

## **GMDN**

# **Custom Categories**

# **User Guide**



#### 1. GMDN - Custom Categories - Step-by-Step Guide

This is a Step-by-Step Guide for using the Custom Categories function on the GMDN website.

The user of the GMDN website with the appropriate account permission can add, modify, and delete custom categories associated with their membership account.

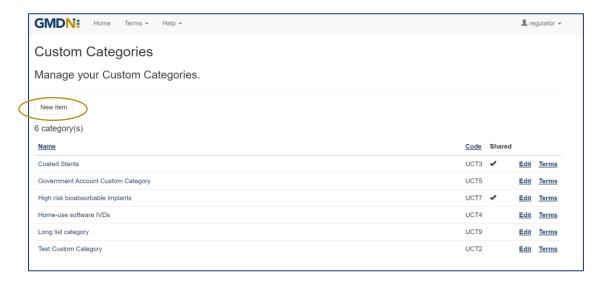
1. Login to the GMDN Database using your Username and Password.

The Custom Categories option is found in the Terms dropdown menu.



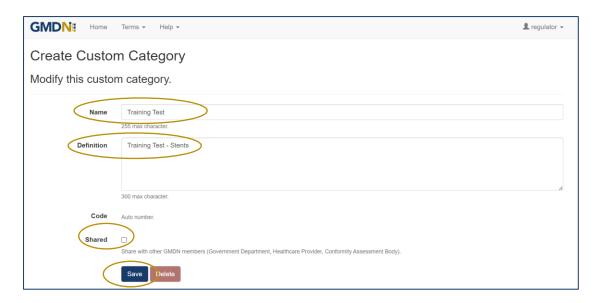
2. By clicking on *Custom Categories* the list of existing Custom Categories on your account will be listed.

To create a new Custom Category select New Item.





3. For your new Custom Category, type in a Name and Definition, if you would like your Custom Category to be shared (visible to other GMDN members - Government Departments, Healthcare Providers and Conformity Assessment Bodies) then check the Shared box. Click the Save button to create your Custom Category.



4. There are two ways to add GMDN Terms to your Custom Category. You can use the Search function or the Advanced Search function via the Terms dropdown menu on the homepage.

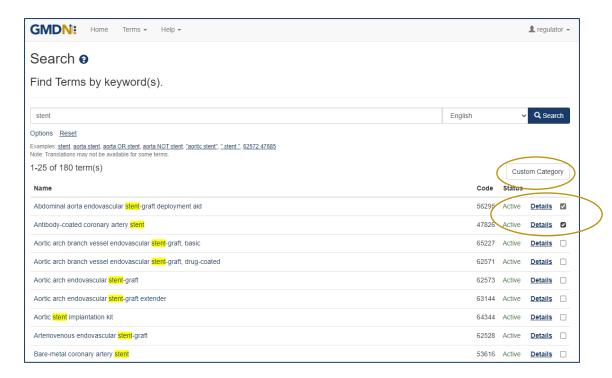


5. If using Search. Enter a keyword or words and click Search.

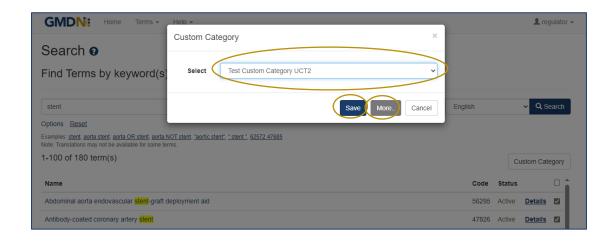




6. Select the GMDN Terms you wish to add to your Custom Category by clicking the check box next to Details and then click the Custom Category button.

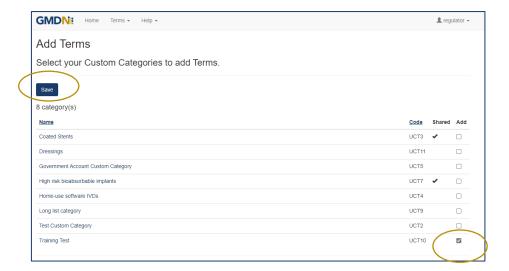


7. Using the dropdown menu on the pop-up box select which Custom Category or Categories you would like the Terms to be added to and click the *Save* button. Alternatively, you can click the *More* button.





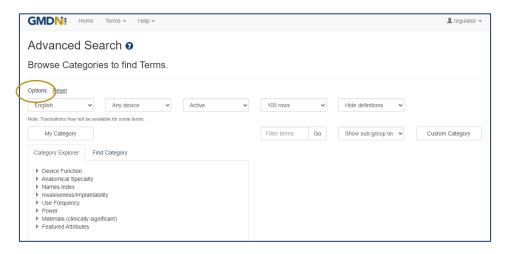
8. This will take you to the Add Terms page. Select which Custom Category or Categories you would like the Terms to be added to and click the <u>Save</u> button.



9. When the Save button is pressed the GMDN Terms will be added to the Custom Category.

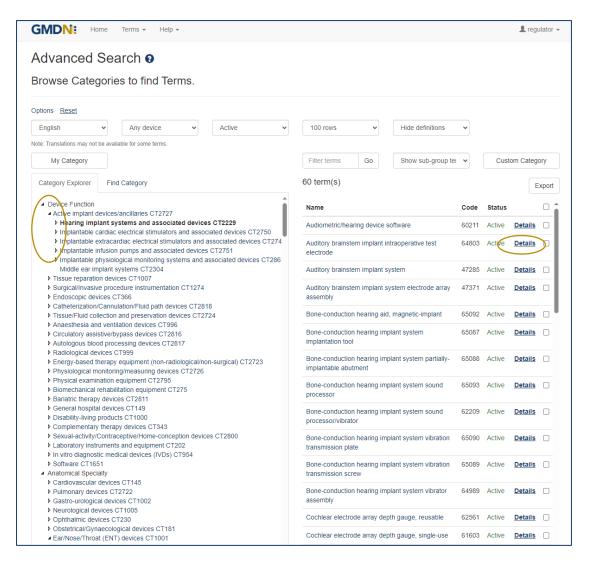


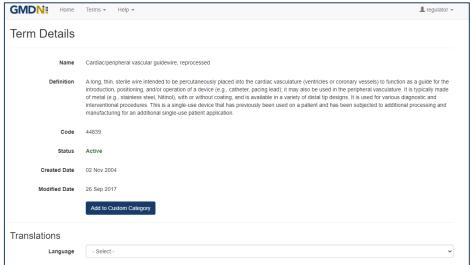
10. If using the Advanced Search. First select the Options tab on the Advanced Search page. The Advanced Search displays the eight Category headers which group the GMDN Categories. For example, Categories such as Tissue reparation devices, Endoscopic devices, In-vitro diagnostic devices (IVDs) fall under the Device Function header, , Cardiovascular devices, Neurological devices, Orthopaedic devices etc fall under Anatomical Speciality and so on. The structure of the hierarchy is revealed by clicking on the arrows to display the Categories under each Header.





11. The list of GMDN Terms in each Category group is revealed by clicking on the arrows. The GMDN Term Definition is revealed by clicking on the GMDN Term Name. By clicking on the Details link, you can see more information belonging to that GMDN Term, including a translation of the text, if available.



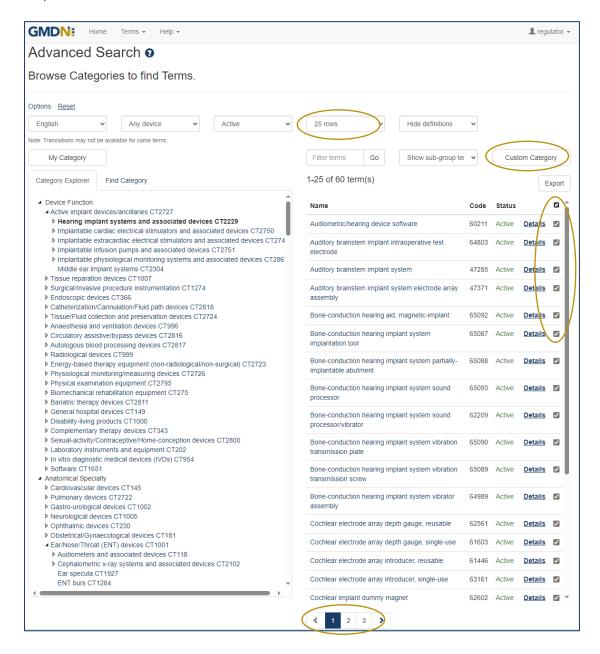




12. To add GMDN Terms to your Custom Category, click the check box next to Details and then click the Custom Category button. If you click the check box at the top this will select all the GMDN Terms on that page.

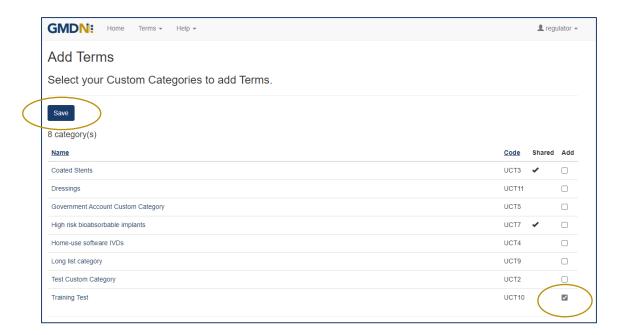
### Important: If there are several pages of GMDN Terms you need to save each page before proceeding to the next one.

You can choose how many GMDN Terms are displayed per page by using the *rows* dropdown menu.

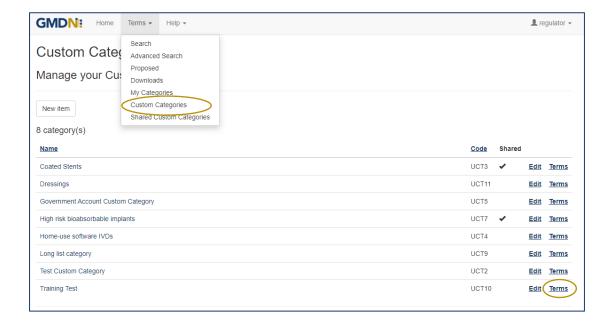




13. Then select which Custom Category or Categories you would like the Terms to be added to and select the <u>Save</u> button. The GMDN Terms will now be added to the Custom Category.

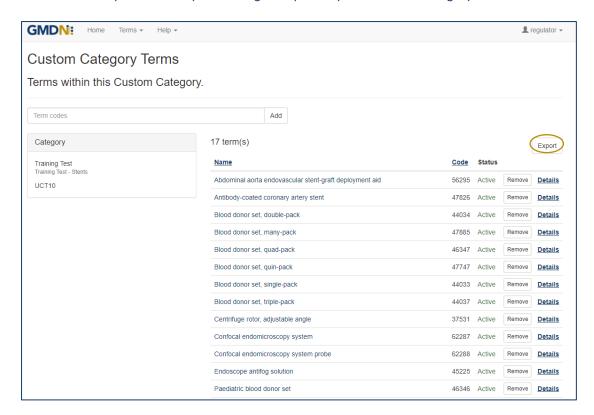


14. How to export data from your Custom Category. First select Custom Categories from the Terms dropdown menu on the page header. Then select the Terms button from the Custom Category you are wanting to export.





15. Within the Custom Category Terms page click the Export button. Within this page you can also remove any Terms that you no longer require in your Custom Category.



16. The Custom Category data will be downloaded as an .XML file to your device.