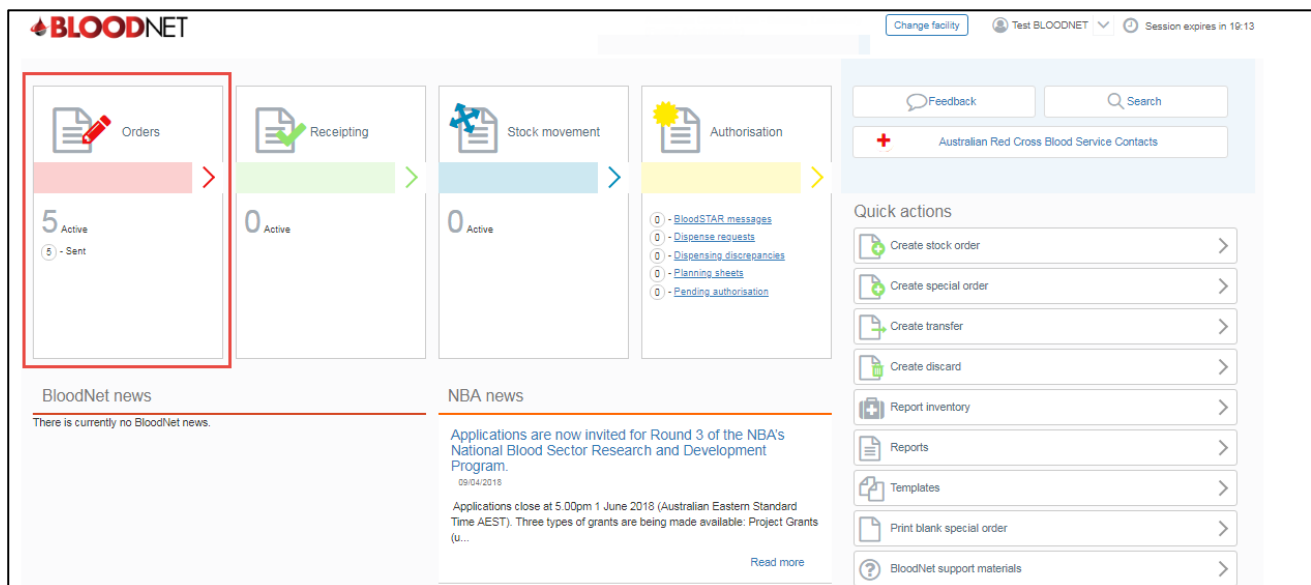


The Orders Dashboard

The Orders Dashboard provides BloodNet users with an overview of their most recent active, finalised and cancelled orders as well as access to various order related functions including the **Create stock order** and **Create Special order** functions.

The Orders Dashboard can be located by clicking the **Orders** tile located towards the top left of the homepage. You will notice that the Orders tile lists the number of active orders at your facility. Active orders are orders that have been sent and/or dispatched but not yet received and finalised.



The screenshot shows the BloodNet interface. At the top left is the BLOODNET logo. The main navigation area contains five tiles: 'Orders' (highlighted with a red box), 'Receiving', 'Stock movement', and 'Authorisation'. The 'Orders' tile shows '5 Active' and '0 Sent'. Below the navigation are news sections for 'BloodNet news' and 'NBA news'. On the right side, there is a 'Quick actions' panel with buttons for 'Create stock order', 'Create special order', 'Create transfer', 'Create discard', 'Report inventory', 'Reports', 'Templates', 'Print blank special order', and 'BloodNet support materials'. At the top right, there are links for 'Change facility', 'Test BLOODNET', and 'Session expires in 19:13'.

The Orders Dashboard has 5 main headings; **Orders**, **Active orders**, **Recent finalised orders**, **Recent cancelled orders** and **Quick search**.

Orders 1

Create stock order Draft orders 0

Create special order ★ Facility favourites

Active orders 2 [All active orders >](#)

Stock order: 1336427 Sent

Sent: 15/06/2018 12:49 (AEST)
 Required: 15/06/2018 17:00 (AEST)
 Distribution site: Blood Service - ACT
 Quantity: 0
 Total price: \$0.00

Cancel order Print from PDF View details

Stock order: 1335226 Sent R

Stock order: 1334309 Sent

Stock order: 1332610 Sent

Recent finalised orders 3 [All finalised orders >](#)

Order number	Order type	Priority	Finalised	Issue note number
1339475	Stock		21/06/2018 11:17 (AEST)	0000014687846
1339479	Stock		21/06/2018 11:03 (AEST)	0000014688024
1338684	Stock		20/06/2018 09:53 (AEST)	0000014686788
1337968	Special		19/06/2018 12:18 (AEST)	0000014685543
1337401	Stock		18/06/2018 09:13 (AEST)	0000014684656

Recent cancelled orders 4 [All cancelled orders >](#)

Order number	Order type	Cancelled	Status
1323911	Stock	08/06/2018 05:53 (AEST)	Cancelled
1324352	Stock	08/06/2018 05:53 (AEST)	Cancelled
1330425	Stock	08/06/2018 05:53 (AEST)	Cancelled
1331170	Stock	08/06/2018 05:53 (AEST)	Cancelled
1322293	Stock	25/05/2018 05:55 (AEST)	Cancelled

Quick search 5

Scan or enter Donation/Lot number Order number

[What do the icons mean](#) Page refresh in 02:25

1. Orders

This section provides links to create stock or special orders, locate Draft Orders and orders that have been saved as Facility favourites (if any).

BLOODNET

Search

Home

Orders → Create stock order Draft orders 0

Receiving

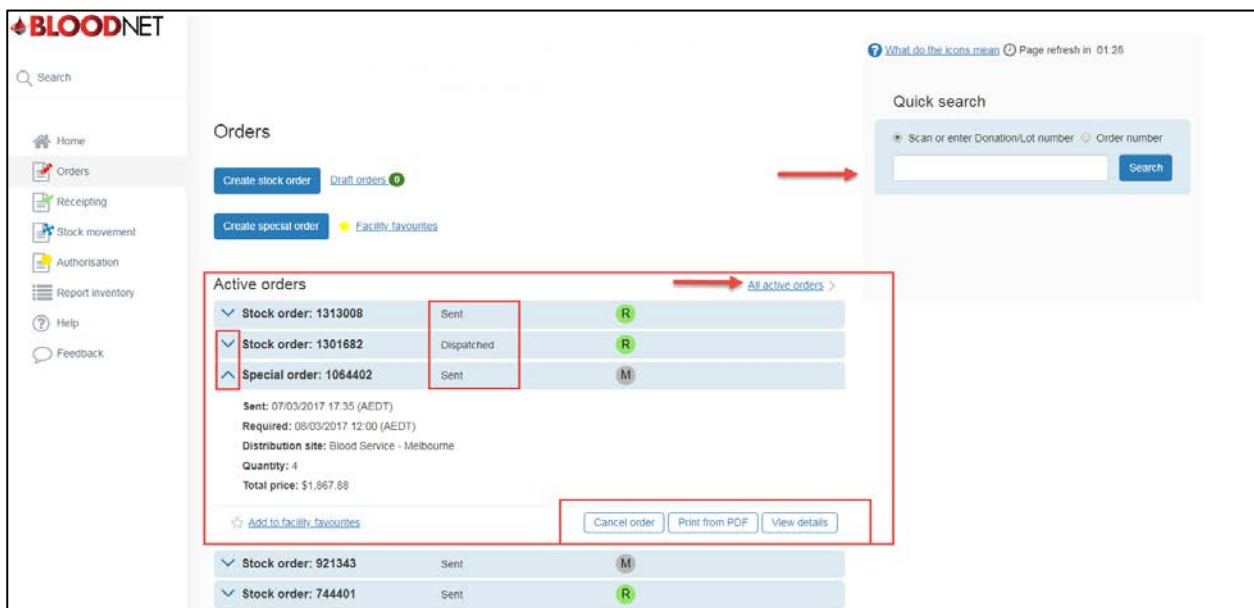
Stock movement → Create special order ★ Facility favourites

Authorisation

2. Active Orders

This section displays up to 20 orders that have been sent but not finalised / receipted in BloodNet.

- Active orders have the status of Sent, Sent (Awaiting confirmation), Sent (Failed) and Dispatched.
- The latest order is displayed by default in an expanded view.
- Each of the orders can be expanded by clicking the drop down arrow or the order number.
- The expanded view shows options to Cancel, Print or View additional details of the order.
- The **Add to facility favourites** option is available for special orders and only if the special order has not been previously added to facility favourites.



BLOODNET

Search

Home

Orders

Receiving

Stock movement

Authorisation

Report inventory

Help

Feedback

Orders

Create stock order

Create special order

Facility favourites

Quick search

Scan or enter Donation/Lot number

Order number

Search

Active orders

Stock order: 1313008 Sent R

Stock order: 1301682 Dispatched R

Special order: 1064402 Sent M

Sent: 07/03/2017 17:35 (AEDT)

Required: 08/03/2017 12:00 (AEDT)

Distribution site: Blood Service - Melbourne

Quantity: 4

Total price: \$1,867.88

Add to facility favourites

Cancel order

Print from PDF

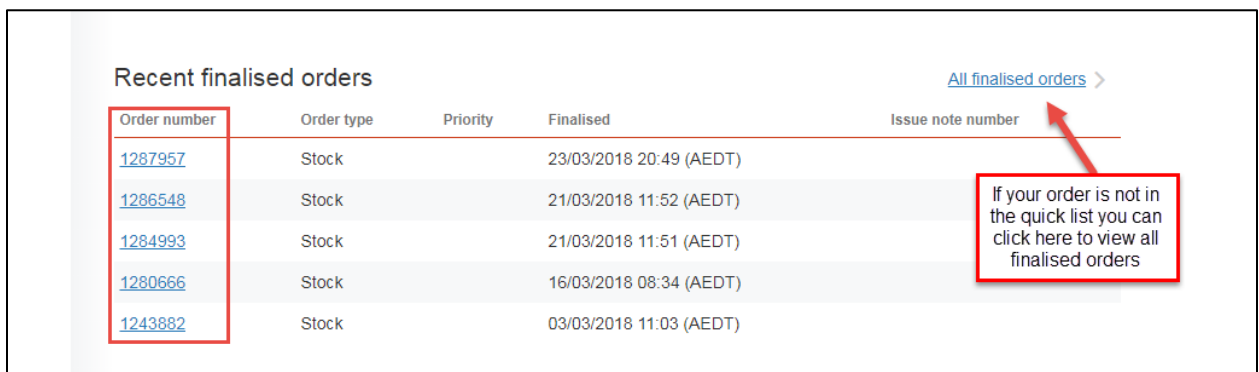
View details

Stock order: 921343 Sent M

Stock order: 744401 Sent R

3. Recent finalised orders

This section displays up to five of the most recent finalised orders. More information for a particular order can be viewed by clicking on the Order Number link.



Recent finalised orders

All finalised orders >

Order number	Order type	Priority	Finalised	Issue note number
1287957	Stock		23/03/2018 20:49 (AEDT)	
1286548	Stock		21/03/2018 11:52 (AEDT)	
1284993	Stock		21/03/2018 11:51 (AEDT)	
1280666	Stock		16/03/2018 08:34 (AEDT)	
1243882	Stock		03/03/2018 11:03 (AEDT)	

If your order is not in the quick list you can click here to view all finalised orders

4. Recent Cancelled Orders

This section displays up to five of the most recent Cancelled Orders. More information for a particular order can be viewed by clicking on the Order Number link.

Recent cancelled orders			All cancelled orders >
Order number	Order type	Cancelled	Status
1313005	Special	10/05/2018 09:46 (AEST)	Cancelled
1089259	Stock	18/04/2017 21:24 (AEST)	Cancelled
708441	Stock	03/03/2017 11:25 (AEDT)	Cancelled

If your canceled order is not in the quick list you can click here to view all finalised orders

5. Quick search

The quick search box allows users to search for a donation/lot number or order number and perform various functions such as viewing an order or receipting a product directly from the dashboard. The search options are displayed as radio button options, where donation/lot number is the defaulted selection.

[? What do the icons mean](#) Page refresh in 01:52

Quick search

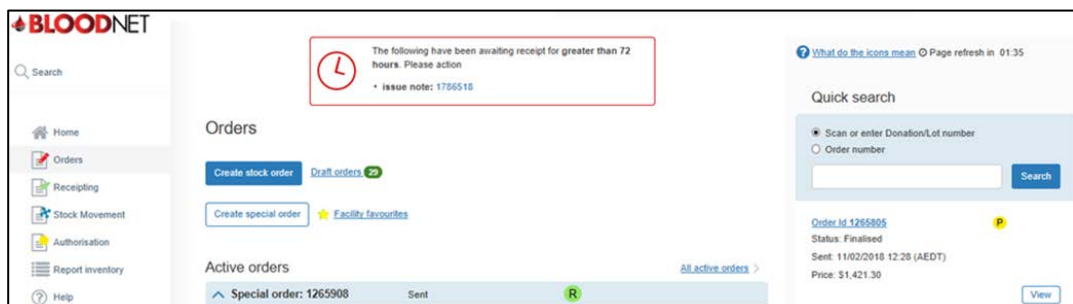
Scan or enter Donation/Lot number
 Order number

Search

You can hover over 'what do the icons mean' for a breakdown of the product/components icons.

Overdue receipting notification

Finally, if your facility has issue notes that have not been receipted within 72 hours the system will display a notification of the outstanding issue notes at the top of the dashboard. Users can click on the issue note link to go to the **Receipt issue note** page and receipt the issue note which will remove the issue note from the notification.



The screenshot shows the BLOODNET dashboard. At the top, there is a notification: "The following have been awaiting receipt for greater than 72 hours. Please action" with a link to "Issue note: 1786518". Below this, the "Orders" section has buttons for "Create stock order", "Draft orders", "Create special order", and "Facility favourites". The "Active orders" section shows a "Special order: 1265908" with a "Sent" status and a "View" button. On the right, the "Quick search" section is visible, with radio buttons for "Scan or enter Donation/Lot number" (selected) and "Order number", a search input field, and a "Search" button. Below the search box, it shows "Order id 1265805", "Status: Finalised", "Sent: 11/02/2018 12:28 (AEDT)", and "Price: \$1,421.30".