Complete Adhoc Requests

Common Buttons & Icons

[icon]	**Transport** icon
[...]	**Ellipses** icon
▷	**Expand** icon
[icon]	**Broom** icon
[≡▼]	**Job** drop-down arrow (**Menu** icon)

Complete Adhoc Requests

Request an Adhoc Transport

From the Bed Board gadget:

1. Click the bed cell for the patient you wish to transport.
2. Click the **Transport** icon.
3. Click **Request Adhoc Transport**. A Create Adhoc Patient Transport Request window displays.
4. Click the To **Ellipses** icon. A Location Selection window displays.
5. Use the **Expand** icons to drill-down and select the appropriate location.

   Note: You can also select a location from the Recent Searches tab or use the Location field to search for a location.

6. Click **OK**. You return to the Create Adhoc Patient Transport Request window.

   Note: Notify the bed manager or nursing manager to change the request priority, if the patient's transport request is urgent. Do not do so in this window.

7. Use the **Up** and **Down Arrows** to request additional transporters, if needed.
8. Click the **Mode of Transport** drop-down arrow; then select the appropriate option.
9. Select the appropriate **Patient Attribute** checkboxes, if needed.
10. Enter any pertinent details for transporters in the **Transport Details** field, if needed.
11. Select the appropriate **Transport Details** checkboxes, if needed.
12. Click **OK**.

    Note: You can view the transport request on the Transport List gadget.

Request an Adhoc Clean

From the Custodial Services List gadget:

1. Click the **Broom** icon.
2. Click **Request Adhoc Clean**. A Create Adhoc Custodial Services Request window displays.
3. Click the Location **Ellipses** icon. A Location Selection window displays.
4. Use the **Expand** icons to drill-down and select the appropriate location.

   Note: You can also select a location from the Recent Searches tab or use the Location field to search for a location.

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5. Click **OK**. You return to the Create Adhoc Custodial Services Request window.

   Note: Notify the bed manager or nursing manager to change the request priority, if the request is urgent. Do not do so in this window.

6. Use the **Up** and **Down Arrows** to request additional custodians, if warranted.
7. Enter the details for the job in the **Adhoc Job Details** field.
8. Click **OK**.

   Note: You can view the cleaning request on the Custodial Services List gadget.

Cancel an Adhoc Clean

From the Custodial Services List gadget:

1. Hover over the row for the job you wish to cancel.
2. Click the **Job** drop-down arrow (also known as the **Menu** icon); then click **Clean**.
3. Click **Cancel Clean**. A Cleaning Cancel Reason window displays.
4. Select a reason for cancellation.
5. Click **OK**.

   Note: The cleaning request falls off the Custodial Services List gadget.

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