

Primo Medical Group, Inc.

# Getting Started in Ensor

Customer Instructions

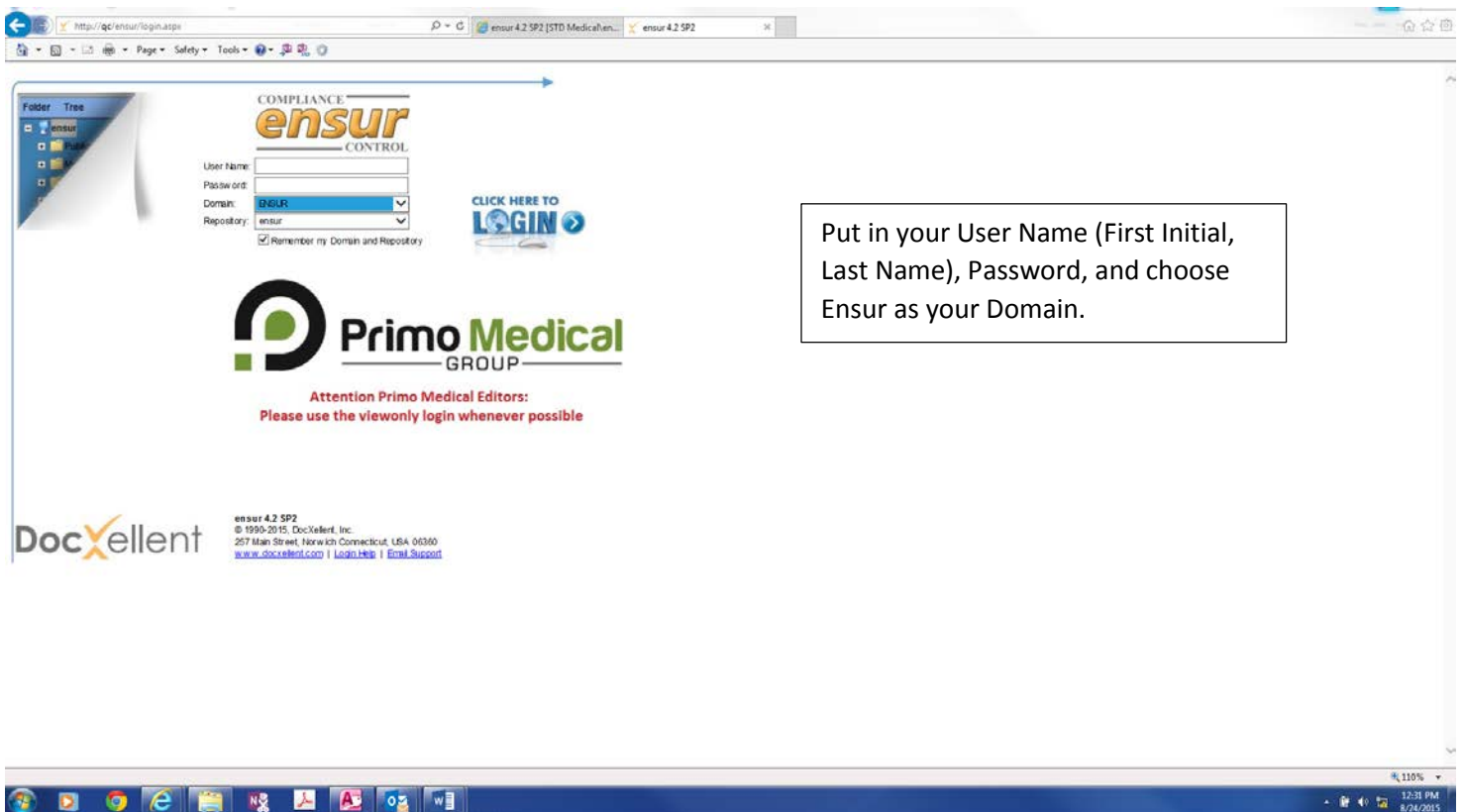
URL: <http://ensur.stdmed.com/ensur/Login.aspx>

Document Control  
5-1-2016

## Ensur 4.2

### Logging On

1. Ensur is an Internet Explorer based program but it can be used with other browsers such as Firefox or Chrome. Simply use the hyperlink above to navigate to the Login page and save the shortcut to your desktop.



2. As a Customer, you are an Ensur Domain User. Your User Name will be the first letter of your first name combined with your last name, i.e. Bill Smith will be bsmith. Your password will be **W**elcome123 (the W is capital) to start, after you successfully login you will be asked to make your own password.
3. If you forget your password or lock yourself out, the Document Control Department can reset your password and allow you back in. Please call **781-828-4400** and ask for Document Control for any problems.

## To Do List Summary

1. This is your opening page and it will show you anything that you have to do with documents. If you need to read, approve, review or train, it will be listed on this page.

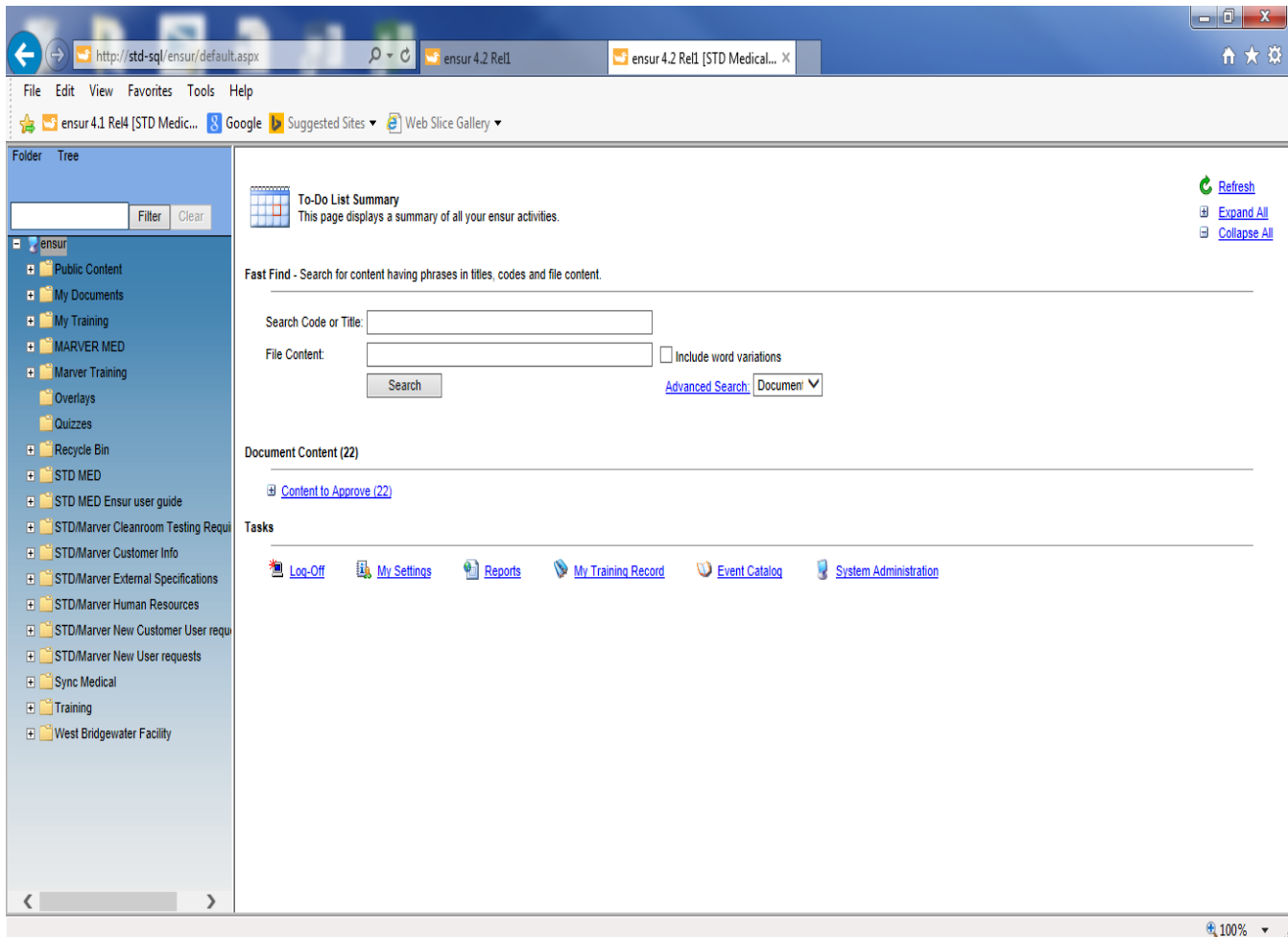


Figure 1

2. Press the + button next to the activity listed for you to do. A dropdown list of documents will appear for you with a white arrow on a green background. Choose a document and click on the arrow, Ensar will bring you to the Action page where you can *Approve*, *Review*, *Reject* the document you have checked off and active (see Figure 2 & Figure 3 below).

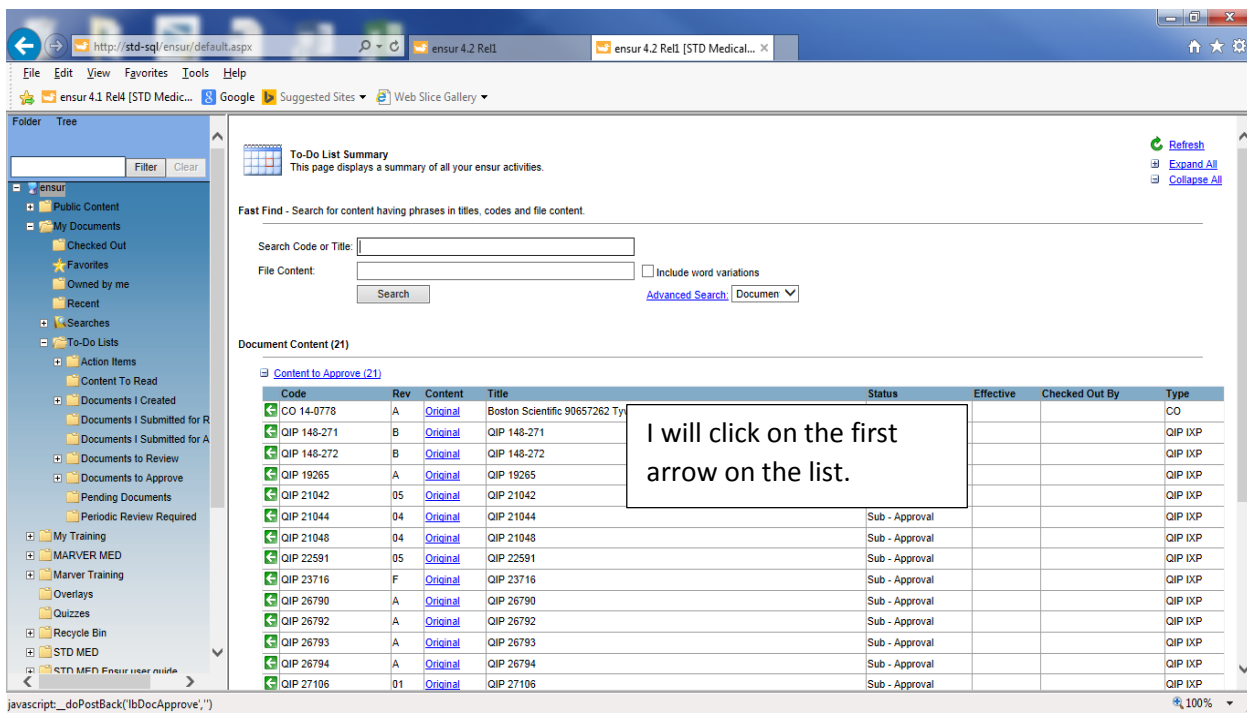


Figure 2

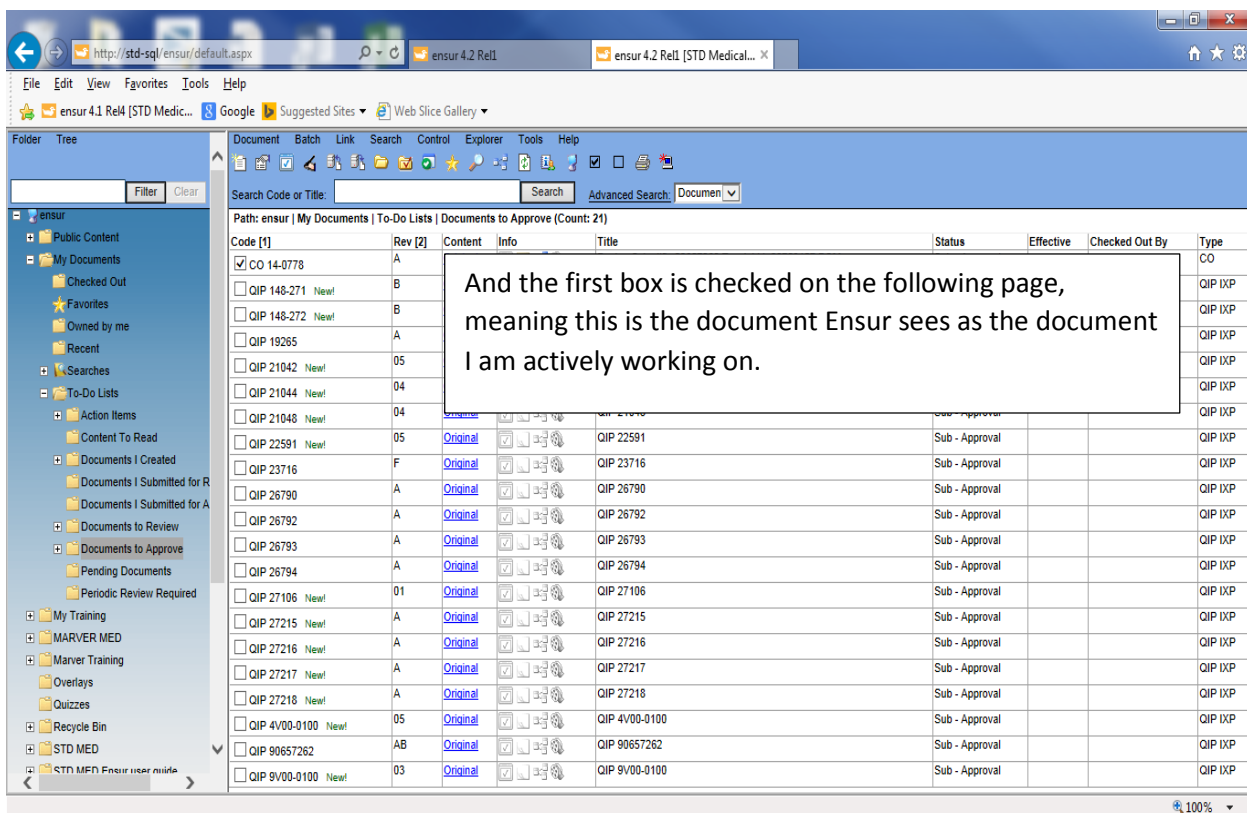


Figure 3

- 
- If you don't add the **Approve** Icon to your toolbar (Tools> My Settings > My Toolbar) you can find it under the **Control** tab.

Under the Document Tab you will find Routing, Print, and Mark as Read.

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4. Choose what you would like to do, such as *Reject* or *Approve* and Ensurl will bring you to a new page and prompt you to sign off on the action (but only after reading the document). If you reject the document, Ensurl will require you to add a note explaining why it has been rejected.

Folder Tree

ensurl

Public Content

My Documents

Checked Out

Favorites

Owned by me

Recent

Searches

To-Do Lists

Action Items

Content To Read

Documents I Created

Documents I Submitted for R

Documents I Submitted for A

Documents to Review

Documents to Approve

Pending Documents

Periodic Review Required

My Training

MARVER MED

Marver Training

orphans

Overlays

Quizzes

Recycle Bin

STD MED

STD MED Ensurl user guide

STD/Marver Classroom Testing Re

Approve or Reject

Indicate you approve or reject the selected content.

Return to Content Explorer

< Previous Next > Sign

Document 1 of 1: DCO14-0808, Revision A, STD 7-0056 Assemble & Label Arthrosurface Boxes and Over Shippers

Title: STD 7-0056 Assemble & Label Arthrosurface Boxes and Over Shippers

Code: DCO14-0808

Revision: A

Sign As: Select the routing entry for which you would like to sign  
DOC CONTROL/Anyone

Indicate your decision:

☐ No decision at this time

☐ I approve this content

☐ I reject this content

Approval or Rejection Notes:

Electronic Signature Required

Username:

Password:

Your page will appear similar to this, choose your action and enter your Username & Password then click the **Sign** button at the top.

Figure 6

The above screen shot is one example of what the sign off page may look like, depending on the document type it may ask that you choose whether to approve or reject and then press the **Sign** button to get to your electronic signature. You have not “signed” the document if it has not asked for your user name and password. You will know if you have successfully signed the document when you press the “Return to Content Explorer” button in the top right corner of the screen, and the document is no longer listed on your “to do” list.

- ✓ **TIP:** *Signing a document is done on a Tier basis. When the document is created and an Approval route is assigned, the author will choose Tier 1 signers (In-House), Tier 2 (Customers) and Tier 3 (Document Control) – the first Tier must complete signing before Ensurl will allow the next Tier to sign and so on. If you go to sign and you get the message “You cannot process this content at this time” check if the Tier above you has completed signing.*

## CO Approvals

1. A CO is a “linking” document, it is linked to one or more documents that must be opened and viewed before the package as a whole can be approved. A CO will contain a DCO which will sum up what is being approved and why and by approving the CO all the other documents are approved as well.

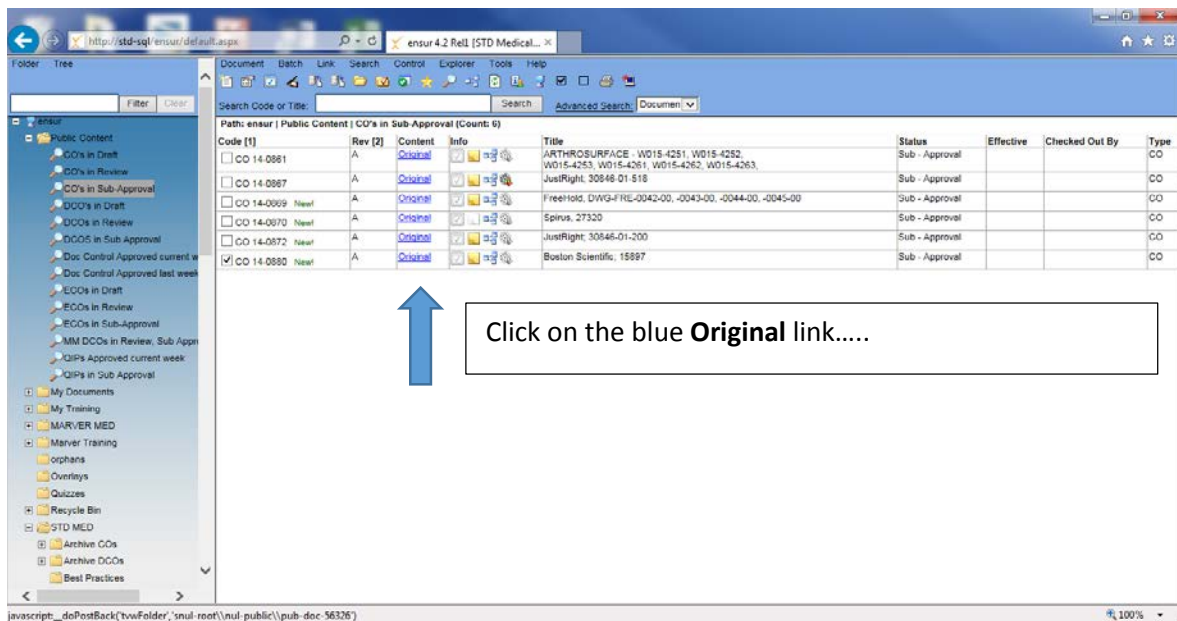


Figure 7

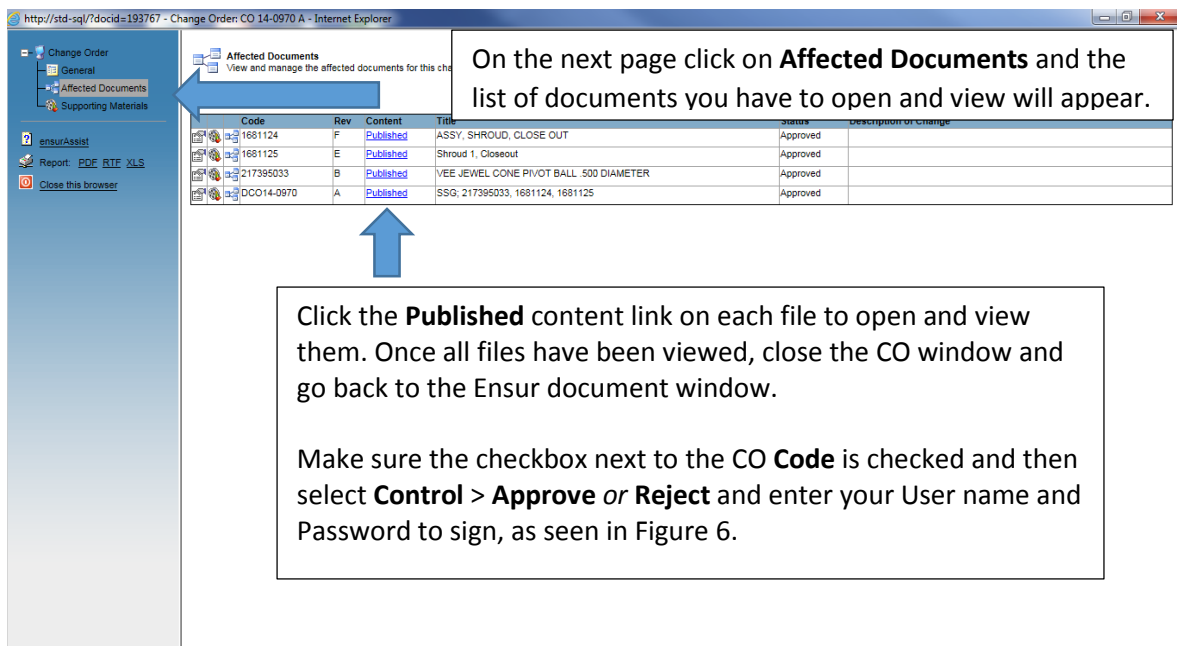


Figure 8



## CO Approvals (cont.)

2. To recap - the documents must be opened and viewed in order to approve them. The approval of the CO will move ALL documents through approval routing process, nothing needs to be approved separately – that happens with a DCO – which is covered next.

## DCO Approvals

1. DCO's are used for procedures or forms. The document is linked, but both the DCO and the document are routed separately and approved separately. You should have both the DCO and the linked procedure or form in your approval folder at the same time. You open each individually and approve or reject as shown in Figure 6.

## Logging Off

1. Please use the Log Off button or Icon – a computer monitor with a red asterisk on the top left corner, Ensuir doesn't always recognize you as logged out when you X off the system.

