



# Hand Held Device Guide for Porters and Orderlies



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The hand held devices are key to our new Capacity Management system, designed to help us provide a smooth more efficient experience for our patients as they move from one area of the hospital to another.

## Getting started

If the device is not already switched on, hold the button at the top right hand corner.



**Enter the PIN number.** This will be provided by your Supervisor



**Enter your user name and password,** this is the same as what you would use to access a computer.

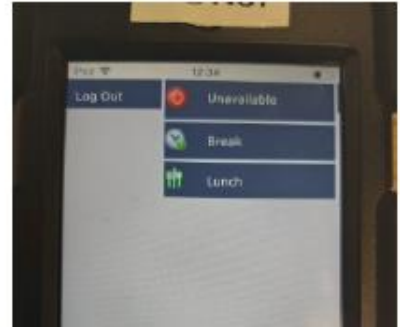


**HINT**—if you receive a message saying your username or password are incorrect, try logging into a computer as you may need to change your password. If you still can't login, notify your supervisor.

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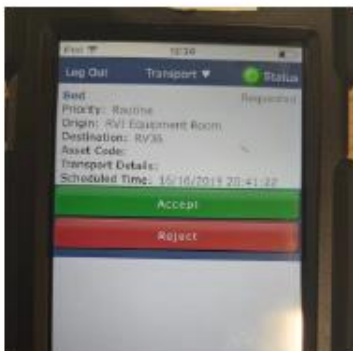
You will now see the CapMan job screen.

In the top right hand corner, **tap the red circle and select 'available'** when you are ready to start work.



Tap the same area when you are on a break.

**When you have finished your shift remember to select 'Unavailable'**

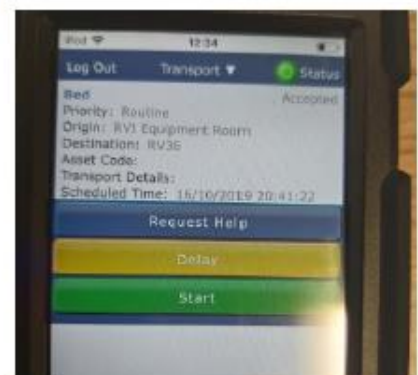


**'Accept'** a job when it arrives if you are ready to do it

**'Reject'** a job if you are not able to complete the task due to an emergency etc.

**'Start'** when you arrive at the location and start the job.

**'Delay'** a job if you or the requestor are not ready, if a patient is not ready to be moved for example, or an emergency job is phoned in.



**'Request Help'** - this is for two person jobs where assistance is required.



**'Complete'** the job once finished and are ready to receive a new job

At the end of your shift, ensure you have changed your status to **'Unavailable'** as shown on page 3.

Return the device to the charging dock and remove the clip if one is attached. Place the device on charge for the next shift.



If you have technical difficulties, notify your supervisor or a Floorwalker who will be wearing purple t-shirts.

