



## INSTRUCTIONS FOR MANAGING YOUR SURGEON DATA

### I. BASIC ASSUMPTIONS

The software allows all sales representatives the ability to independently manage surgeon data. By doing so, the sales team can be assured that information is accurate, that the surgeon is being addressed in the most beneficial and productive manner, and that, as a result, creative thinking can transpire.

Instructions for individual users are as follows:

### II. MANAGING SURGEON DATA: THE BASICS

1. Click on Schedule | Surgeons
2. First, please notice that you can sort your surgeons in any manner desired, e.g., by team, facility, or specialty.
3. You can also sort surgeons that have or have not been active.
4. Then notice, in the results displayed below the gray bar, the Details link. If you click on this link you can have the entire surgeon details emailed to you. This is handy in case someone from DePuy is visiting your office to connect with the surgeon. It allows, essentially, a quick data and details exchange.
5. If you click on the Edit link, you can update/change all surgeon data. This includes their address and contact information as well as their specialty, CV, notes, etc.
6. And, as mentioned in the Baseline Footprints instructions, you can also enter the standard surgeon inventory order on this page as well.

### III. HOW TO GENERATE SURGEON MAILING LABELS

1. Click on Schedule | Surgeons
2. Sort the surgeons as desired, e.g., the ones that you want to target
3. Click the Print Mailing Labels link
4. Click the question mark icon for details about printing the labels. The specifics include the following:

FOR MAILING LABELS (Avery 5160):

Please make sure your Page Setup is set:

Blank Header and Footers

Left and Right Margins set to 0.25 inches

Top and Bottom Margins set to 0.5 inches

NOTE: Only surgeons with valid addresses will be shown

5. Print the labels!