



# CAPSLink 2.0 Quick Start Guide – 503A

## Accessing CAPSLink 2.0

Visit <https://www.capsordersonline> or go to [capspharmacy.com](https://capspharmacy.com) and click on the “Order Online” link.

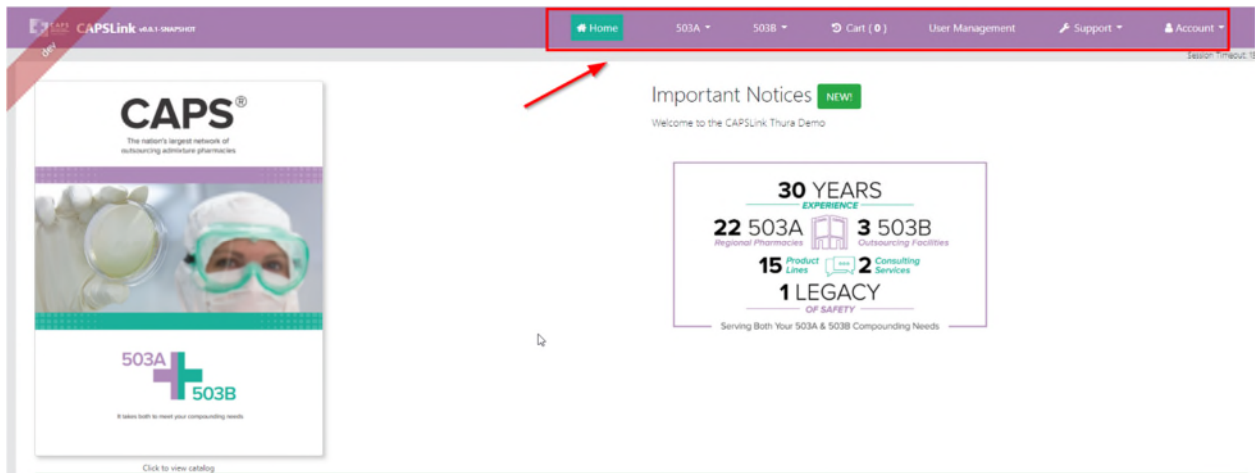
**Important Notice:** CAPSLink 2.0 is compatible with the Chrome, Edge, and Firefox browsers. If you are currently running Internet Explorer you will need to install one of these browsers to access the CAPSLink 2.0 website.

## Login

Log in with your current CAPSLink username and password. The “Forgot your password” feature will require you to respond to the security questions you already have set in the system. All existing templates will be carried over from the legacy CAPSLink system.

## Navigation

All areas of the application are available through the Navigation bar at the top of the application (for both 503A and 503B ordering). You will only see the items that you have access to based on your user profile permissions.



Order and Patient Navigation			
New Patient	503A > Patients > New Patient		
Edit Patient	503 A > Patients > Patient List	Double click patient	Click Patient View
	503 A > Prescriptions > Order List	Double click Order	Click Patient View

Order and Patient Navigation			
New Order	503A > Prescriptions > New Prescription		
	503A > Patients > Patient List	Double click Patient	Click Save + New Order
Edit Order	503A > Prescriptions > Order List	Double click Order	Click View Order > Click Edit
	503A > Patients > Patient List	Double click Patient	Click Patient View > Double click order at bottom of patient profile > Click Edit
Refill Order	503A > Prescriptions > Order List	Double click Order	Click View Order > Click Refill

## Creating and Accessing Patients

To create a new patient go to **503A > Patients > New Patient**

- Last name, first name, birthdate, and Age category are **system required**. Other fields may be set to a required status in Fields Maintenance
- Clicking anywhere in the Date of Birth field will open **the Calendar pop-up** for entering the date of birth. Click the left/right arrows to select the month, click a year from the dropdown, and select the day from the calendar.

The screenshot shows a form with two main fields: "Date of Birth" and "Age Category". The "Date of Birth" field contains the text "11/19/2020" and a calendar icon. The "Age Category" field is a dropdown menu showing "Neonate (0-11 months)". Below the "Date of Birth" field, a calendar pop-up is displayed. The calendar shows the month of "November" and the year "2020". The date "19" is highlighted, and a red arrow points to it. The calendar also shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the days of the month (1 through 21). To the right of the calendar, there are two input fields labeled "lbs" and "kgs".

- To add to the list of available Areas or Physicians click on the green "plus" buttons.

- To add allergies click on the green plus button and select the allergies from the list. Click OK at the bottom. To remove an allergy click on the allergy to select it, then click the red “minus” button.

### Allergies

- When patient profile is complete, click “Save” or click “Save and New Order” to save the profile and enter a new order for the patient.

To retrieve an existing patient go to **503A > Patients > Patient List**

- Filter the list by selecting the filters at the top of the screen or search the list by entering any portion of the name or MRN.
- Click the “Reset” button to clear the filters
- Double click on a patient record to **open the patient profile** or to **enter a new order** for the patient

<input type="checkbox"/>	Patient Name	Area	Room	Patient ID	MRN	Wt Kg
<input type="checkbox"/>	AASA, BOY NATASHA			300373015867	1002263579	1.44
<input type="checkbox"/>	ABRAHAMSEN, GIRL BROOKE			300372470232	1002257484	1.88
<input type="checkbox"/>	ADAMS, BOY PAMELA	NEWBORN		300372330066	1002256207	2
<input type="checkbox"/>	ADAMS, CHARLES C			300372168786	1002220865	0

## Creating and Retrieving Orders

To retrieve an existing order go to 503A > Prescriptions > Order List

- **Filter the list** by selecting an Order status or Patient age category
- **Search List** by entering any part of the patient name or MRN
- Click “Reset” button to **clear the filters**
- To send selected orders to CAPS click the “**Send to CAPS**” button (orders must be in Ready to Send status).

The screenshot shows the 'Order List' window with a red box highlighting the filter and search section. The section is divided into five tabs: GENERAL, TIME, STATUS, PATIENTS, and AGE CATEGORY. The GENERAL tab is selected, showing options for 'All Orders', 'With Clinician', and 'Need Validation'. The TIME tab has options for 'Yesterday's Orders' and 'Today's Orders'. The STATUS tab has options for 'Ready to Send', 'Released To Caps', and 'Received By Caps'. The PATIENTS tab has search fields for 'Search Name' and 'Search MRN'. The AGE CATEGORY tab has checkboxes for 'Adults', 'Neonates', and 'Pediatrics'. Below the tabs are buttons for 'Orders Completed', 'Reset', 'Reset Filters', and 'Send To Caps'. A table below shows a list of orders with columns for Patient Name, Area, Room, Patient ID, MRN, Wt KG, Cust Rx #, Bag #, Product Grp, Prescribed By, Order Status, and Comments.

	Patient Name	Area	Room	Patient ID	MRN	Wt KG	Cust Rx #	Bag #	Product Grp	Prescribed By	Order Status	Comments
<input type="checkbox"/>	ALVORD, KATHRYN			300373374055	01132773	0	14890 00000 48202	1489- 48202	T	CHO,E UGEN E	Ready to Send	
<input type="checkbox"/>	Adult, SJHT 1 A	A1	20	123456	243524	67.3	14890 00000 48187	1489- 48187	T	Smith, Mike	Yesterdays Order	
<input type="checkbox"/>	Adult, SJHT 1 A	A1	20	123456	243524	67.3	14890 00000 48182	1489- 48182	T	Smith, Mike	Yesterdays Order	

- Double click on an order to **open the order or patient profile.**
- When orders are completed for the day click the “**Orders Completed**” button to send confirmation to CAPS.

To Create a New Order go to 503A > Prescriptions > New Prescription

- In the Template Selection screen **select a patient and a template. Click New Order.**

The screenshot shows the 'Template Selection' window. It has a 'Patient Info' section with fields for Name, Age, Sex, Pat. ID, MRN, DOB, Category, Height, Weight, Area, Room, and Bed. The Name field is highlighted with a red arrow. Below the Patient Info section is a 'Template Name:' dropdown menu, also highlighted with a red arrow. At the bottom are 'Cancel' and 'New Order' buttons.

The screenshot shows the 'Order' interface with the following sections:

- Patient Info:** Name: ADAMS, CHARLES C; DOB: 3/3/1959; Age: 61; Category: Adult (15-65); Sex: M; Pat. ID: 300372168786; MRN: 1002220865; Height: 0cm; Weight: 0kg; Template: ADULT TPN - ION 1; Order 1489-48203 Status.
- Base Elements:** Acetate: 0; Chloride: 100; Sodium: 0; Potassium: 0; Calcium: 0; Magnesium: 0; Phosphate: 0.
- Order Info:** Volume: 0 mL; Overfill: 50 mL; Duration: 24 Hours; Flow Rate: 0 mL/hr; Rx Number: 14890000048203. Includes 'Route of Administration' (Central, Peripheral, Not Specified) and 'Attending Physician' fields.
- Ingredients:** A table with columns for Item, Quantity, UOM, and Per. Items include AMINO ACID 10%, AMINO ACID 15%, DEXTROSE 10%, DEXTROSE 30%, DEXTROSE 50%, DEXTROSE 70%, and STERILE WATER. Red arrows indicate 'Calculators' (pointing to calculator icons), 'Cyclic' (pointing to a refresh icon), 'Drag and Drop' (pointing to a triple bar icon), and 'Remove' (pointing to a minus icon).
- Right Panel:** Buttons for Validate, Send to CAPS, Save, Edit, Discontinue, Refill, Export, Close, Admin Instructions, Handling Instructions, and Comments.


- **Order volume, Duration, and rate** will be calculated based on the entry of 2 of these parameters. If any of these are changed, you will be prompted to select which other parameter you want re-calculated.
- Order volumes can also be calculated using either the

“Order Volume/kg” calculator



“Advanced 24 hr Order volume/kg calculator



- **Cyclic rates schedule** can be entered by clicking the cyclic icon 
- **Ingredients can be managed as follows:**

**Edit ingredient** – double click ingredient

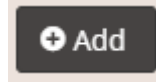
**Reposition ingredient** – right click and hold the triple bar icon to drag and drop ingredients



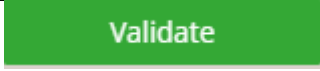

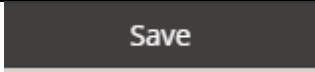


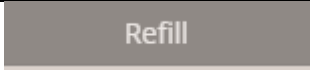

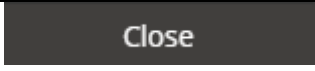
**Delete an ingredient** – click on the red minus button next to the ingredient



**Add an ingredient** – click the Add button



To manage a completed order – use the following buttons/Links for managing orders

	After order entry is complete – click to validate the order – review errors and override as appropriate (requires override permission)
	After order is validated – click to make order available to CAPS for download
	After order is entered – click to save order. Order can be retrieved from order list for further processing.
	Open existing validated order – click Edit to create new order from existing order.
	Click to discontinue an order. Order can no longer be processed.
	Open order with “Yesterday’s Order” status. Click to Refill.
	Click to export order information to text. Text can be copied and pasted into a document or other application.
	Click to Close order