

Operative IQ – Demand Truck

Start of Shift

- Login/Click Narcotics
- Click My Control Numbers
- Click Pick Up from Safe
- Click Select Safe
- Select Demand Unit Name
- Click **NO** CHP/DMO
- Click Select
- Select all narcotics in safe
- Confirm narcotic control number match
- Click Save
- Click Submit tab
- Enter password/pin and witness password/pin
- Click OK

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End of Shift

- Login/Click Narcotics
- Click My Control Numbers
- Select all Individual Control Numbers
- Click Return tab
- Click Select Safe
- Click **NO** Community Health
- Click Submit tab
- Enter password/pin and witness password/pin
- Click OK
- Confirm no remaining narcotics on My Control Numbers screen
- Logout