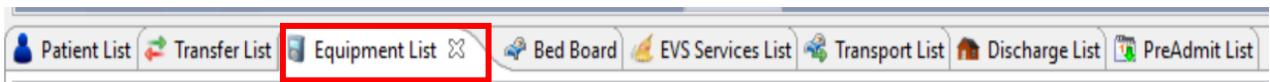## WARD CLERKS/NURSES

This tip sheet provides concise instructions on how to request MTP/Blood Product Request whether it is in general or for a Code Omega.

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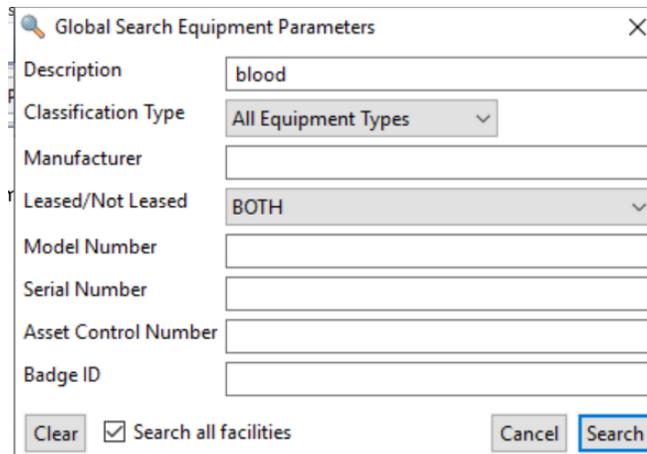   a. Login using your Active Directory (AD) credentials (mnemonic and password).

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

Fort Erie Site
Hotel Dieu Shaver
Niagara Falls Site
Port Colborne Site
St. Catharines Site
Welland Site

3. Go to your 'Equipment List' tab.

Patient List | Transfer List | Equipment List | Bed Board | EVS Services List | Transport List | Discharge List | PreAdmit List
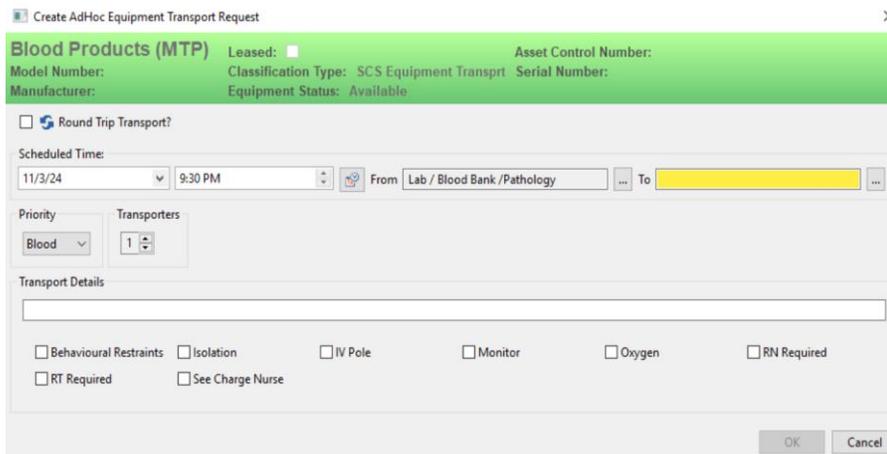
4. On the Equipment List tab, click on the 'Global Search' button, a 'Global Search Equipment Parameters' window will open, in the 'Description' field type in blood and hit 'Search'.
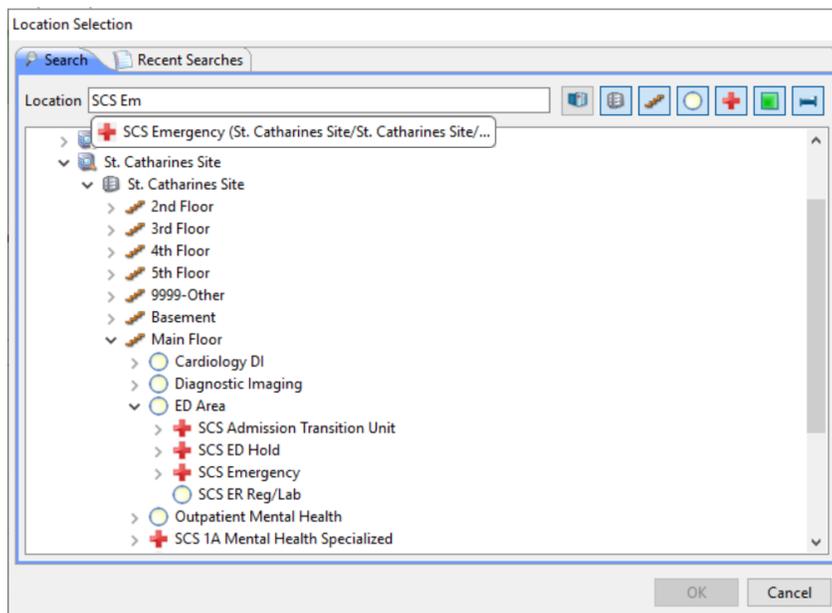
Global Search Equipment Parameters

Description	blood
Classification Type	All Equipment Types
Manufacturer	
Leased/Not Leased	BOTH
Model Number	
Serial Number	
Asset Control Number	
Badge ID	

Clear ☑ Search all facilities   Cancel   Search

5. Blood Products (MTP) will now show on the Equipment List, click the arrow to the right of Blood Products (MTP), scroll to Transport and click on 'Request Adhoc Transport'.

6. Create AdHoc Equipment Transport Request window opens and you will need to fill out any necessary information specifically where the Blood Product needs to go.

Click on the ellipses beside the yellow box and you can search your area or use the carrot icons until you get to your area and then hit ok.

7. 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.

The Porter will then bring the blood to the Destination that had been selected. If there is any unused products that need to be returned to the Blood Bank you will do the same steps above to send it back.