

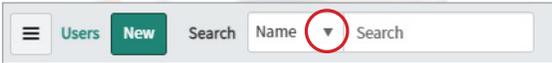


Quick Reference Guide

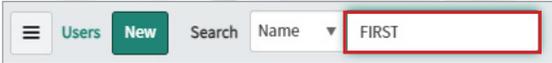
Transferring a Users Profile (Queensland Health users only)

Queensland Health employees may transfer from one facility to another and will need to be linked to the correct facility to be able to request non-emergency patient transport.

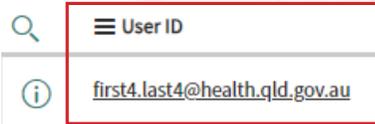
1. Select 'All Users' from under the 'Facility Administration' section in the left hand navigation menu.
2. Ensure the global default search is set to 'Name' from the drop down options at the top of the Users page.



3. Search for the employees profile using either their first or last name in the global search field.



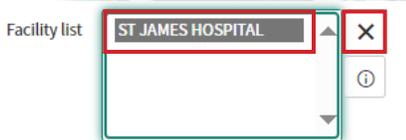
4. Select the appropriate employees email address below the 'User ID' Column.



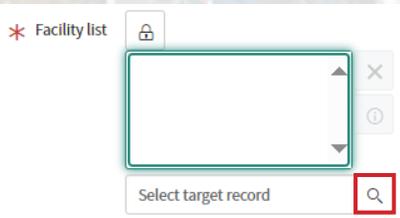
5. Select the 'Facility list' lock icon.



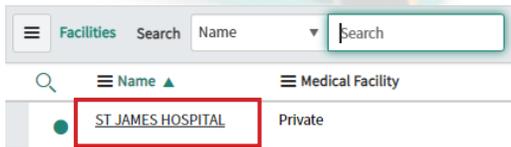
6. Select the name of the facility to be removed from the 'Facility list' menu, followed by the 'Remove selected item' cross.



7. Select the 'Magnifying' glass lookup icon.



8. Select your 'Facility name' to add to the users profile.



9. Select the 'Update' button, to save the employees profile.

