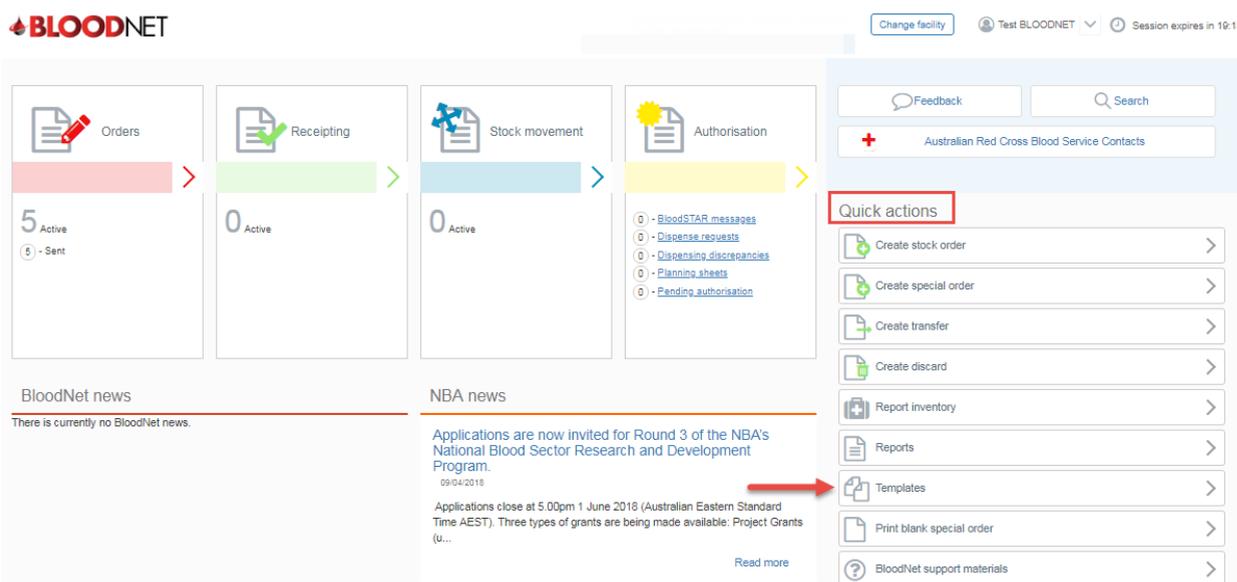


Creating a Stock Order Template - Tip sheet

Stock order templates provide a predefined list of components and manufactured products that can be ordered by a facility. A facility may have more than one template and they are used to facilitate creation of stock orders.

Please note: Only Facility Administrators have the ability to create templates.

1. From the home page select 'Templates' located in the 'Quick actions' bar on the right side of the screen.



The screenshot shows the BLOODNET home page. At the top right, there are links for 'Change facility', 'Test BLOODNET', and 'Session expires in 19:13'. Below these are 'Feedback' and 'Search' buttons, and a list of 'Australian Red Cross Blood Service Contacts'. The 'Quick actions' bar on the right contains several options: 'Create stock order', 'Create special order', 'Create transfer', 'Create discard', 'Report inventory', 'Reports', 'Templates', 'Print blank special order', and 'BloodNet support materials'. A red box highlights the 'Quick actions' bar, and a red arrow points to the 'Templates' option.

2. You will find a list of your current templates which you can edit, print or delete by clicking on the links in the 'Actions' column.

Please note: You cannot delete your default template.

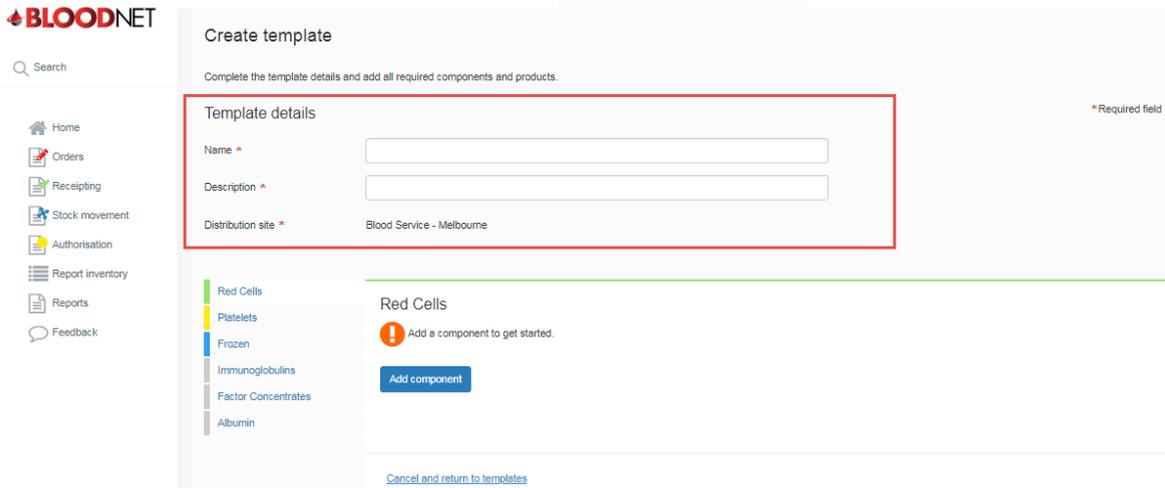
3. Click 'Create Template' to proceed with your new template.



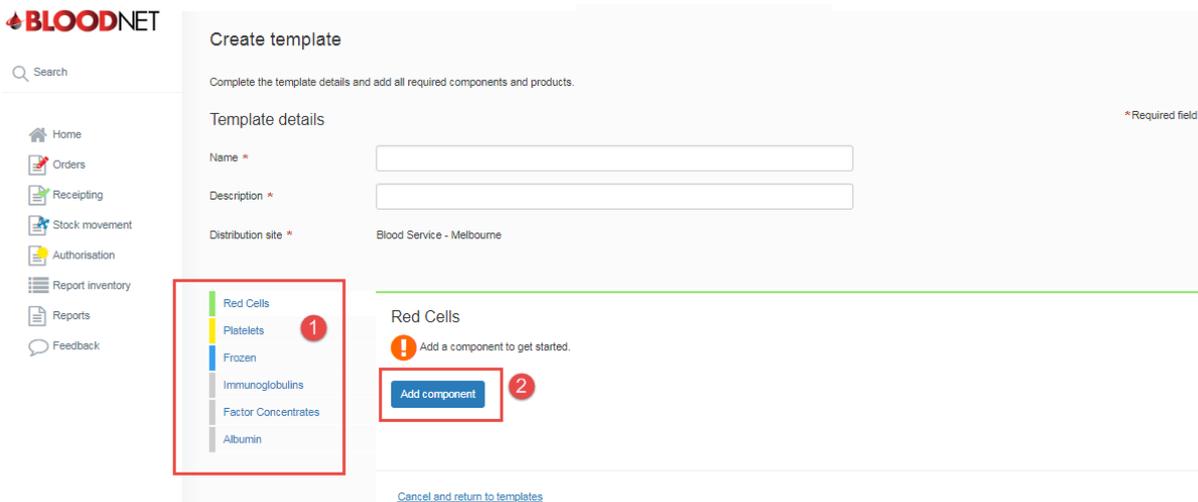
The screenshot shows the 'Templates' page in BLOODNET. At the top, there is a search bar and a 'What do the icons mean' link. Below the search bar, there is a 'Create template' button highlighted with a red arrow. The main content area contains instructions: 'Create and manage your stock order templates. To delete a default template set another template as default. A maximum of 10 templates can be created.' Below this is a table with columns: Name, Description, Default, Last used date, Created date, and Actions. The table contains one row for the 'Default' template.

Name	Description	Default	Last used date	Created date	Actions
Default	R P F M Default Template	Yes		01/01/2017	Edit Print from PDF

- Enter the 'Name' and 'Description' of your template in the template details section and select a 'Distribution site' if applicable.



- Click on the type of product/component you would like to add to your template from the menu on the left of the screen. Once you have selected the product type click on the 'Add component/add product' button.



- Select the specific product/component you require from the available options fill in all mandatory fields.
- You can now set your Max stock level, Minimum order quantity and Stock level alert (LIS facilities ONLY), however these fields are not mandatory.
- Click the 'Save and add another component' button to add more of the same product type to your template. Once you have added all the details of the product you want you can either click the 'Save Component' button to return to the create template page and finalise, or add other product types to your template.

Add Component: Red Cells

Enter component details and stock requirements to appear in your template.

Component details 1

Component * * Required field

Blood group *

Modifiers CMV negative Irradiated

Negative for antigens K

Stock requirements

Max stock ?

Min order quantity ?

[Cancel and return to create template](#)

[Save component](#)

[Save and add another component to Red Cells](#) 2

9. Review your required product/components by clicking on the product/component type.
10. You can change the order in which the items appear on the template by clicking on the up or down arrows.
11. Click 'Save template' to finalise your template.

Create template

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

Template details * Required field

Name *

Description *

Distribution site *

Component	Blood group	Item price	Max stock	Min order qty	Actions
Red Cells					
Red Cells CMV negative	O Positive	\$412.66	3	2	Edit Delete

[Cancel and return to templates](#)

[Save template](#) →