



CAPSLink Training Record

Trainee: _____ Date: _____

Trainer: _____

User type (check one): Technician Pharmacist DOP (Super User) Clinician

Patient Profile

- Required fields (option for Patient ID, MRN, Birth Date)
- Check for duplicate Patient ID or MRN
- Allergy field
- Latex Sensitivity

Trainer (Initial): _____

Misc Functions

- Reports
- Physician/Area Maintenance
- Change Password
- Help/Training Link
- Feedback Link
- MFA
- Forgot Password

Trainer (Initial): _____

Order Maintenance

- List Patient Screen (Main Screen)
- Entering a New Order
- Rate and/or Volume Calculation
- Cyclic Rates
- Route of Admin
- Editing Ingredients
- Adding a New Ingredient
- Instruction fields
- Viewing/Printing Order Profile Report (Tech)
- Viewing/Printing a Sample Label (Rph)
- Saving/Validating/Sending to CAPS
- Sending to CAPS from Patient List Screen
- Updating Patient Profile (Patient weight)
- Modifying an existing order (Edit button)
- Refilling an order
- CaPO4 Curves
- Order Summary Report

Trainer (Initial): _____

Drug Delivery (If Applicable)

- Switch to Drug Delivery
- Drug Delivery Screen
- Product Detail
- Units/Case
- PO Number
- Placing/Confirming Order
- Order History
- CSOS Registration and Ordering (if applicable)

Trainer (Initial): _____ N/A

User Maintenance (Super User Only)

- Create User
- Modify User
- Privileges
- Reset Password
- Password Requirements

Trainer (Initial): _____ N/A

Trainee Signature: _____

Trainer Signature: _____