

## Micro Learning Video: NAPS Manual TRF Specimen Entry Process

In this video, you will learn how to submit a manual TRF.

1. Click Enter a Paper Screening Order.  
A new, blank TRF form will open in Draft status.
2. Enter information in all the required fields as marked by an asterisk.
3. Review and confirm that patient consent and insurance information was received.
4. The status will be Draft until the form is saved after entering all the required information.
5. Once everything is verified and the accession is complete, you can save the TRF to update the changes and to change the TRF status to Specimen Received.  
Click Save.