

# **GMDN – User Guide for Conformity Assessment Bodies**

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## 1. GMDN Website – Account Management – Step-by-Step Guide

This is a Step-by-Step Guide for account management by adding and modifying user settings on the GMDN website.

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

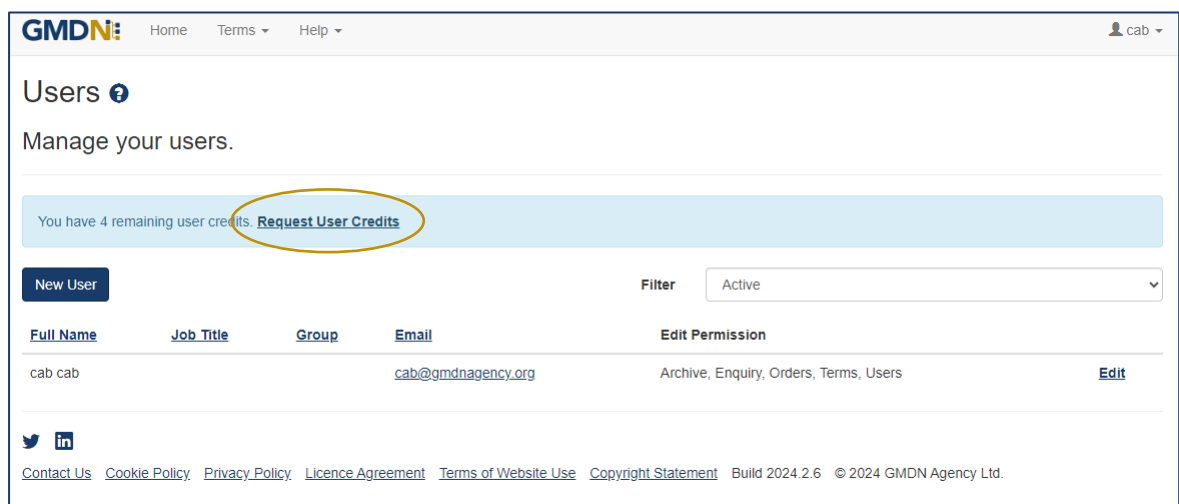
1. Login to the GMDN Database using your Username and Password.

The **Users** tab is found in the Account dropdown menu at the top right of the webpage (with the person icon).



2. By clicking on **Users** the list of existing users will be listed for your account.

Note: new accounts will only list the details of the user that registered the account.



3. The list can be sorted by username, Email address, Group or Job Title. The **Job Title** and **Group** fields are user defined and maybe useful to help organise and sort your users.

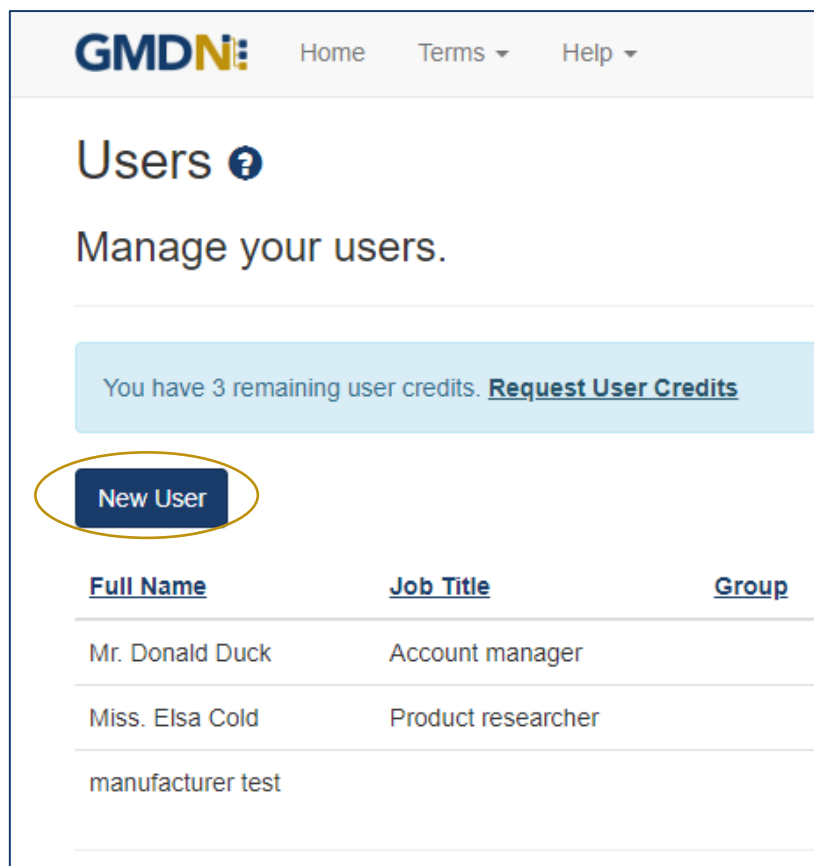
4. Each account when first activated, is provided with a certain number of user credits which are used to add more users. If you require more, they can be requested using the [Request User Credits](#) button.

5. The permissions for each user can be added or removed according to your preference.

Permission	Description
User	Can add, modify and delete users on their account
Orders	Can order and pay for membership
Terms	Can search for and reveal GMDN Codes
Enquiry	Can send a new product enquiry
Archive	Can add a Term to the Term Archive folder
Default (none of the above)	Can search the database, but cannot reveal GMDN Codes

The membership applicant will have all permissions enabled and will thereafter be able to add new users and set permissions for them.

6. To add a new user select [New User](#).



7. Fill in the user details and select the **Save** button.

Only the First Name, Last Name and Email Address are mandatory fields.

Remember to select the **Edit Permissions** options to give the user the access they need.

8. When the **Save** button is pressed the user will be added to your list.

An email will be sent to the new user to inform them of their username and initial password. We recommend the password is changed when the new user accesses the GMDN website for the first time.

Dear Test Three,

Your GMDN user account has been created with the following details.

Username: test3@gmdnagency.org  
Password: gLCMhZiK

You can now access your GMDN account at [www.gmdnagency.org](http://www.gmdnagency.org)

Regards  
GMDN Agency

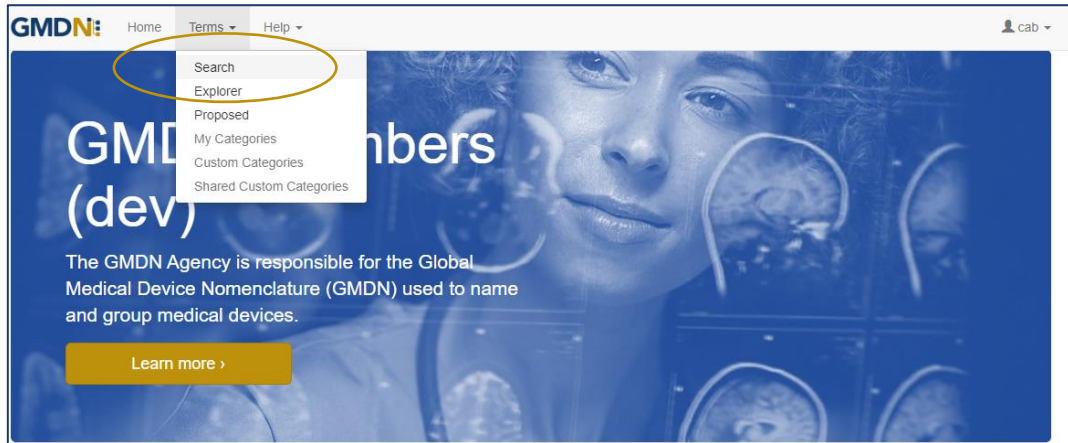
This is an automated message sent by GMDN Agency, please do not reply.

## 2. GMDN Website – Search – Step-by-Step Guide

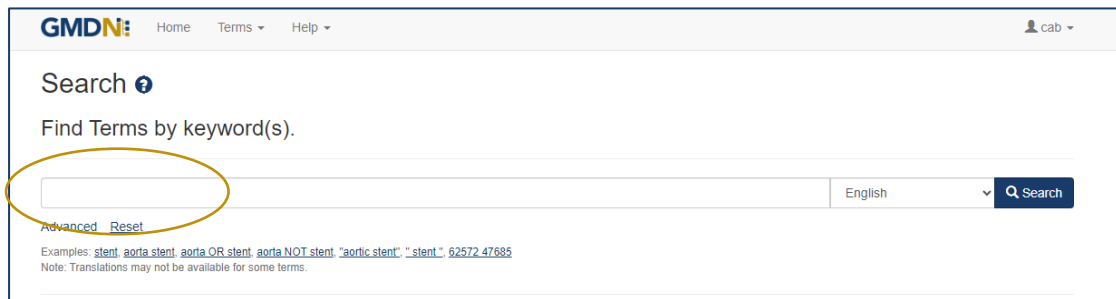
This is a Step-by-Step Guide for searching for GMDN Codes using the GMDN website.

The GMDN Search uses a 'browser like' search algorithm to find GMDN Terms using key words.

1. Logon to the GMDN Database using your Username and Password.
2. Click on *Search* on the *Terms* dropdown menu.



3. In the box, type in the keyword(s) for the medical device you are looking for.



Formatting the search text can help narrow down the search. For example:

*cardiac OR catheter* creates an 'either of the words' filter and will produce over 1,170 results.

*cardiac catheter* is an 'all of the words' filter and will produce over 110 results.

*"cardiac catheter"* uses "the exact phrase" filter and will produce about 20 results.

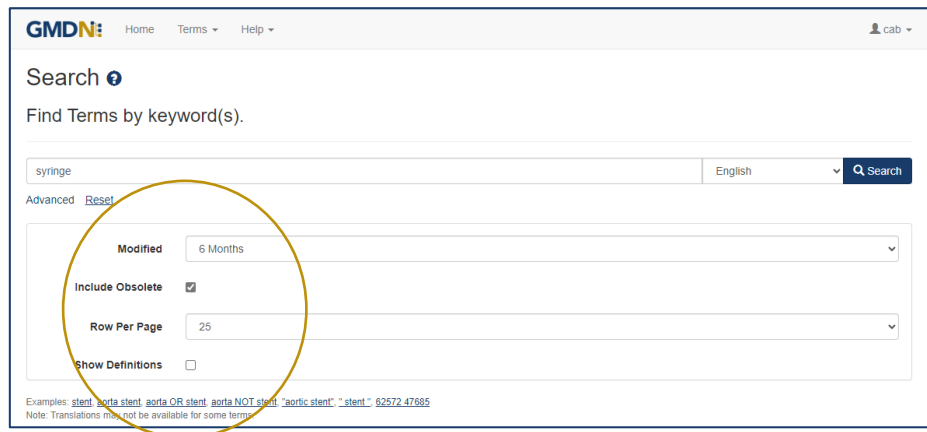
*cardiac NOT valve* will remove the word 'valve' from the 'cardiac catheter' results.

*GMDN Code (Example 12345)* will return the relevant GMDN Term.

4. The **Advanced** tab provides additional filters to narrow the search by Term Modification Date.

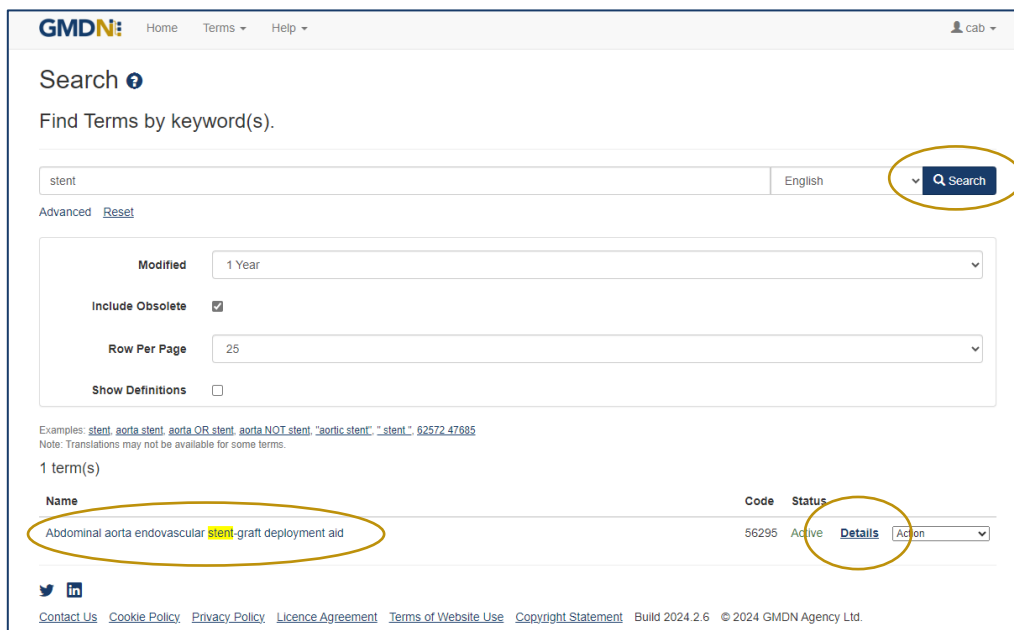
Specific searches can include 'obsolete' GMDN Terms.

In the example below, the Advance search criteria is looking for all Terms that contain the word 'stent' that have been modified in the 'last 6 months' that will also include 'obsolete' Terms.



5. Click on the **Search** button or press Return and the results are displayed in a list form.

The Term Definition is revealed by clicking on the Term Name.



The results are prioritised according to if the search text is found in the Term Name or Term Definition. The list is presented in Term Name alphabetical order with the priority being when the search text is in the Terms Name and next if the search text is only found in the Term Definition. The search text is highlighted.

By clicking the Term *Details* link, you can see more information belonging to that Term, including a translation of the text, if available.

**GMDN:** Home Terms Help cab

### Term Details

**Name** Abdominal aorta endovascular stent-graft deployment aid

**Definition** A nonimplantable device designed to aid stability and control of the single-use delivery system during the deployment of an abdominal aorta stent-graft to repair an abdominal aortic aneurysm (AAA). This device, which is a separate attachment and does not have any patient contact, is attached to the AAA stent delivery system handle and may provide the surgeon with better mechanical control and stability during stent deployment, particularly in cases of difficult patient anatomy. It is typically made of moulded plastic and metal, and may be interchanged between delivery systems during a single implant. This is a single-use device.

**Code** 56295

**Status** Active

**Created Date** 20 Apr 2010

**Modified Date** 27 Jul 2023

[Add to Custom Category](#)

### Translations

**Language** - Select -

### Categories

Please use shortcuts to find related Terms

- [Anatomical Specialty / Cardiovascular devices / Cardiovascular prosthetic implants and associated devices](#)
- [Anatomical Specialty / Cardiovascular devices / Vascular grafts and associated devices](#)
- [Device Function / Surgical/Invasive procedure instrumentation / Device/Material manipulating instruments \(surgical/dental\)](#)
- [Featured Attributes / Surgical](#)
- [Names Index / Cardiovascular prosthetic implants and associated devices](#)
- [Names Index / Grafts and associated devices](#)
- [Names Index / Stents and associated devices](#)
- [Power / Non-active](#)
- [Use Frequency / Single-use](#)

One of the advance features of the *Term Details* view is the use of *Categories*. This uses the new *GMDN Explorer* to view all the Terms that are related by linking it to other GMDN Terms with similar characteristics. More information can be found in the 'Explorer Step-By-Step Guide'.

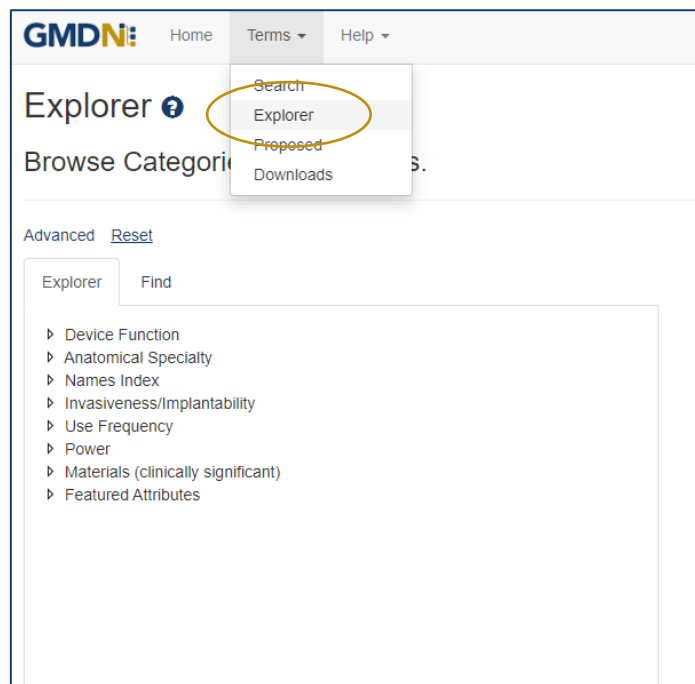
6. The 5-digit GMDN Code is also visible.

### 3. GMDN Website – Explorer – Step-by-Step Guide (unlimited users)

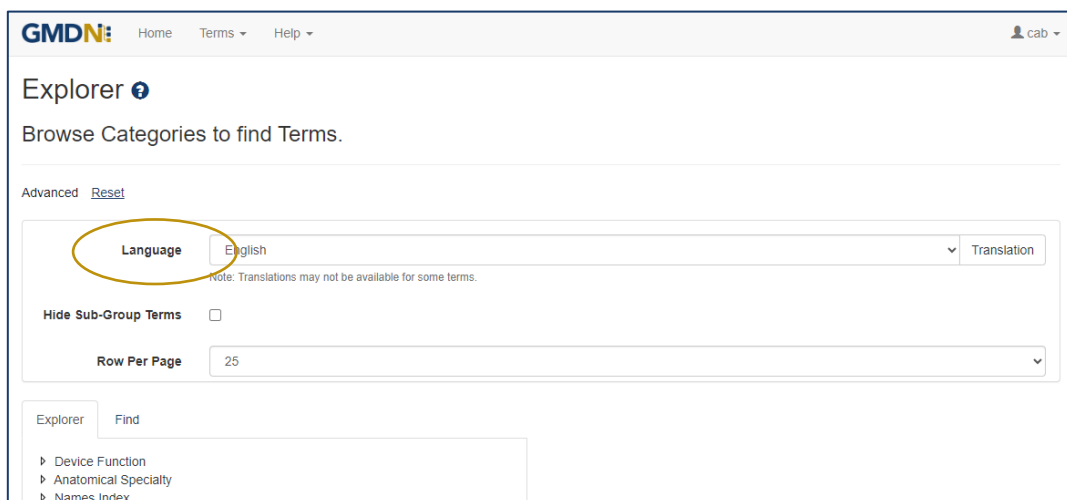
This is a Step-by-Step Guide for searching for GMDN Codes using the Explorer (Advanced Search) function on the GMDN website.

The Explorer uses the structured hierarchy of the GMDN Categories to find GMDN Terms by a higher level group of devices or 'Top Down' search.

1. Logon to the GMDN Database using your Username and Password.
2. Click on *Explorer* on the drop down *Terms* menu.

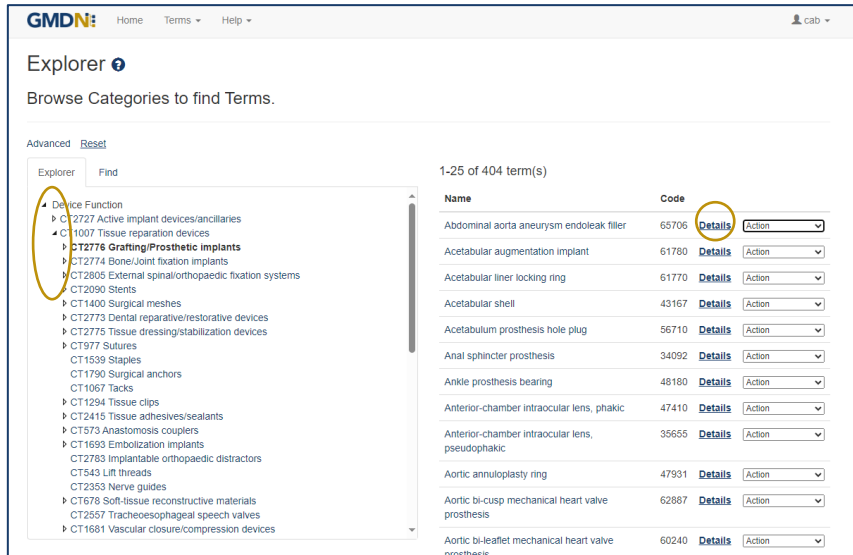


3. The choice of language can be selected using the *Advanced* tab, but the translation button will need to be used to update the hierarchy tables of groups.

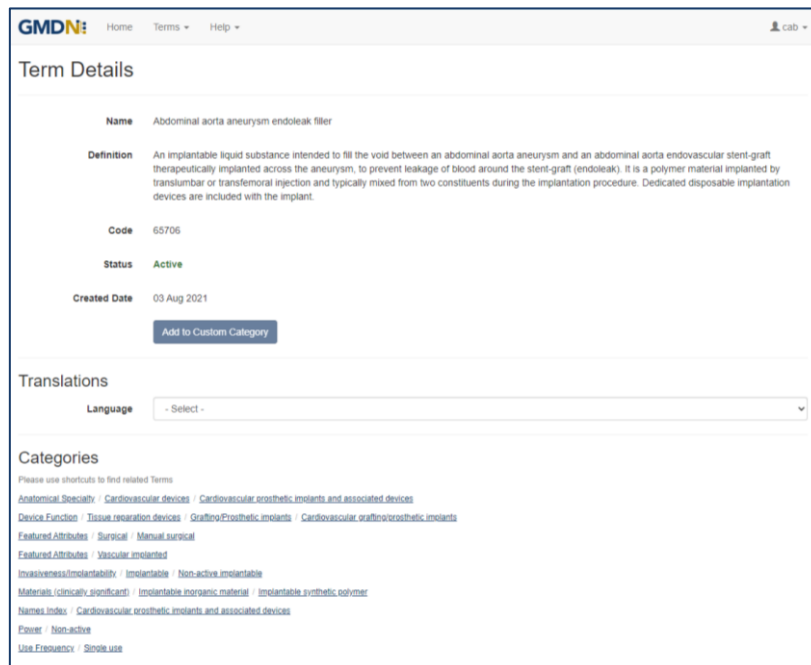




For unlimited users the *Explorer* displays the full set of eight Category groups. For example, those related to the device function (for example – Anaesthesia or Cardiology) those related to Anatomical Speciality (for example – Cardiovascular or Neurological) as well as a Names Index, Implantability, Power, Use Frequency, Materials and Featured Attributes. The structure of the hierarchy is revealed by clicking on the arrows.



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



One of the advance features of the *Term Details* view is the use of *Categories*. This uses the new GMDN *Explorer* to view all the Terms that are related by linking it to other GMDN Terms with similar characteristics.

## 4. GMDN Website - Enquiry – Step-by-Step Guide

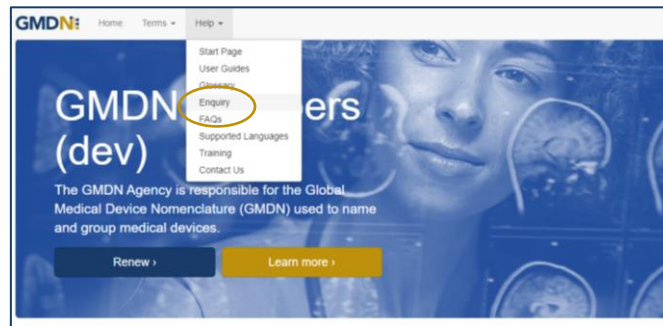
This is a Step-by-Step Guide for submitting an Enquiry for new or modified GMDN Codes using the GMDN website.

If after using the GMDN Search or Explorer tools a user cannot find a relevant GMDN Term for their product, they are invited to submit an *Enquiry*. The Enquiry process is the only method of seeking assistance from the GMDN Agency in identifying GMDN Terms. The outcome of an *Enquiry* will be one of the following:

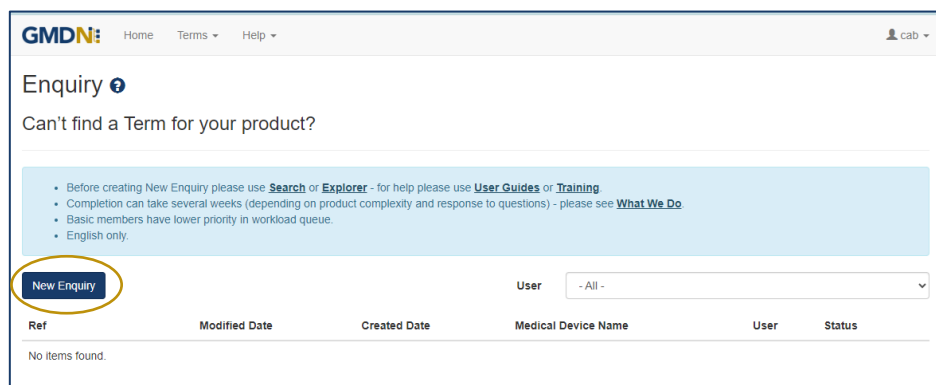
- a. The GMDN Agency identifies an existing GMDN Term.
- b. An existing GMDN Term is modified to include the new product's characteristics.
- c. A new GMDN Term is created.

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

2. Click on *Enquiry* on the dropdown list in the *Help* menu.



3. The *Enquiry* screen displays all the previous enquiries submitted from the same account. A filter is available to list all enquires by a specific user applicant. This page is also used to monitor progress on all outstanding enquiries.



4. Click on **New Enquiry** to start filling in product details.

All information provided to the GMDN Agency is confidential to us and is subject to current Data Protection Law. For more information, please see our **Privacy Policy**, found in the footer of all webpages.

The screenshot shows the GMDN Enquiry form at Step 1. The form is titled "Enquiry" and "Step 1" is indicated by a progress bar. The "Product details" section includes a "Your Email" field with the value "cab@gmdnagency.org" and a "My Profile" link. Below this are several input fields: "Medical Device Name" (with a subtext "Brand/Trade/Proprietary Name or Common Name"), "Manufacturer", "Model", and "Catalogue / Reference (REF)". The "Files" section has a "Choose Files" button and a "No file chosen" message, with a note: "Please supply documentation (e.g. IFU, brochure) which includes an image. Supports Images, Adobe Acrobat, Microsoft Word." Below the files section is a "Uri" field with the example "http://www.example.com". The "Reason" field is a large text area with the question: "Why do you require a GMDN term i.e. which Regulator or other body is asking you to provide a GMDN term?". At the bottom of the form, "Step 2" options are listed: "General medical device", "In Vitro Diagnostic (IVD)", and "Software", with a note: "Please choose your enquiry type to proceed to the next step." Navigation buttons "Back", "Cancel", and "Next" are at the bottom right.

The **Medical Device Name**, **Manufacturer**, **Model** and **Reason** are mandatory data fields. This information is used by us to help identify the device but is not necessarily used in the final GMDN Term Name or Definition.

Please also attach a File which contains the product information by using the **Choose File** button. For example, an 'Instruction for Use' (IFU) or product brochure. This is also a mandatory field.

You can also provide a **Catalogue/Reference (REF)** and a relevant **URL** if applicable; this is not a mandatory field however it may increase the speed of the Enquiry process.

5. At the bottom of the page, Step 2 asks what type of device the enquiry relates to. This is used to determine the next set of questions we ask about the product. There are three options. Select the relevant option and click next.

- a. **General medical device** – where the primary product is a general medical device.
- b. **In Vitro Diagnostic (IVD)** – where an IVD is the primary product.
- c. **Software** – where software is the primary product

- a. **General medical device** is for products that are to be used as a medical device only and will ask questions related to that specific technology. Once you have completed the form click **Next**.

The screenshot shows the 'Enquiry' form for 'General medical device'. It features a progress bar at the top with 'Step 1' highlighted in green and 'Step 2' in yellow. The form includes a text input for 'Intended Use / Target', a table with columns for 'Components', 'Name', 'Use Frequency', 'Sterility', 'Invasiveness', 'Sold Separately', 'Power', and 'Materials', a dropdown for 'Key Attributes', and an 'Additional' text area. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Next', with the 'Next' button circled in yellow.

- b. **In Vitro Diagnostic (IVD)** will ask questions only related to IVDs. Once you have completed the form click **Next**.

The screenshot shows the 'Enquiry' form for 'In Vitro Diagnostic (IVD)'. It features a progress bar at the top with 'Step 1' highlighted in green and 'Step 2' in yellow. The form includes dropdown menus for 'Nature Of Device' and 'Usage', text inputs for 'Target Analyte', 'Components (Other)', 'Assay Type / Methodology', and 'Clinical Application', a dropdown for 'Components', and an 'Additional' text area. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Next', with the 'Next' button circled in yellow.

- c. **Software** is for software-based products only and will ask questions related to that specific technology. Once you have completed the form click **Next**.

The screenshot shows the 'Enquiry' form for 'Software'. It features a progress bar at the top with 'Step 1' highlighted in green and 'Step 2' in yellow. The form includes text inputs for 'Used For', 'Functionality', and 'Technology', dropdown menus for 'Platform' and 'Features', and an 'Additional' text area. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Next', with the 'Next' button circled in yellow.

6. The *Summary* page is used to provide a final check on the product details prior to submission. Review the summary and when happy with it press submit.

**Enquiry**

Step 1
Step 2
Step 3

**Summary.**

<b>Medical Device Name</b>	Syringe
<b>Manufacturer</b>	Syringe Co
<b>Model</b>	long
<b>Catalogue / Reference (REF)</b>	
<b>Files</b>	Obsolescence template - PW v1.docx
<b>Url</b>	
<b>Reason</b>	adstfc

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<b>Enquiry Type</b>	Software
<b>Used For</b>	Monitoring blood pressure
<b>Functionality</b>	Os-Based
<b>Technology</b>	App for smartphone
<b>Platform</b>	Dedicated hardware
<b>Features</b>	Captures patient demographics/clinical data
<b>Additional</b>	

7. Following submission, the GMDN Term is assessed by the GMDN Agency and allocated to a subject expert to review. The expert will contact you for more information if needed using a notification email. An example email is given below. The message contains a link to your *Enquiry*.

Dear XXXXXXXX

The GMDN Term Development Team has posted a message regarding your enquiry. This may be asking for more information or another comment regarding your enquiry. The Term development process cannot continue until the necessary information is received.

Enquiry - [EQ160001](#)

Regards  
GMDN Agency

Any change to the status of an *Enquiry* will also be made to the *Alerts* page and is found in the Account dropdown menu at the top right of the webpage (with the person icon). There will always be an opportunity to discuss the outcome of the Enquiry with the GMDN expert.

8. Following the satisfactory completion of the Enquiry, it will be closed. The history will still be available for future reference in the *Enquiry* page.

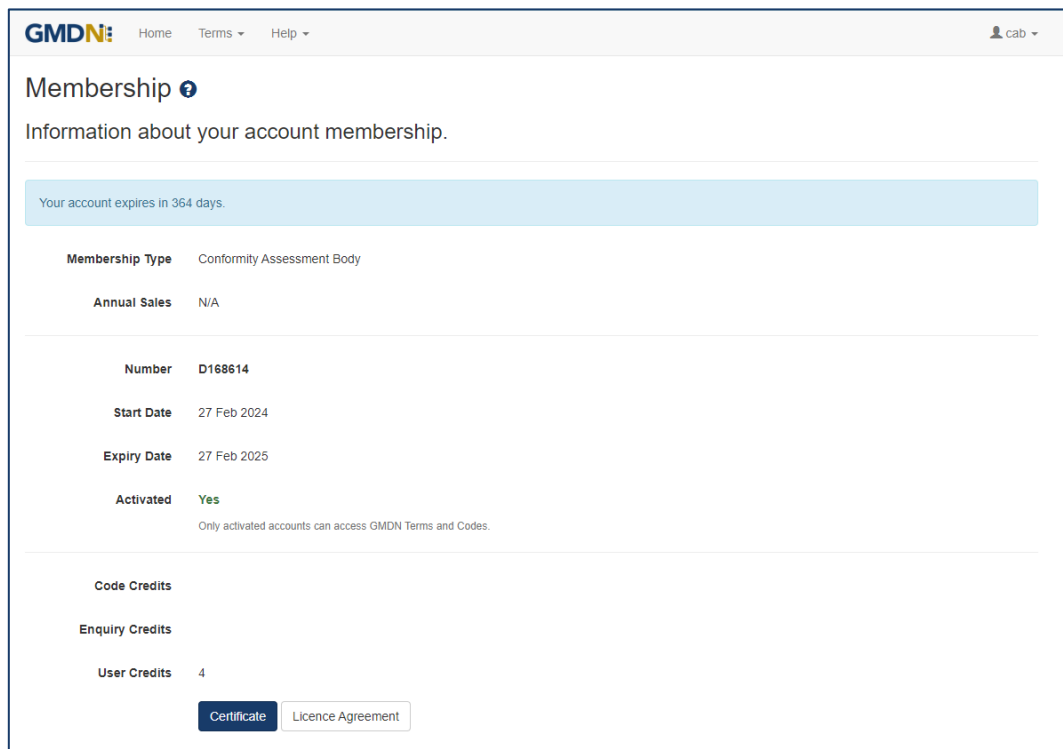
## 5. GMDN Agency – Membership Renewal Process (free membership access)

Guide for membership Renewal for existing GMDN Members, showing screen shots and system email messages.

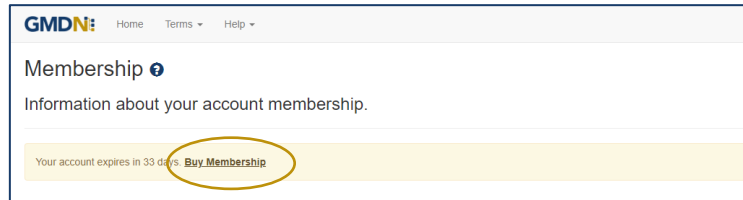
1. The Membership status is always available to view in the *Membership* tab and is found in the Account dropdown menu at the top right of the webpage (with the person icon).



2. If you click on the *Membership* link, it will take you to your *Membership* page.



3. Membership can be renewed up to 6 months before it is due to expire and when available will be visible as a *Buy Membership* link on your *Membership* page.



4. When the user clicks the *Buy Membership* button, the *Membership Renewal* screen will be displayed.

For membership with £0.00 value there are no payment options applicable. Click *Next*.

## Register

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### Membership

Is my organisation already a member? [Members](#)

**Membership Type** Conformity Assessment Body

**SCHEDULE D – for a CONFORMITY ASSESSMENT BODY**

**1 Definition.** For the purposes of this Agreement a ‘Conformity Assessment Body’ is an organization recognized by a national government for the purpose of medical device testing, certification or approval. For example, a European Notified Body or Government Inspector.

**2 Purpose.** Use of the GMDN nomenclature for regulatory purposes where there is a need for general descriptors for identification purposes.

The Licensee is permitted to integrate the GMDN into its intranet IT domain for internal access only.

The Licensee may grant access to the GMDN Database for all entities governed by the Licensee body within its regulatory environment.

**Annual Sales** N/A

**Additional Info**

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**Currency** British Pound (GBP)

**Total** £0.00

**Method**

Credit Card  
 Invoice  
 Quote  
MasterCard, Visa (EUR, GBP, USD), Amex (USD), JCB, Maestro (GBP).

**Purchase Order**

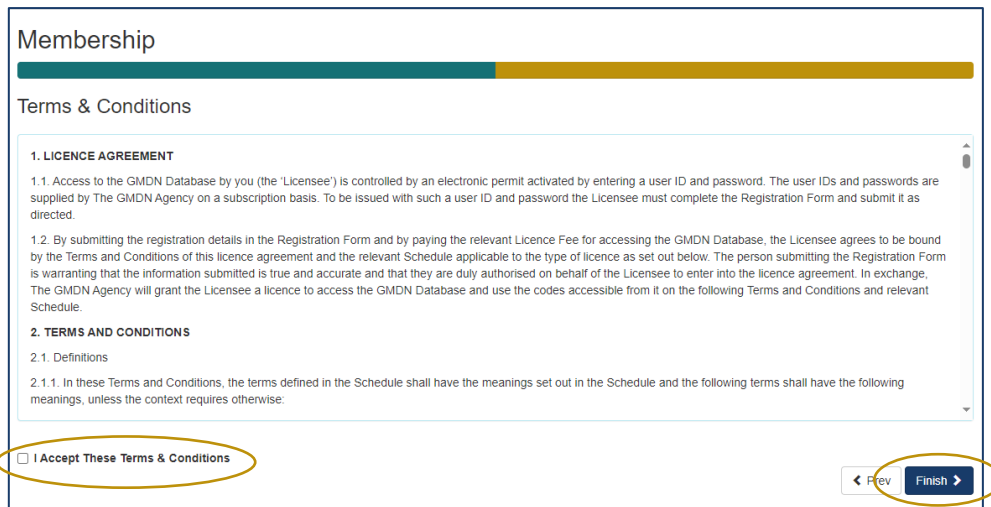
Invoice purchase order number (optional).

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[Refund Policy](#)

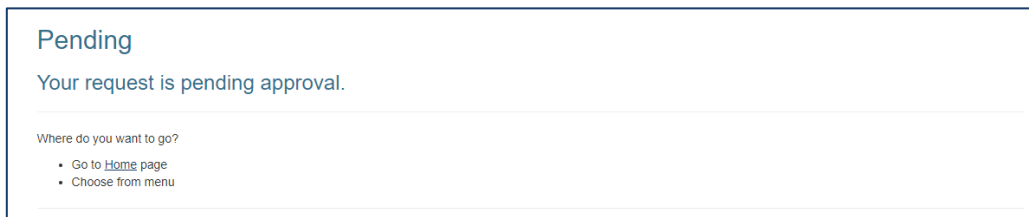
← Prev Next →

5. Next **Terms & Conditions** need to be accepted. Then click the blue **Finish** button.



6. A message will then be displayed stating the membership request is pending approval.

This will be evaluated by our Customer Services team and once approved a confirmation message will be sent to you.



7. For reference the order history on your account renewals can be seen in the **Orders** folder and is found in the Account dropdown menu at the top right of the webpage (with the person icon).



8. The GMDN website will now be fully functioning to search for GMDN Terms and Codes.



## 6. Stay in touch with the GMDN Agency

We have an 'opt-in' newsletter, which you can subscribe to, to stay ahead with news about the Agency and any key developments regarding the GMDN data set.

To opt-in to these options please tick the relevant box in *My Profile* as below. *My Profile* can be found in the Account dropdown menu at the top right of the webpage (with the person icon).

**GMDN:** Home Terms Help cab

### My Profile

Modify your personal details.

**Prefix**

**First Name**

**Middle Name**

**Last Name**

**Job Title**

**Group**

**User Name**

**Email**   
✔ Confirmed

**Phone**

#### How we communicate with you

**Term Changes**  Real-time email notifications about your purchased terms. See also [Alerts](#)

**Term Changes for My Categories**  Real-time email notifications about Terms in your 'My Categories'.

**Account Summary**  Periodic email notifications about your account and purchased terms. See also [Alerts](#)

**GMDN Focus**  Periodic email newsletter containing news and marketing material.

[Contact Us](#) [Cookie Policy](#) [Privacy Policy](#) [Licence Agreement](#) [Terms of Website Use](#) [Copyright Statement](#) Build 2024.2.6 © 2024 GMDN Agency Ltd.

From time to time, we may request your input when reviewing our GMDN Terms. This is an important part of maintaining the Terminology to ensure that it always represents devices on the market as accurately as possible. We also understand that this requires time on your part, and we are very appreciative of the responses and any additional information that you provide.

The GMDN is also on social media platforms such as [LinkedIn](#), where we share news and other interesting articles from within the MedTech industry.

If you have any questions, please contact us at this [link](#).