Quick Reference Guide

Creating a Favourite

A favourite allows a NEPT user to have a quick view of any non-emergency patient transports occurring today for their facility.

1. Select 'Confirmed' from under the 'Trips' section in the left hand navigation menu.
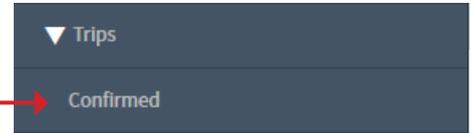
2. Select the 'Filter' icon towards the top of the page.
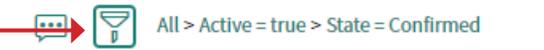
3. Select the 'And' button to add a search filter.

4. From the 'choose field' drop down menu, select the 'Patient ready by time' option. The default 'on Today' will pre-populate.
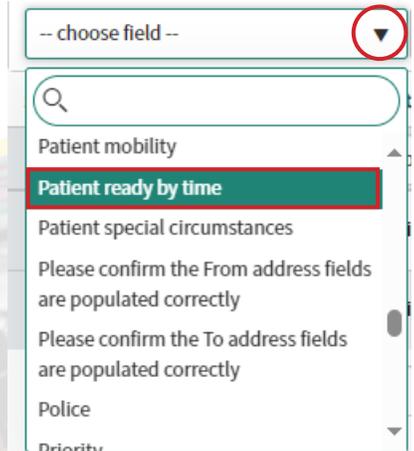
   ** A user can edit these options to make other favorite reports.

5. Select the 'Run' button.
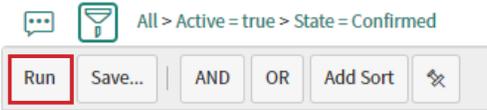
6. Select the 'Favorites' button from the left hand navigation menu.
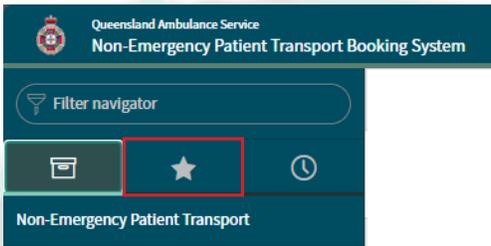
7. Click and hold down on the end of the breadcrumb and drag the text into the left hand favorites menu.
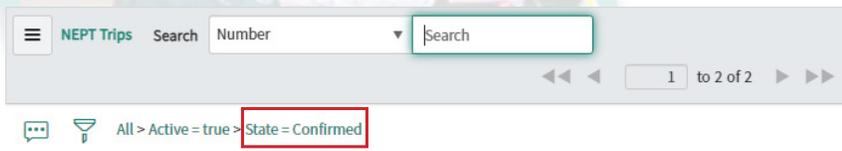
8. Select 'Edit Favorites' icon at the bottom right of the left hand navigation column.
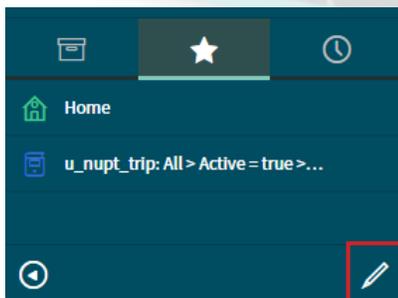
9. Rename the 'Name' of your favourite i.e. Ambulance Transport Today.

Set up your favorites	Remove	Done

Name: u_nupt_trip: All > Active = true > State = Confirmed > Patient ready by time on Today

10. Choose a colour and icon for your favourite.

Color

Icon

11. Select the 'Done' button to save the changes.

Remove   Done

12. Select the 'All Applications' icon to return to the default left hand navigation menu.

Queensland Ambulance Service
Non-Emergency Patient Transport Booking System

Filter navigator

Non-Emergency Patient Transport
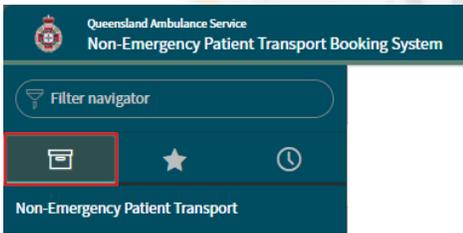
13. A NEPT user can click on the Favourites icon to view the favourite at any time.

Home

AMBULANCE TRANSPORT TODAY
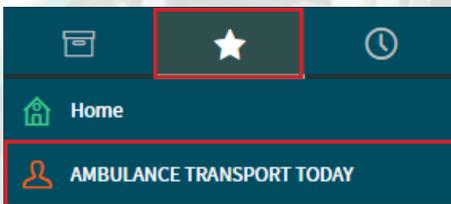
Note: a set favourite page does not automatically refresh, re-clicking on the favourite heading in the left hand navigation menu will refresh the page.