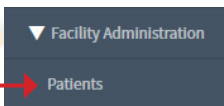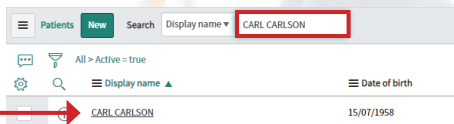# Quick Reference Guide

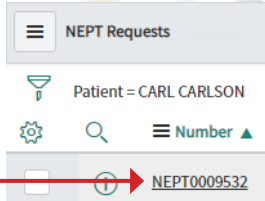## Printing NEPT Requests

Single Trip

1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.
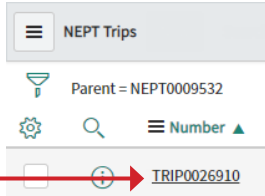
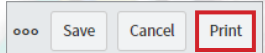2. Search for and select the 'Patient name' required.

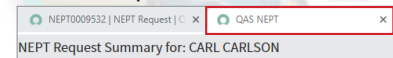3. Choose the 'NEPT Number' that requires printing from the bottom of the patients profile.

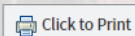4. Click on the specific 'Trip number' to open the single transport request leg.

5. Click on the 'Print' button at the top of the Trip request.

6. NEPT will launch a NEPT Request Summary webpage with the Trip information.
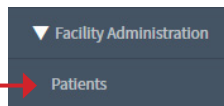
7. Select the 'Click to Print' button.

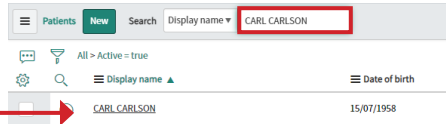8. Click on the x to close the NEPT Trip Summary webpage.
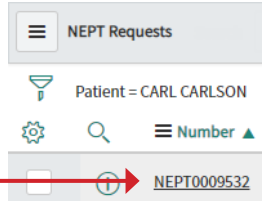
All Trips

1. Select 'Patients' from under the 'Facility Administration' section in the left hand navigation menu.
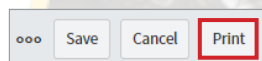
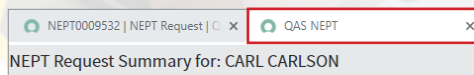2. Search for and select the 'Patient name' required.

3. Choose the 'NEPT Number' that requires printing from the bottom of the patients profile.
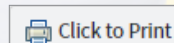
4. Click on the 'Print' button at the top of the Trip request.

5. NEPT will launch a NEPT Request Summary webpage with the Trip information.

6. Select the 'Click to Print' button.

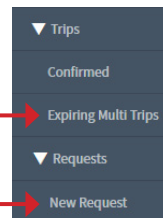7. Click on the x to close the NEPT Trip Summary webpage.

Expiring Multi Trips

1. A blue notification banner will appear at the top of a 'New Request' page to alert users of any expiring multi trips in the next 7 days.

   There are 3 expiring multi trips.

2. Select 'Expiring Multi Trips' from under the 'Trips' section in the left hand navigation menu to review.

3. To create a new transport request, click on 'New Request' from under the 'Requests' section in the left hand navigation menu.