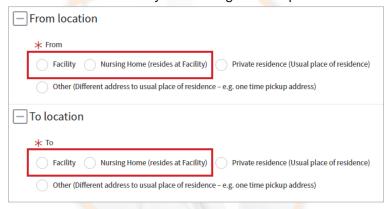
Quick Reference Guide

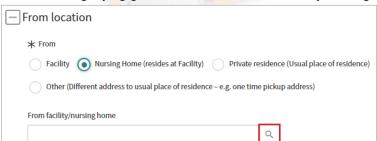
How to use the search function

The global search option within NEPT is available on all pages and windows. The below example will demonstrate how to use the search function for patients being transported to **or** from a 'Facility' or 'Nursing Home' making sure QAS arrives at the right location to collect or drop-off the patient.

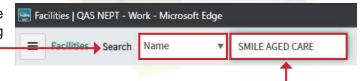
1. Select either the Facility or Nursing Home option.



Select the magnifying glass beside the 'To/From facility/nursing home' data field.



3. From within the opened facility search window, ensure the global search drop down is set to 'Name' allowing you search for a facility name.



- 4. Type the name of the facility required and hit the enter key to initiate the search.
- NEPT will display all facilities with the name you have searched. Click on the facility name required to populate your request.

Note: If your facility is not displayed try using one (1) unique word from the facility name i.e. SMILES.



6. Choose a ward/sub-area by clicking on the magnifying glass icon.

