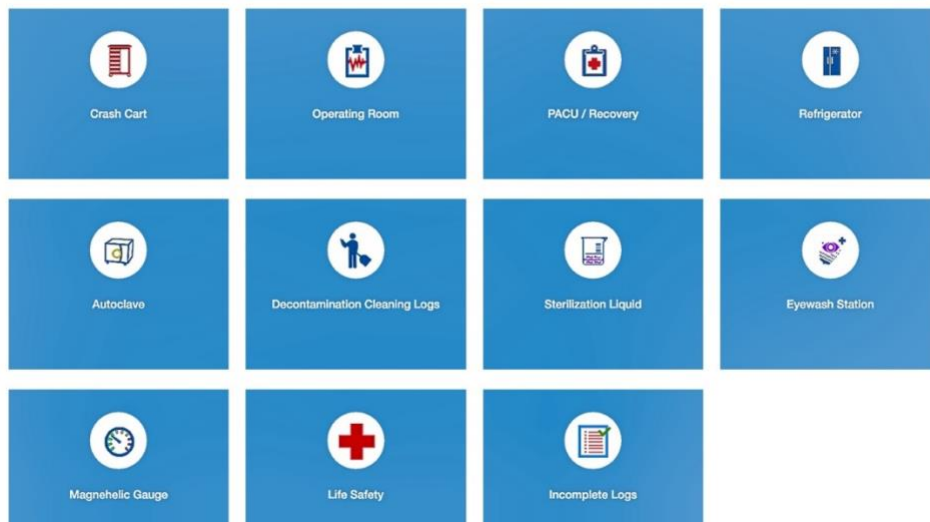
You can the same piece of equipment to as many room/logbooks as you like.



Survey reports

Box #5 Survey Reports

Selecting this brings up your AAAHC, JCAHO and AAAASF acceptable survey reports for your daily logbooks.



The “Incomplete Logs” report is a report of any logbook form not filled in that day. This is designed to help the user keep accurate records.

Surveyors like this feature as a “report card” and eliminate the need to review logbooks manually.

Here you can see the logbooks that were NOT filled out that day.

EOD = End of Day



HELLO DOUGRIZZI HOME HELP LOGOUT

Index

Report for Incomplete EOD

Done

From Date To Date Search

Export to Excel Export to PDF		
Date	Name of Incomplete	Type of Report
10/14/2019	Eye Wash 1	Eyewash Station
03/09/2020	Eye Wash 1	Eyewash Station
09/07/2020	Eye Wash 1	Eyewash Station
09/21/2020	Eye Wash 1	Eyewash Station
09/22/2020	Crash Cart 1	Crash Cart
09/22/2020	Refrigerator 1	Fridge
09/22/2020	Operating Room 1	Operating Room
09/22/2020	Operating Room 1	Decontamination Cleaning Logs
09/22/2020	Recovery Bay 1	Pacu / Recovery
09/28/2020	Eye Wash 1	Eyewash Station
10/05/2020	Eye Wash 1	Eyewash Station

The entries in this report show what logbooks were NOT completed.





Adding Staff to use the iPad

Box #6 iPad Users

This is where you add users that will access only the iPad. Nursing staff etc. Administrators are automatically entered as iPad users.

CAUTION: Use ONE iPad only. iPads are not interchangeable. You must always use the same iPad. This is required to keep your survey reports accurate.

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 HELLO DOUGR123X HOME HELP LOGOUT 

iPad Users


Add iPad User			
User ID or Initials	Name	Email	
MW	Monica Willis	Monica@wrenchasc.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
ML	Marliou Lesch	Marliou@wrenchasc.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
JW	Jonathon Wilkes	Jonathon@wrenchASC.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
KC	Karen Clark	Karen@wrenchasc.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MB	Mary Beth	Mary@wrenchasc.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>


Box #7 Manage Facility

This allows the user to manage the address and billing options for the facility. It can also be used to edit the Accreditation body ID#



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HELLO DOUGR123! | [HOME](#) | [HELP](#) | [LOGOUT](#) | 

Edit Facility

Facility Information

Facility Name:

Western Pacific Surgery Ctr

Address:

123 Murrieta H.S. Rd

Add'l Address:

City:

Murrieta

State:

CA

Zip:

92563

Phone:

(909) 731-1360

Facility ID:

23456

Save Facility

Billing Information

New Card Number:

Expiration Date:

First Name on Card:

<https://app.wrenchasc.com/home/index>



Medication Manager

Box #8

Manage Medications

This is where the user can add or edit all the medications in the facility.

Selecting this brings up the Medication home screen

Manage Medications			
Add Medication			
	Crash Cart 1	Edit	Report
	Refrigerator 1	Edit	Report
	Narcotics Locker 1	Edit	Report
	Medication Cabinet 1	Edit	Report
	Anesthesia Cart 1	Edit	Report
	Inventory	Edit	Report
	Refreshment	Edit	Report

The left side shows the medications specific to that location. WrenchASC pre-loads common medications for that location.\

Selecting “Add Medication” brings up the form shown below. You can use multiple locations for the same medication



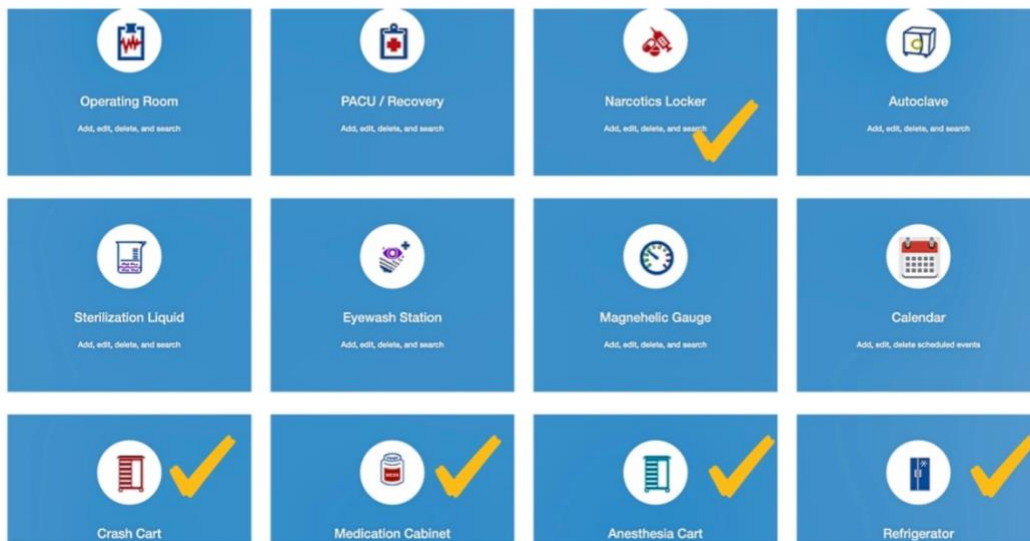
“Unit for counting” refers to how you want to count this medication. Vial, bottle, individual pills etc.

A screenshot of the Wrench ASC 'Add Medication' form. The form is titled 'Add Medication' and has a header with the Wrench ASC logo and navigation links: 'HELLO DOUGRIZZE', 'HOME', 'HELP', 'LOGOUT', and a menu icon. The form is divided into two main sections. The left section, titled 'Add Medication', contains four input fields: 'Name', 'Quantity', 'Expiration Date', and 'Unit for Counting' (with a dropdown menu showing '0'). The right section, titled 'Where is this Medication Located?', contains five dropdown menus: 'Crash Cart', 'Narcotics Locker', 'Refrigerator', 'Medication Cabinet', and 'Anesthesia'. At the bottom of the right section are 'Submit' and 'Cancel' buttons.

You can create additional medication locations by going to Box #2 from the home screen.

“Logbook maintenance and Calendar” The items that contain medications are:

- Crash Cart
- Narcotics Locker
- Medication Cabinet
- Anesthesia Cart
- Refrigerator



The bottom 4 on this screen contain medications. Select one and click “Add”. You can name this anything you want. The same for **Narcotics locker**.

Here a new Medication cabinet was created with the name INVENTORY.

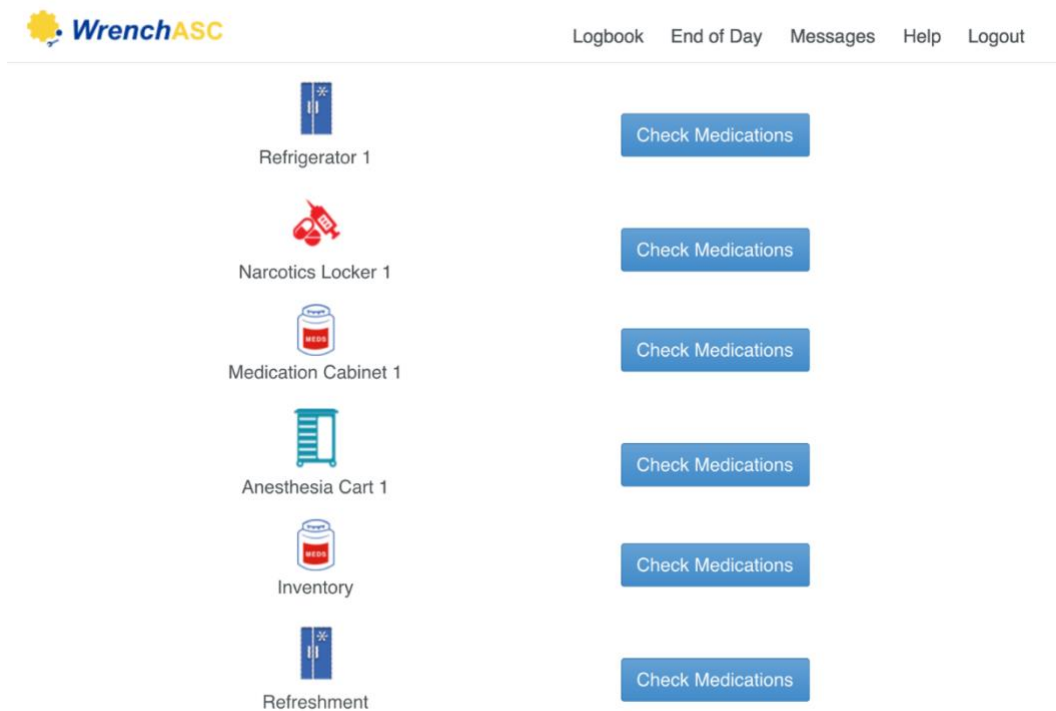
When you add a new location, it will automatically contain common medications which you can customize for that new location.



Medication Cabinet

Name	
Medication Cabinet 1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Inventory	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Here is how it appears on your iPad. Note the different icons for each type of location







Life Safety Manager

Box #9 Life Safety Manager

Life Safety Manager lets you schedule all of your various LS tasks, get email reminders when due and document your work.

When you click on the LS icon, you are greeted with the following screen.
(No folders will be present on new account setup)

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HELLO STGADMINI HOME HELP LOGOUT 

Logbook Maintenance

Life Safety Folders

[Search](#) [Reset](#) [Create New Folder](#)

Name	Actions
Backup power	View Edit Delete
Emergency lighting	View Edit Delete
Fire alarms	View Edit Delete
Med Gas system	View Edit Delete

Showing 1 to 4 of 4 entries

[Previous](#) [1](#) [Next](#)

Select “Create new folder” to add a task folder.

Select “VIEW” to enter individual tasks related to that folder.



Document Manager


Box #10

Document Manager

Document Manager allows you edit and store all of your manuals and paperwork in the cloud. It eliminates shelves full of binders.

Document manager works with all Word, Pages, PDF, Excel and TXT file formats.

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HELLO STGADMIN! | [HOME](#) | [HELP](#) | [LOGOUT](#)

Manage Documents

Manage Documents

Add Document

Search:

Name	Expiration Date	Actions
Infection Control	6/13/2023 11:02:02 AM	View Edit Delete
Policy and Procedure	6/28/2023 10:32:00 PM	View Edit Delete
Quality Improvement	6/21/2023 10:35:00 PM	View Edit Delete

Showing 1 to 3 of 3 entries



Previous **1** Next

Select VIEW to see the last edit and expiration (if any) date. You can also click on the document to download it on your PC.



Select EDIT to download onto your PC for editing in your word processor.
You will see the following screen.

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HELLO STGADMINI [HOME](#) [HELP](#) [LOGOUT](#) 

Edit Document

Edit Document

Document Name:

Expiration Date:

Last Updated Date:
Tuesday, June 13, 2023

Actions:

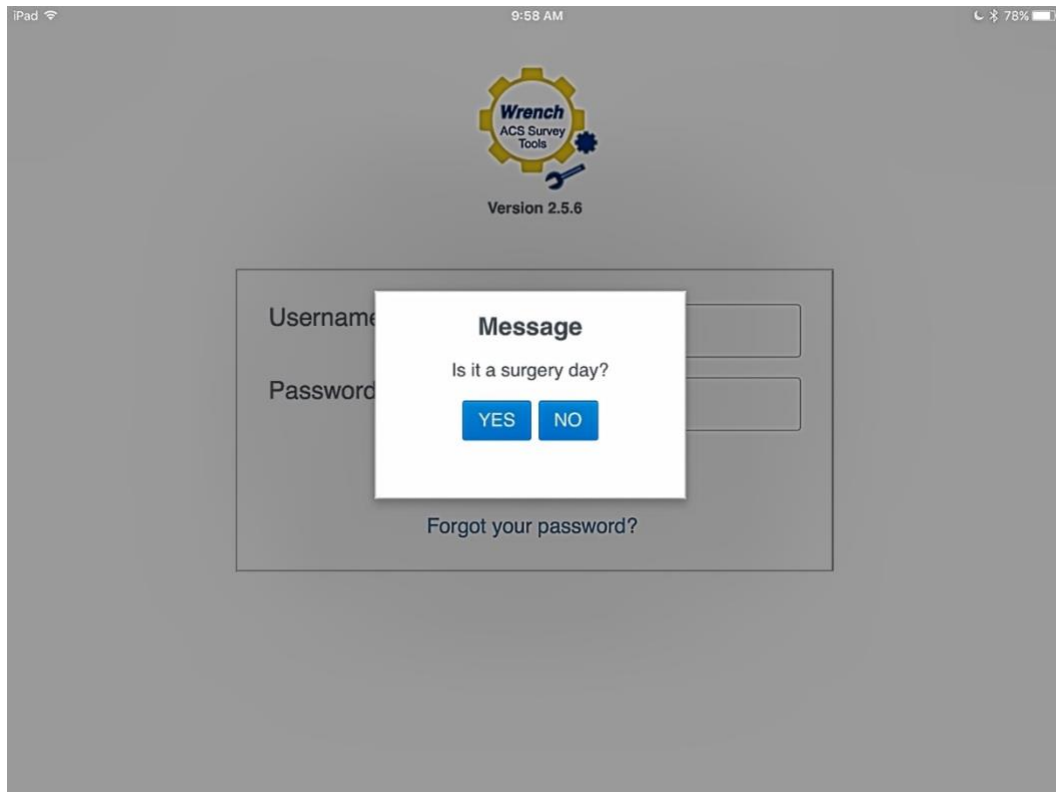
Select DOWNLOAD AND EDIT to download the document. Locate the file
on your PC and use your word processor to edit.

Save the edited version on your PC and select UPLOAD REPLACEMENT.
Your updated document is stored in your account in the cloud.

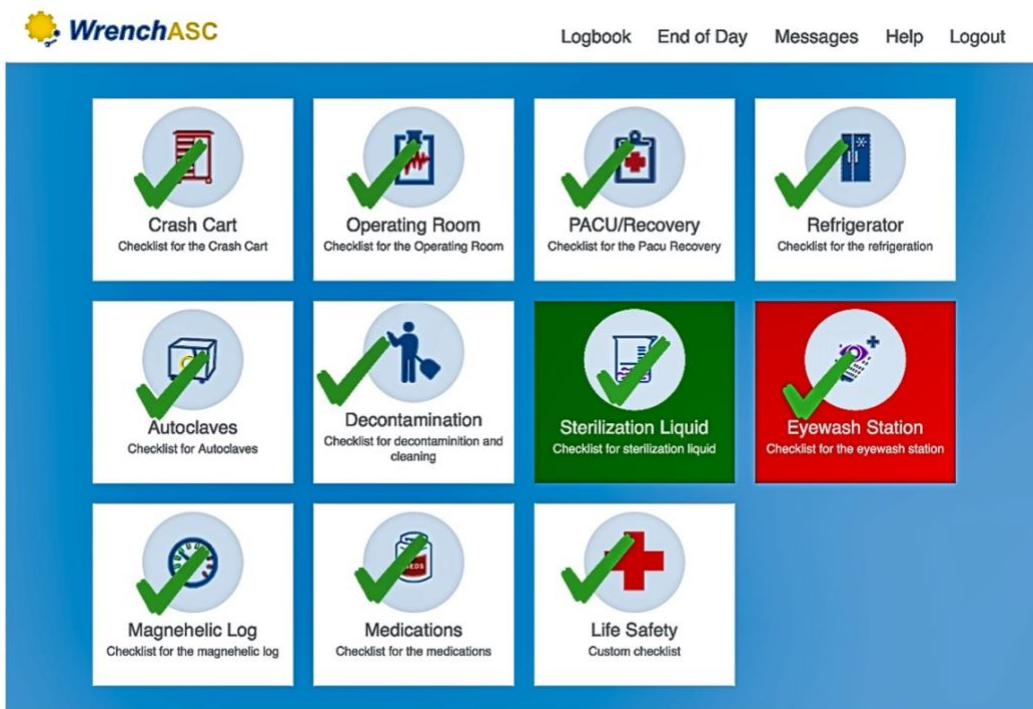


Using your iPad

When you first log into your iPad, you are greeted with the screen below.



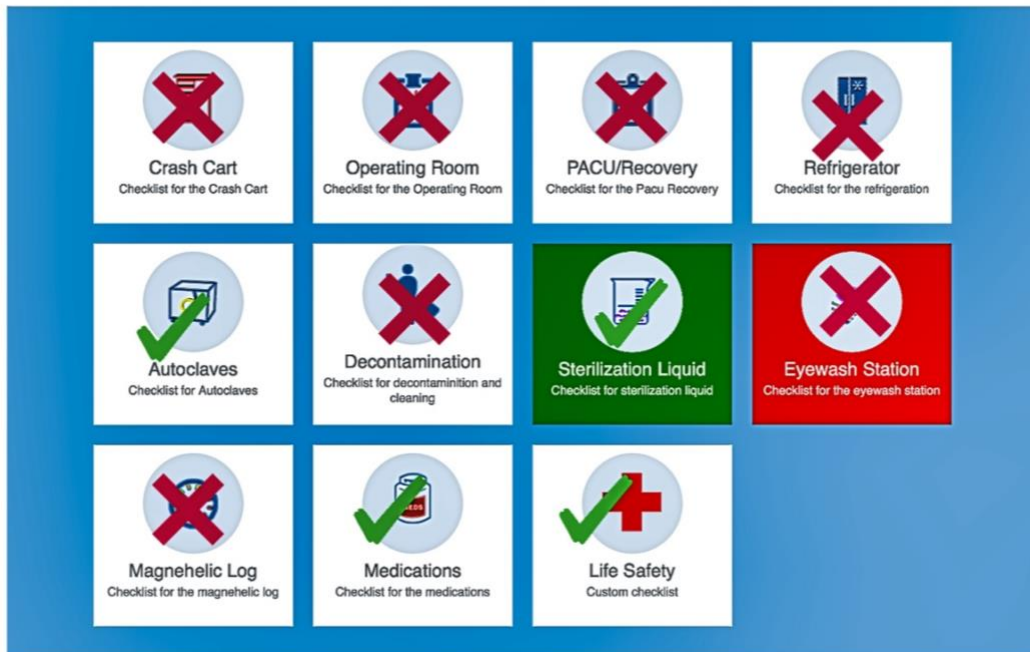
Selecting "YES" will activate **all** your logbooks and allow you to fill them in.



If you select “NO” you are not having surgery then only AUTOCLAVE, STERILIZATION LIQUID, MEDICATIONS and CALENDAR will be available

If you accidentally select YES when you meant NO, simply logout and log back in.

Providing you have NOT filled out any logbooks shown with a red X below.

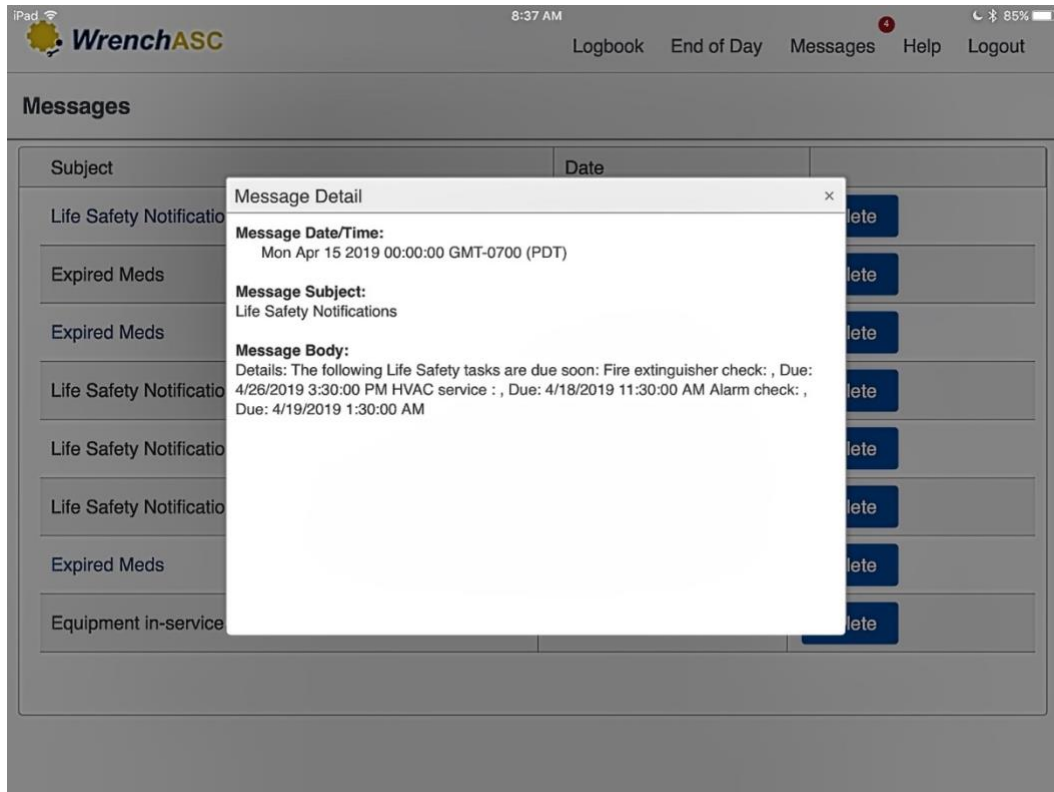


The EYEWASH logbook shown here is red. Eyewash is a weekly function and turns green when it is filled in. Each Monday it will revert to red.

If you are using cold sterilization, this logbook will turn red every 28 days indicating the expiration of the sterilization liquid.

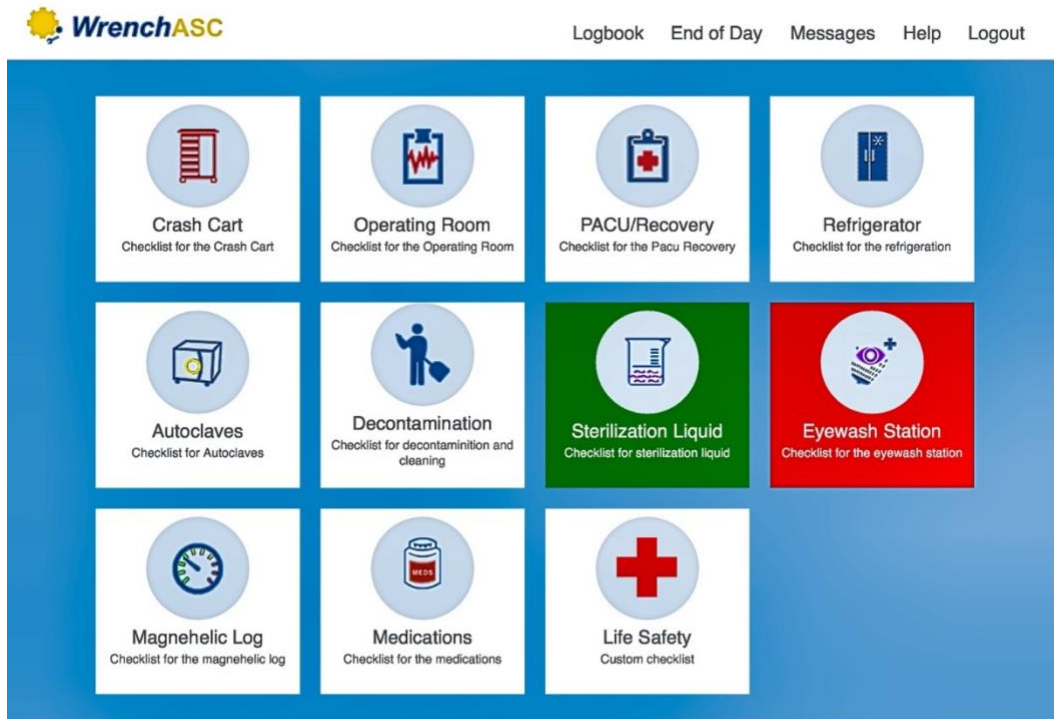


After selected either YES or NO, you are presented with any pending notifications shown here.





After the notification you are brought to the home screen.





Filling in logbook forms

What is useful about filling in your logbooks is the fact that in less than 5 minutes you have all of your daily recordkeeping done and have it in your survey reports.

Select a logbook icon to fill out the logbook form.

Forms are AAAHC, JCAHO and AAAASF acceptable

In this example select **CRASH CART**

The screenshot shows the WrenchASC interface for the 'Crash Cart 1' logbook. At the top, there's a navigation bar with 'Logbook', 'End of Day', 'Messages', 'Help', and 'Logout'. Below the header, the form is titled 'Crash Cart 1'. On the right, there's a box for 'Date 1/13/2022' and 'Time 10:00:09 AM'. The main form area contains several checks: 'Defibrillator Check' (Working/Not Working), 'Suction Check' (Working/Not Working), 'Lock Intact' (Yes/No), 'Lock Number' (13432), and 'Oxygen Tank & AMBU Bag Check' (Pass/Fail). Each check has a corresponding radio button and a blue pencil icon for comments. A red arrow points to the pencil icons with the text 'Select Specific comments Here'. At the bottom, there's a 'Comments' field with the text 'Replaced suction tubing' and a 'Submit' button.

You can add specific comments to any element in the form. These will appear in your survey reports. **When the lock number is changed, you are forced to provide a comment.**



If you have multiple rooms/logbooks created. You must select **“not used”** if they are not used the surgery day. Rooms/logbooks must be selected either checked or not used in order to submit the form to your survey reports



[Logbook](#) [End of Day](#) [Messages](#) [Help](#) [Logout](#)

Select Operating Room



Operating Room 1

[Check Operating Room](#)

[Not Used](#)



Minor Procedure

[Check Operating Room](#)

[Not Used](#)




iPad main menu

Top Menu of the iPad






Select “END OF DAY” from the iPad menu to view what logbooks have been filled in.

Select “Pending” to bring up the form for that logbook

WrenchASC

Logbook End of Day Messages Help Logout

End of Day

	Crash Cart	Submitted
	Operating Room	Pending
	Pacu / Recovery	Pending
	Refrigerator	Pending
	Decontamination Cleaning Logs	Pending




Messages for iPad users

Messages

This is where all your messages from the administrator and notifications are stored. A small red dot with the number of messages not read will appear when you have an unread message or notification.

The items shown in blue text indicate messages that have been read. The ones in black have not been read.



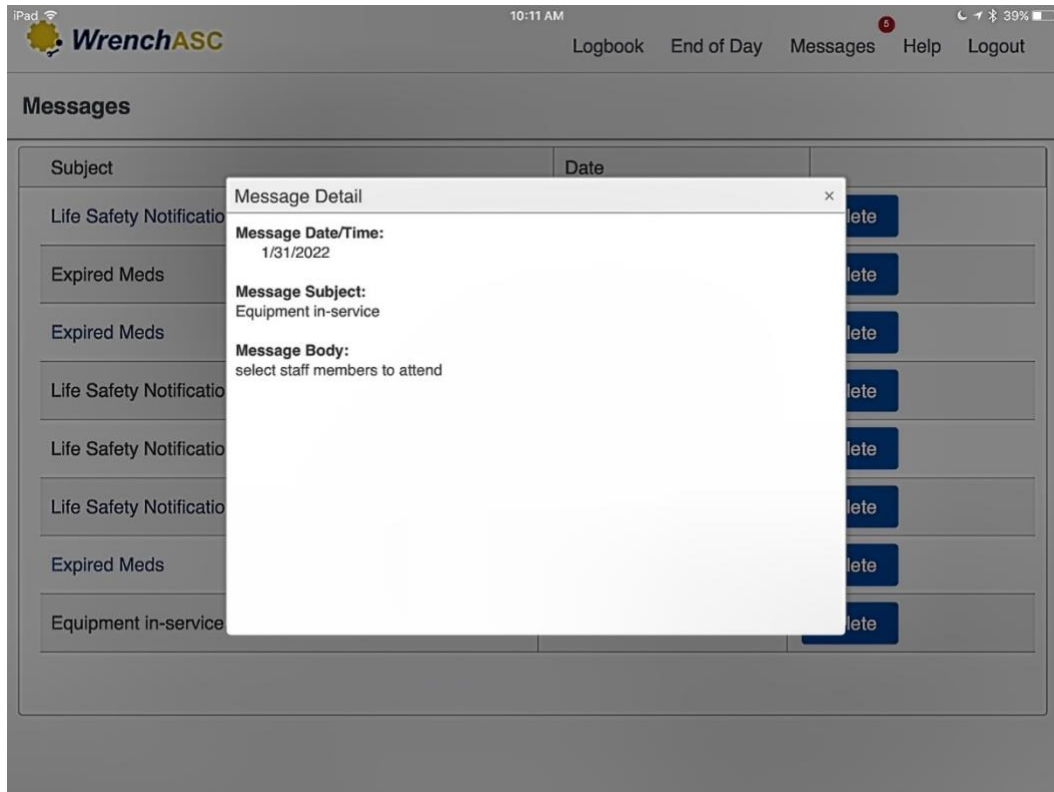
LogbookEnd of DayMessages⁵HelpLogout

Messages

Subject	Date	
Life Safety Notifications	4/15/2019	Delete
Expired Meds	12/10/2019	Delete
Expired Meds	12/10/2019	Delete
Life Safety Notifications	12/10/2019	Delete
Life Safety Notifications	12/10/2019	Delete
Life Safety Notifications	12/10/2019	Delete
Expired Meds	1/4/2022	Delete
Equipment in-service	1/31/2022	Delete



Selecting one will display the detail of that message\



If you have any questions or need support,
please call our support line

(888) 282-5949



FAQ'S

1. Can I use different iPads?.

No. your iPad stores important information that your survey reports need each day you login to your iPad.

2. What happens if I lose my iPad?

When you get your new iPad. Download the WenchASC app. Login as you normally would. Your reports will not show the data from when you last logged out of the iPad.

3. Is my information secure?

Yes. Your information is stored securely in the cloud as is backed up daily. Your survey report information can also be downloaded by you to store as you prefer.

4. Can I use WrenchASC at different facilities?

No. Each subscription is tied to a specific facility by its accreditation organization number. The same subscription will not work at other facilities.

5. Do I have to be in my facility to access or use WrenchASC?

No. WrenchASC is internet based. You have full use (PC and iPad) wherever you have an internet or Wi-Fi connection. Remote worker friendly.