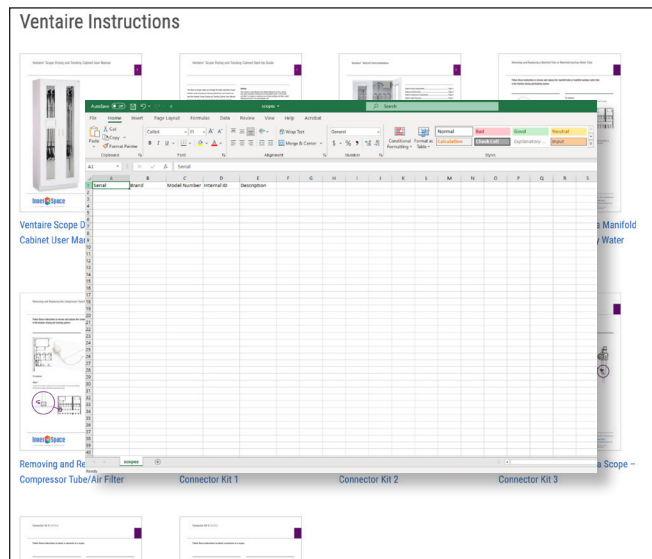


# Adding a List of Endoscopes to the Scope Drying and Tracking System

Use the CSV template to create a file that contains specific information about the endoscopes you'll be adding to the drying and tracking system. A CSV file has specific formatting rules that must be followed in order to successfully create and upload the list of endoscopes. Read through these instructions carefully before you create the file.



Scan the QR code or go to <http://innerspacehealthcare.com/scopes/Ventaire> to access .csv file template



## The .csv file

- must be named scopes.csv
- must be saved on a USB drive
- cannot be placed within a folder

Open the .csv file in Excel or with a text editor such as Notepad that can edit pure-text documents.

## Editing the file in Excel:

Serial	Brand	Model Number	Internal ID	Description
2046109	Olympus	PCF-H190DL	Scope 12	Red Band
2060535	Olympus	GIF-H190	Scope 13	Blue Band
3G219A010	Fuji	EG-450PE5	Scope 14	Green Band

- Name the .csv file scopes.csv, and save it to a USB drive. Do not place it within a folder on your USB drive.
- The first row cannot be changed.
- The order of the columns cannot be changed.
- Columns cannot be added before or after the template.
- Blank rows will be ignored.
- Rows without a serial number will be ignored.
- Other fields besides serial numbers can be skipped or left blank.
- When saving from Excel,
  - File -> save as -> Select CSV (Comma delimited) (\*.csv) as the Type.
  - The first dialog reminds you that only the active Excel spreadsheet will be saved. **Click OK.**
  - The next dialog will remind you that the worksheet may contain features unsupported by the CSV. (Filters, dynamic fields, etc) **Click OK.**

# Adding a List of Endoscopes to the Scope Drying and Tracking System

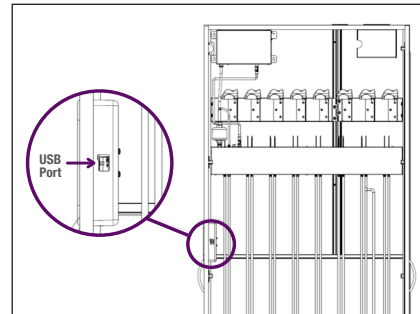
Ventaire™ Endoscopy System

## Editing the file as a text file:

Serial	Brand	Model Number	Internal ID	Description
2046109	Olympus	PCF-H190DL	Scope 12	Red Band
2060535	Olympus	GIF-H190	Scope 13	Blue Band
3G219A010	Fuji	EG-450PE5	Scope 14	Green Band

- Name the .csv file scopes.csv, and save it to a USB drive. Do not place it within a folder on your USB drive.
- The first line cannot be changed.
- The following lines must always have a serial number followed by a comma delimiting information for each column. Make sure there are no spaces between text and commas.  
**2046109,Olympus,PCF-H190DL,Scope 12,Red Band**
- If you would like to skip a field, then leave it blank and insert another comma.  
**2046109,Olympus,PCF-H190DL,,Red Band**
- Any column except the serial number column can be skipped.  
**3G219A010,Fuji,,,**  
**3G219A010,,EG-450PE5,,**  
**3G219A010,,,,Green Band**
- Trailing commas can be removed.  
**3G219A010,Fuji**  
**3G219A010,,EG-450PE5**  
**3G219A010,,,,Green Band**
- Blank lines will be ignored.
- Lines without a serial number will be ignored.

## Once the file has been saved to a USB flash drive



1. Insert the USB drive into the USB port on the back of the display unit.

Note: This feature supports FAT12, FAT16, FAT32, and ExFAT USB types. It does not support Windows proprietary USB type NTFS.

2. Navigate to the scopes page/tab.
3. The "Load from USB" button should be enabled. If the button is greyed out, the cabinet is unable to read your flash drive.
4. Tap "Load from USB" to load scopes. The system will respond once scopes are loaded with a message indicating how many scopes were added.
5. If an error occurs during loading, an error message will display, indicating what the problem might be:
  - Unable to find media directory.
    - The system is unable to find or read the flash drive.
  - Unable to find any drives.
    - The system is unable to find or read from the flash drive.
  - Missing scopes.csv file on USB drive.
    - The system found a flash drive but was unable to find a file named scopes.csv. Check to make sure the file is named correctly.
  - Unexpected column names or headers in scopes.csv.
    - The system found the flash drive and a file named scopes.csv, but it was unable to understand the columns. Check to make sure the template was edited or exported from Excel correctly.