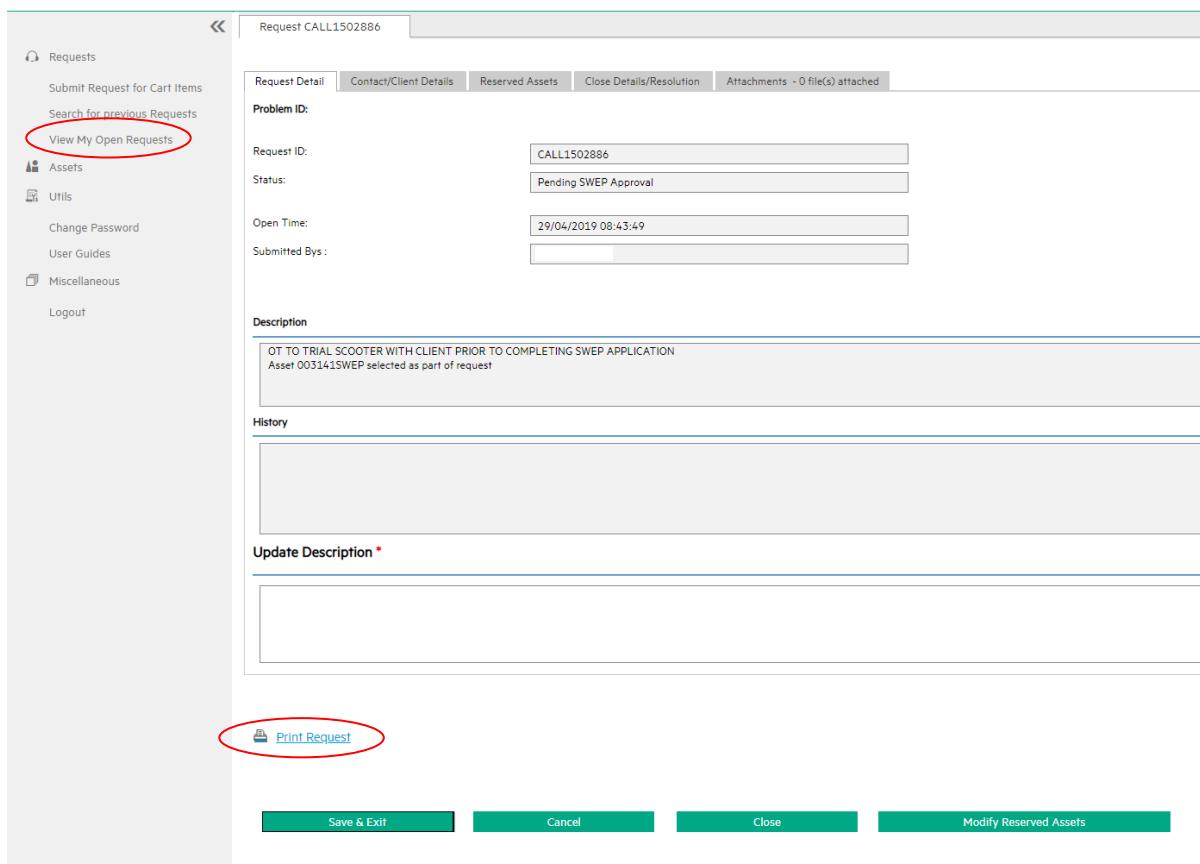


Print Reservation Document

On the reservation site, see the menu at the left of the page and click on “Requests” then “View My Open Requests”. Open the request you want printed. Click on “UPDATE” at the base of the page. Page will then displayed as below. Near the base of the page above the green buttons is the [“Print Request”](#) link. Clicking on this will open a new browser page with the reservation document in PDF format. You can save this document to your computer.

Usually practitioners don’t receive this document because their email address is either incorrect or out of date on the reservation site. This can be updated any time a reservation is being completed. Just overwrite what is in place. This also applies for phone details. Note there is no connection between the SWEP system and the reservation site.

CTG Service Manager



The screenshot displays the CTG Service Manager interface for a specific request. The left sidebar contains a menu with the following items: Requests, Submit Request for Cart Items, Search for previous Requests, **View My Open Requests** (circled in red), Assets, Utils, Change Password, User Guides, Miscellaneous, and Logout. The main content area shows the details for Request CALL1502886. The 'Request Detail' tab is active, showing the following information:

Problem ID:	
Request ID:	CALL1502886
Status:	Pending SWEP Approval
Open Time:	29/04/2019 08:43:49
Submitted By:	

The 'Description' section contains the text: "OT TO TRIAL SCOOTER WITH CLIENT PRIOR TO COMPLETING SWEP APPLICATION Asset 003141SWEP selected as part of request". Below this is a 'History' section which is currently empty. At the bottom of the main content area, there is an 'Update Description' field. At the very bottom of the interface, there are four green buttons: 'Save & Exit', 'Cancel', 'Close', and 'Modify Reserved Assets'. A [Print Request](#) link (circled in red) is located just above these buttons.