



## **Quick Reference Guide**

Transferring a Users Profile (Queensland Health users only)	
Queensland Health employees may transfer from one facility to another and will need to be linked able to request non-emergency patient transport.	to the correct facility to be
<ol> <li>Select 'All Users' from under the 'Facility Administration' section in the left hand navigation menu.</li> </ol>	My Facility Users
<ol> <li>Ensure the global default search is set to 'Name' from the drop down options at the top of the Users page.</li> </ol>	All Users
E Users New Search Name Search	Unassigned Users
3. Search for the employees profile using either their first or last name in the global search field	
E Users New Search Name V FIRST	
<ul> <li>Select the appropriate employees email address below the 'User ID' Column.</li> <li>Q ≡ User ID</li> </ul>	
(j) <u>first4.last4@health.qld.gov.au</u>	
5. Select the 'Facility list' lock icon.	
Facility list 🔒 ST JAMES HOSPITAL	Ø
6. Select the name of the facility to be removed from the 'Facility list' menu, followed by the 'Ren Facility list ST JAMES HOSPITAL	nove selected item' cross.
7. Select the 'Magnifying' glass lookup icon.	
★ Facility list	
8. Select your 'Facility name' to add to the users profile.	
■       Facilities       Search       Name       ▼       Search         Q       ■       Name       ■       ■       Medical Facility         ●       ST_JAMES HOSPITAL       Private	
<ol> <li>Select the 'Update' button, to save the employees profile.</li> </ol>	
Update	