AUTOCRIB

- Upon arrival at University or Victoria Hospital punch in code 8888* to enter the building.

- Go to the paramedic office and log in to the auto crib with your fob and follow prompts
    - Choose stock
    - Choose manual or auto

Manual Fill
- PO
- Punch in the P.O number from the top right hand corner of the paperwork with the letter
- Hit restock
- Stock machine with product on the screen
- Hit restock
- enter quantity amount
    - repeat process until stock list is complete

Auto Fill
- Tag
- Enter P.O number from the top right hand corner of the paperwork without the letter
- Tag complete? Yes/No (if order is all there select yes, if order is missing items select no
- Fill items and hit restock

Ensure that all product is placed completely inside containers and containers are placed inside the machine properly to stop the machine from jamming.

If a paramedic asks for an item while you are filling the auto crib you can correct the order through the physical demand.
- Choose item
- Select the name of the product from the list or type it
- Enter new stock level and press OK

If auto crib jams;
- After unjamming the machine
- log into the front side of operative IQ
- choose logistics unit
- inspections tab
- "items that jam in the auto crib" tab
- follow the prompts in this tab from there