

WARD CLERKS/NURSES

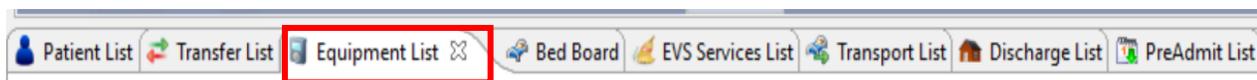
This tip sheet provides concise instructions on how to request a porter to pick up a Lab Specimen.

1. Click on the Capman icon  to open the application.
 - a. Login using your Active Directory (AD) credentials (mnemonic and password).

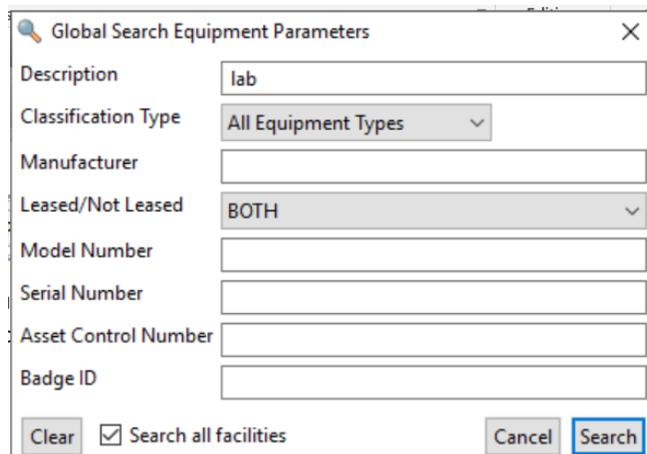
2. Click on the Building Icon  and pick the correct site.



3. Go to your 'Equipment List' tab.



4. On the Equipment List tab, click on the 'Global Search' button, a 'Global Search Equipment Parameters' window will open, in the 'Description' field type in **lab** and hit 'Search'.



5. Lab Routine and Lab Stat will now show on the Equipment List, be sure to pick the correct site SCS or NFS.

Description	Classification Type
Lab Routine	SCS Equipment Tra...
Lab Routine	NFS Equipment Tra...
Lab Stat	SCS Equipment Tra...
Lab Stat	NFS Equipment Tra...

6. Click the arrow to the right of the correct Lab Specimen, scroll to Transport and click on 'Request Adhoc Transport'.

Description	Classification Type	Owning Location
Lab Routine	SCS Equipment Tra...	St. Catharines Site
Lab Routine	NFS Equipment Tra...	Niagara Falls Site
Lab Stat	SCS Equipment Tra...	St. Catharines Site
Lab Stat	NFS Equipment Tra...	Niagara Falls Site

Context menu for the selected row (Lab Routine, SCS Equipment Tra..., St. Catharines Site):

- Assign Badge
- Transport > Request Adhoc Transport

7. Create AdHoc Equipment Transport Request window opens and you will need to fill out any necessary information specifically where they need come and pick up the specimen and where it is going.

Create AdHoc Equipment Transport Request

Lab Routine Leased: Asset Control Number: _____
 Model Number: _____ Classification Type: SCS Equipment Transprt Serial Number: _____
 Manufacturer: _____ Equipment Status: Available

Round Trip Transport?

Scheduled Time: 11/5/24 10:50 PM From SCS Interventional Radiology To _____

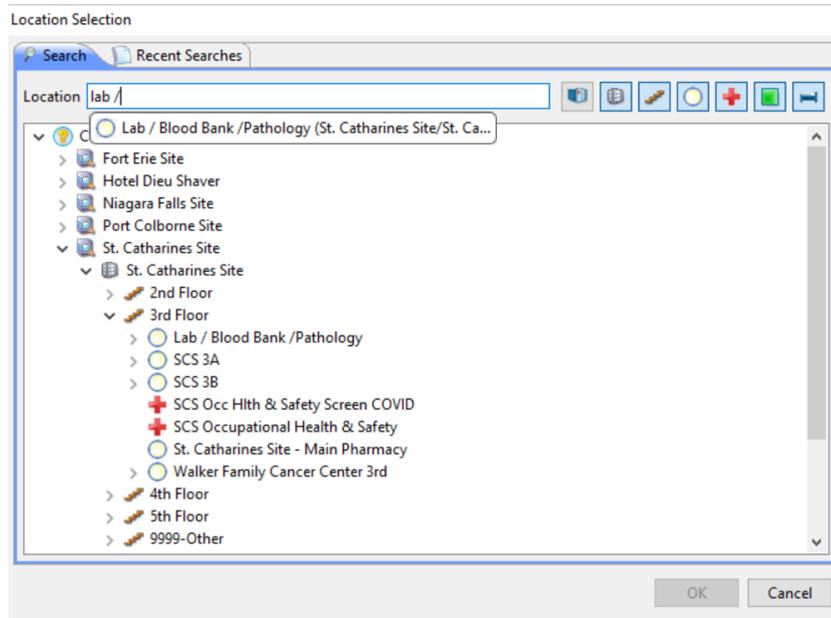
Priority: Routine Transporters: 1

Transport Details

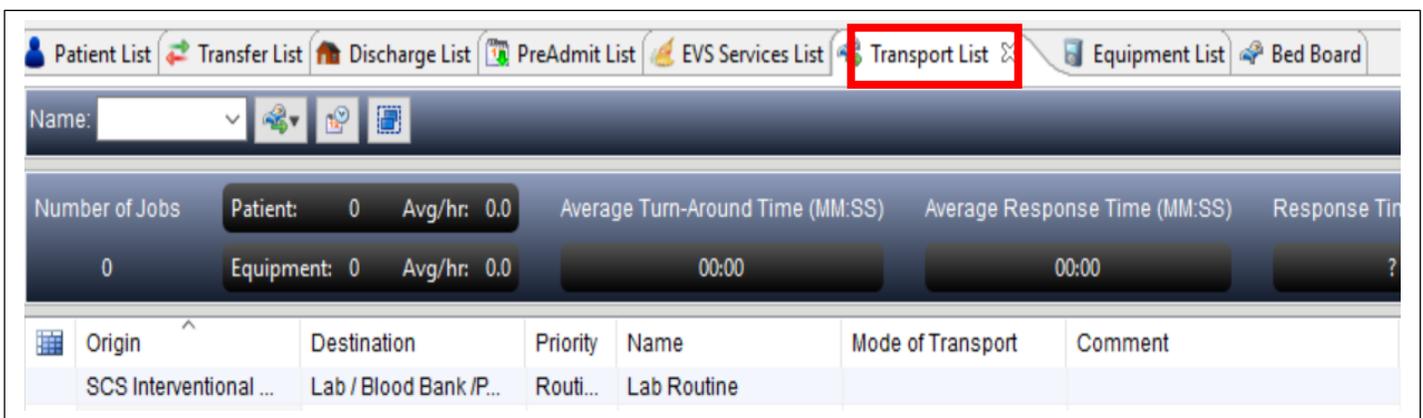
Behavioural Restraints Isolation IV Pole Monitor Oxygen RN Required
 RT Required See Charge Nurse

OK Cancel

Note – To choose your locations click on the ellipses beside the from and to and you can search your area or use the carrot icons until you get to your area and then hit ok.



8. Once this has been done this request will now be on the 'Transport List' tab and this request will be sent to the closest and available porter by using proximity.



Origin	Destination	Priority	Name	Mode of Transport	Comment
SCS Interventional ...	Lab / Blood Bank /P...	Routi...	Lab Routine		

The Porter will come and get the specimen and bring it to the lab.