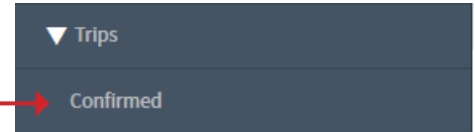


Quick Reference Guide

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.

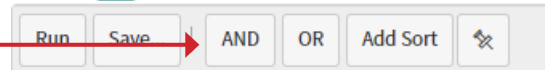


2. Select the 'Filter' icon towards the top of the page.

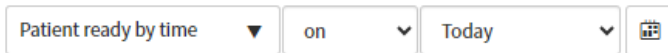


All > Active = true > State = Confirmed

3. Select the 'And' button to add a search filter.

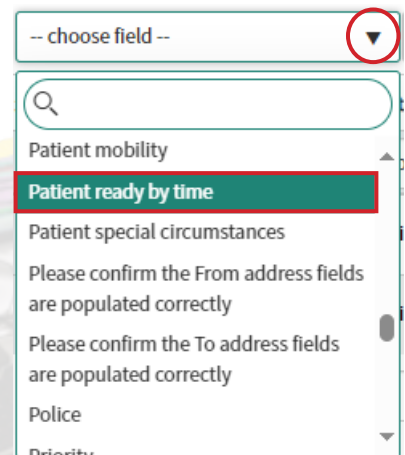
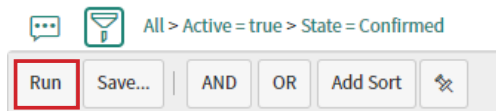


4. From the 'choose field' drop down menu, select the 'Patient ready by time' option. The default 'on Today' will pre-populate.

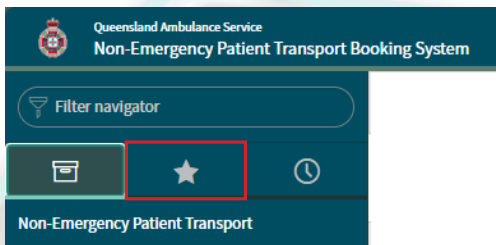


** A user can edit these options to make other favorite reports.

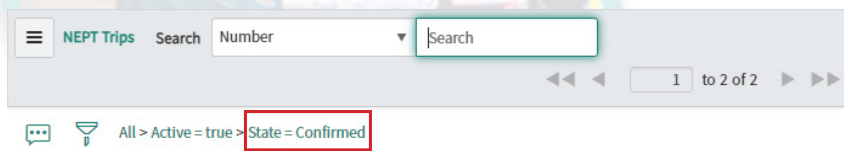
5. Select the 'Run' button.



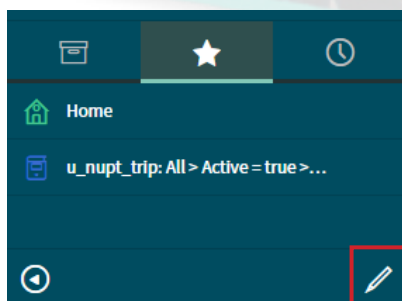
6. Select the 'Favorites' button from the left hand navigation menu.

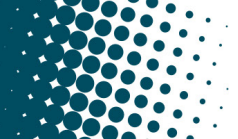


7. Single left click and hold down on the end of the breadcrumb and drag the text into the left hand favorites menu.



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

Color selection palette with 12 color swatches. The second swatch (blue) is selected with a checkmark.

Icon

Icon selection row with 10 icons: document, person, group, lightbulb, house, mobile phone, speech bubble, envelope, lock, and database.

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

All Applications icon (highlighted) Star icon Clock icon

Non-Emergency Patient Transport

13. A NEPT user can click on the Favourites icon to view the favourite at any time.

All Applications icon Star icon (highlighted) Clock icon

Home icon Home

Ambulance Transport Today icon 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.

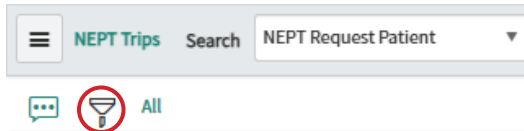


Historical Transport Request Favourites

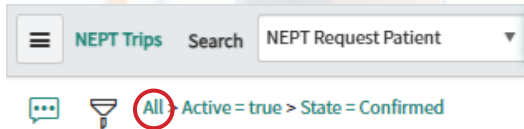
1. Select 'Confirmed' from under the 'Trips' section in the left hand navigation menu.



2. Select the word 'All' in the default breadcrumb towards the top of the NEPT Trips page.



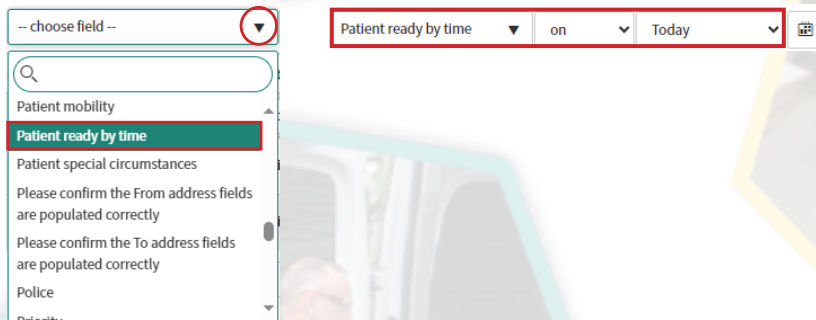
3. Select the 'Filter' icon towards the top of the page.



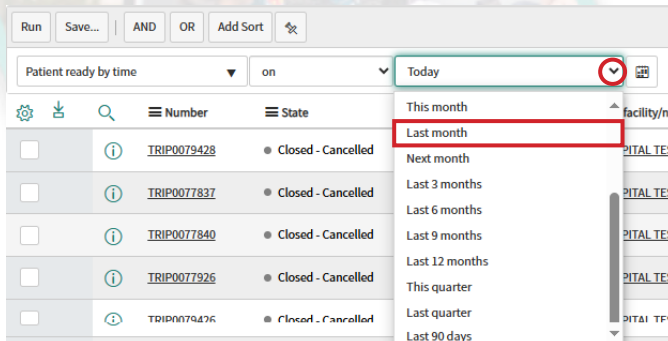
4. Select the 'And' button to add a search filter.



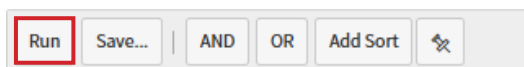
5. From the 'choose field' drop down menu, select the 'Patient ready by time' option. The default 'on Today' will pre-populate. Note: you can add as many fields as required to build your favourite i.e Patient mobility.

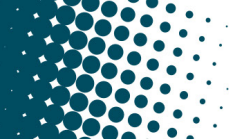


6. Adjust the default 'Today' to your required timeframe i.e. Last month or This quarter.

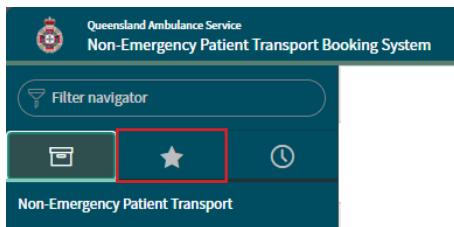


7. Select the 'Run' button.

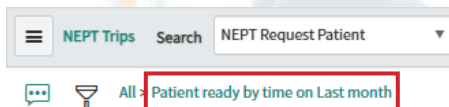




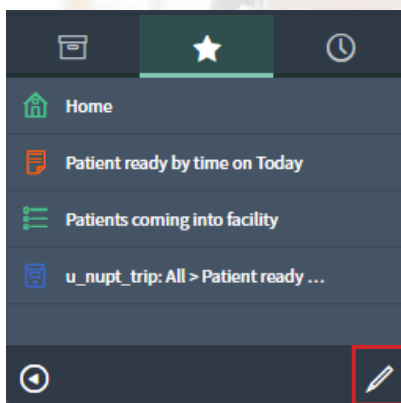
8. Select the 'Favorites' button from the left hand navigation menu.



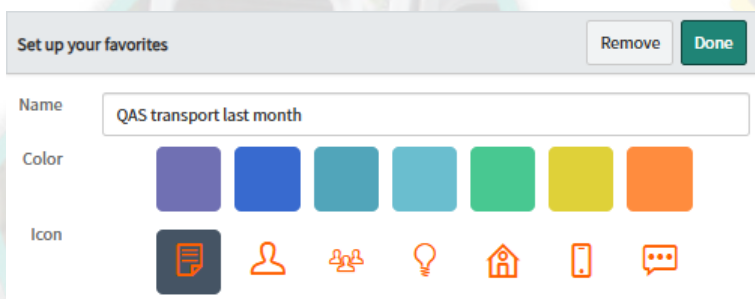
9. Single left click and hold down on the end of the breadcrumb and drag the text into the left hand favorites menu.



10. Select 'Edit Favorites' icon at the bottom right of the left hand navigation column.



11. Rename the 'Name' of your favourite i.e. QAS transport last month, and choose a colour and icon for your favourite.



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

