

# Adding Products to Order Templates

BloodNet allows facilities to have ordering templates which provide product limits and guides based on the facility preferences. These templates can be edited to reflect changes to the products that need to be ordered at a particular facility.

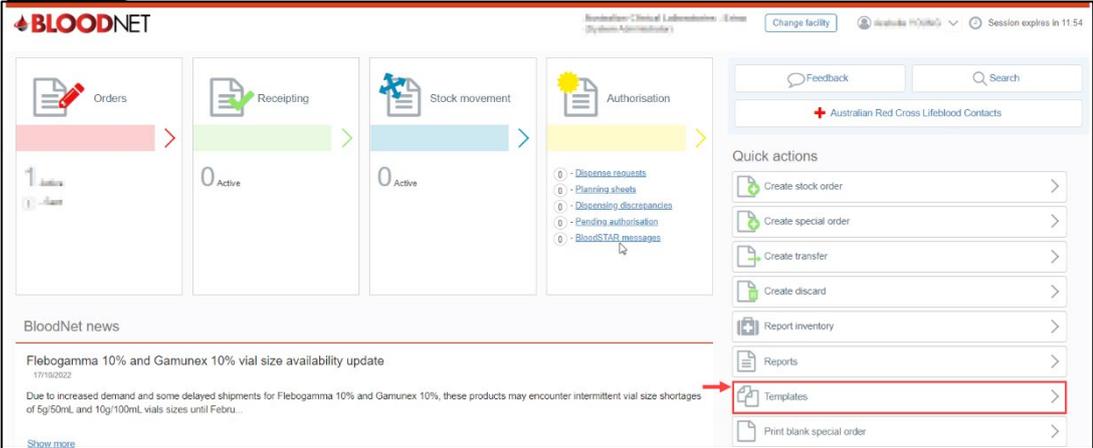
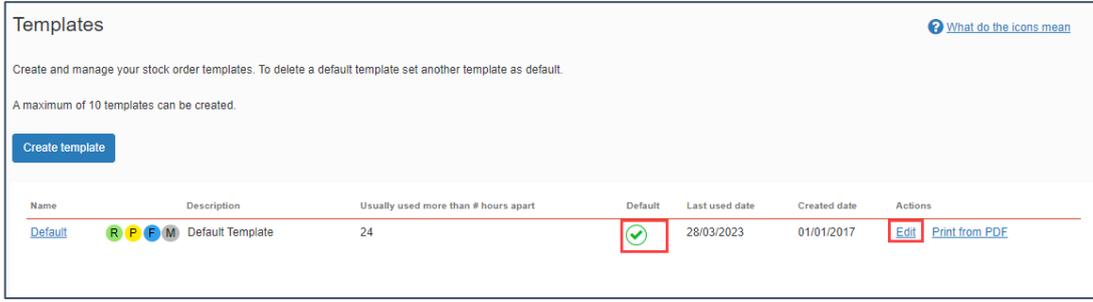


Users must have Facility Administrator access to edit facility templates.

Examples include:

- You have a patient requiring a new product that you will be ordering regularly
- There is a new product available, and you would like to order this regularly.

Perform the following procedure to edit an existing order template in BloodNet:

Step	Action
1.	Navigate to <a href="http://www.blood.gov.au/bloodportal">www.blood.gov.au/bloodportal</a> if not already there and access your facility in BloodNet.
2.	<p>On the BloodNet home screen, <b>click on Templates.</b></p>  <p>You will navigate to the 'Templates' screen.</p>
3.	 <p>You will navigate to the 'Edit template' screen.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">  <p>To select the Default template, select the template with a tick in the 'Default'</p> </div>

**Step Action**

4. Select the relevant Category of the product which you wish to add e.g. Immunoglobulins.

**Edit template**

Complete the template details and add all required components and products.

**Template details** \*Required field

Name \*

Description \*

Distribution site \* Lifeblood - Melbourne

Warn if template was used in an active order in the last how many hours? \*  6  12  24

- █ Red Cells
- █ Platelets
- █ Frozen
- █ Immunoglobulins
- █ Factor Concentrates
- █ Albumin

**Red Cells**

[Add component](#)

Component	Blood group	Item price	Max stock	Min order qty	Actions
Red Cells	O Positive	\$357.14	30	0	<a href="#">Edit</a> <a href="#">Delete</a> <span style="font-size: 0.8em;">↓</span>
Red Cells	O Negative	\$357.14	12	0	<a href="#">Edit</a> <a href="#">Delete</a> <span style="font-size: 0.8em;">↑ ↓</span>

5. To add a component or product click **Add component** or **Add product**.

- █ Red Cells
- █ Platelets
- █ Frozen
- █ Immunoglobulins
- █ Factor Concentrates
- █ Albumin

**Immunoglobulins**

[Add products](#)

[Edit multiple products](#)

Product (vial size)	Item price	Max stock	Min order qty	Actions
Flebogamma 10% DIF (5 g/50 mL)	\$382.45	2	0	<a href="#">Edit</a> <a href="#">Delete</a> <span style="font-size: 0.8em;">↓</span>
Flebogamma 10% DIF (10 g/100 mL)	\$764.80	2	0	<a href="#">Edit</a> <a href="#">Delete</a> <span style="font-size: 0.8em;">↑ ↓</span>
Flebogamma 10% DIF (20 g/200 mL)	\$1,529.80	2	0	<a href="#">Edit</a> <a href="#">Delete</a> <span style="font-size: 0.8em;">↑ ↓</span>
Intragam 10 (2.5 g/25 mL)	\$121.02	10	0	<a href="#">Edit</a> <a href="#">Delete</a> <span style="font-size: 0.8em;">↑ ↓</span>
Intragam 10 (10 g/100 mL)	\$484.07	6	0	<a href="#">Edit</a> <a href="#">Delete</a> <span style="font-size: 0.8em;">↑ ↓</span>
Intragam 10 (20 g/200 mL)	\$968.13	6	0	<a href="#">Edit</a> <a href="#">Delete</a> <span style="font-size: 0.8em;">↑ ↓</span>

Make sure you click **Save products** and then **Save template** after you have changed this.

6. Select the relevant product or component from the drop-down menu. Click **Show products**.

**Add products**

Select products and enter stock requirements to appear in your template.

Product  Show products

Enter stock requirements.

<input type="checkbox"/> Select all	Product (vial size)	Price	Max stock	Min order qty
<input type="checkbox"/>	Hizentra (1 g/5 mL)	\$76.49	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Hizentra (2 g/10 mL)	\$152.98	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Hizentra (4 g/20 mL)	\$305.96	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Hizentra (10 g/50 mL)	\$764.90	<input type="text"/>	<input type="text"/>

[< Cancel and return to edit template](#)
[Save products](#)

Step	Action
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7. Enter your stock requirements by selecting the tickbox of the desired product and enter your maximum stock. Click **Save products**.

Enter stock requirements.

<input type="checkbox"/> Select all	Product (vial size)	Price	Max stock	Min order qty
<input type="checkbox"/>	Hizentra (1 g/5 mL)	\$76.49	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Hizentra (2 g/10 mL)	\$152.98	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Hizentra (4 g/20 mL)	\$305.96	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Hizentra (10 g/50 mL)	\$764.90	<input type="text"/>	<input type="text"/>

[Cancel and return to edit template](#) **Save products**

8. Once all of the desired products or components have been added to the Template using the above steps, click **Save template**.

Edit template

Complete the template details and add all required components and products.

Template details \*Required field

Name \*

Description \*

Distribution site \* Lifeblood - Melbourne

Warn if template was used in an active order in the last how many hours? \*  6  12  24

- Red Cells
- Platelets
- Frozen
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- Factor Concentrates
- Albumin

**Red Cells**

[Add component](#)

Component	Blood group	Item price	Max stock	Min order qty	Actions
Red Cells	O Positive	\$357.14	30	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">↓</a>
Red Cells	O Negative	\$357.14	12	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">↑</a> <a href="#">↓</a>
Red Cells	A Positive	\$357.14	23	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">↑</a> <a href="#">↓</a>
Red Cells	A Negative	\$357.14	8	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">↑</a> <a href="#">↓</a>
Red Cells	B Positive	\$357.14	4	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">↑</a> <a href="#">↓</a>
Red Cells	B Negative	\$357.14	4	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">↑</a> <a href="#">↓</a>
Red Cells	AB Positive	\$357.14	2	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">↑</a>

[Cancel and return to templates](#) **Save template**

Your template has now been updated.