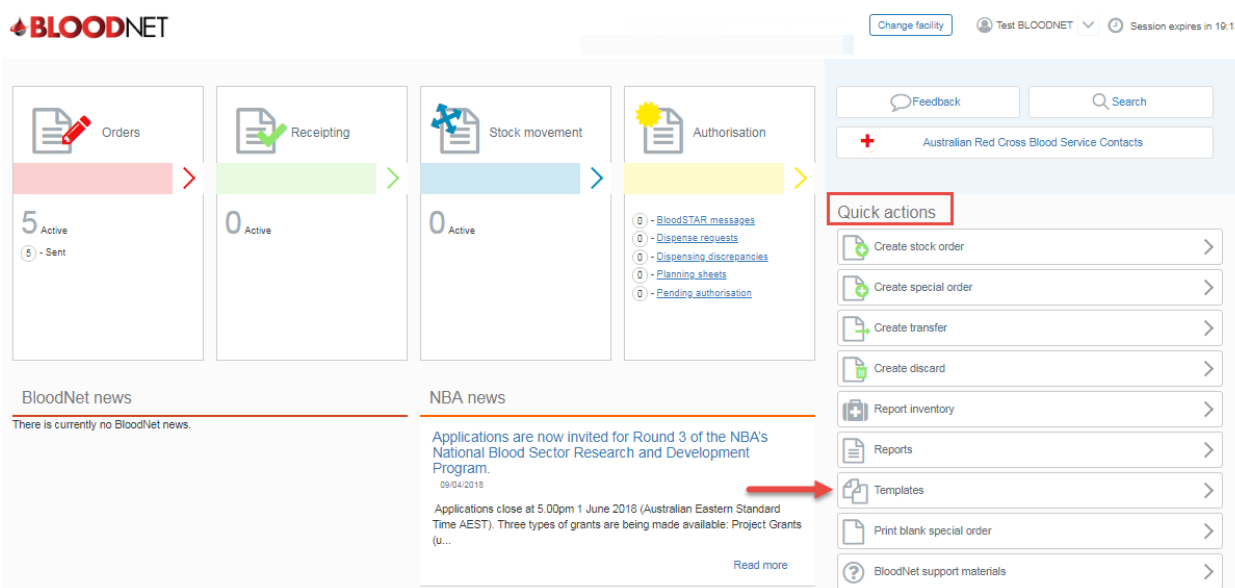


Creating a Stock Order Template - Tip sheet

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 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.

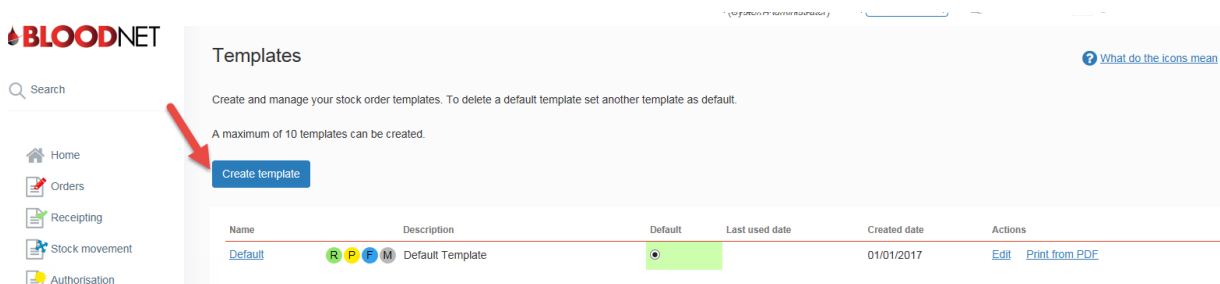


The screenshot shows the BLOODNET home page. At the top right, there are links for 'Change facility', 'Test BLOODNET', and 'Session expires in 19:13'. Below these are 'Feedback' and 'Search' buttons, and a list of 'Australian Red Cross Blood Service Contacts'. The main content area is divided into four columns: 'Orders' (5 Active, 5 Sent), 'Receipting' (0 Active), 'Stock movement' (0 Active), and 'Authorisation' (0 Active). Below these are 'BloodNet news' and 'NBA news' sections. On the right, the 'Quick actions' bar is highlighted with a red box, and the 'Templates' option is pointed to by a red arrow.

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.

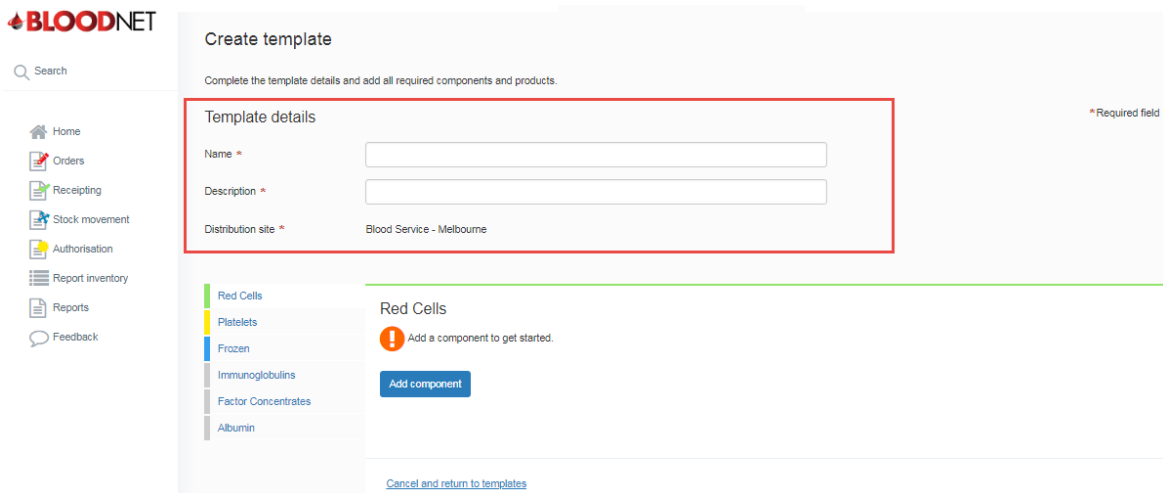
3. Click 'Create Template' to proceed with your new template.



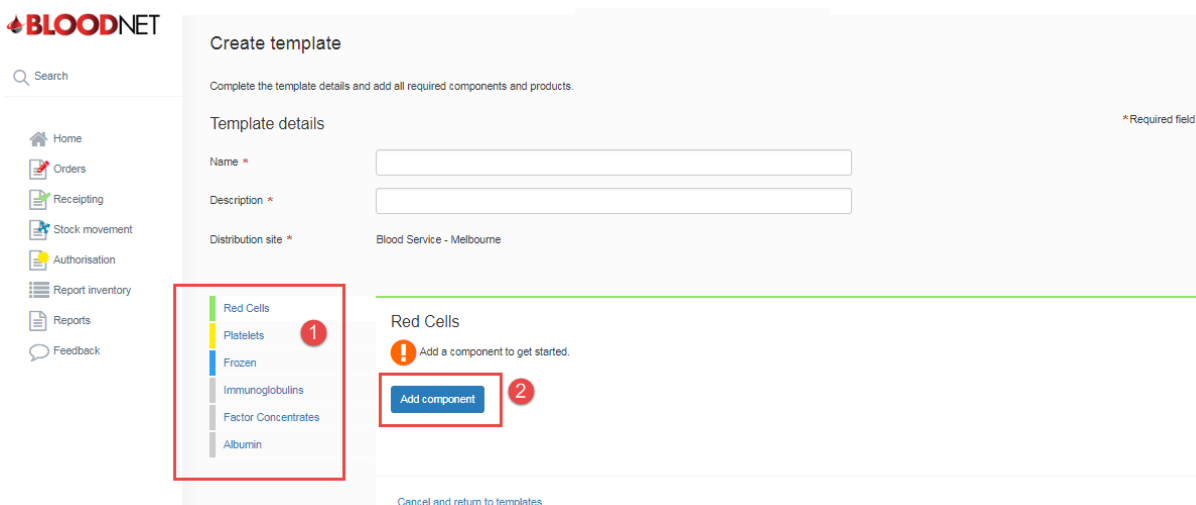
The screenshot shows the 'Templates' page in BLOODNET. The page title is 'Templates' and it includes a search bar and a 'What do the icons mean' link. Below the title, there is a 'Create template' button highlighted with a red arrow. The main content area displays a table of templates.

Name	Description	Default	Last used date	Created date	Actions
Default	Default Template	<input checked="" type="radio"/>		01/01/2017	Edit Print from PDF

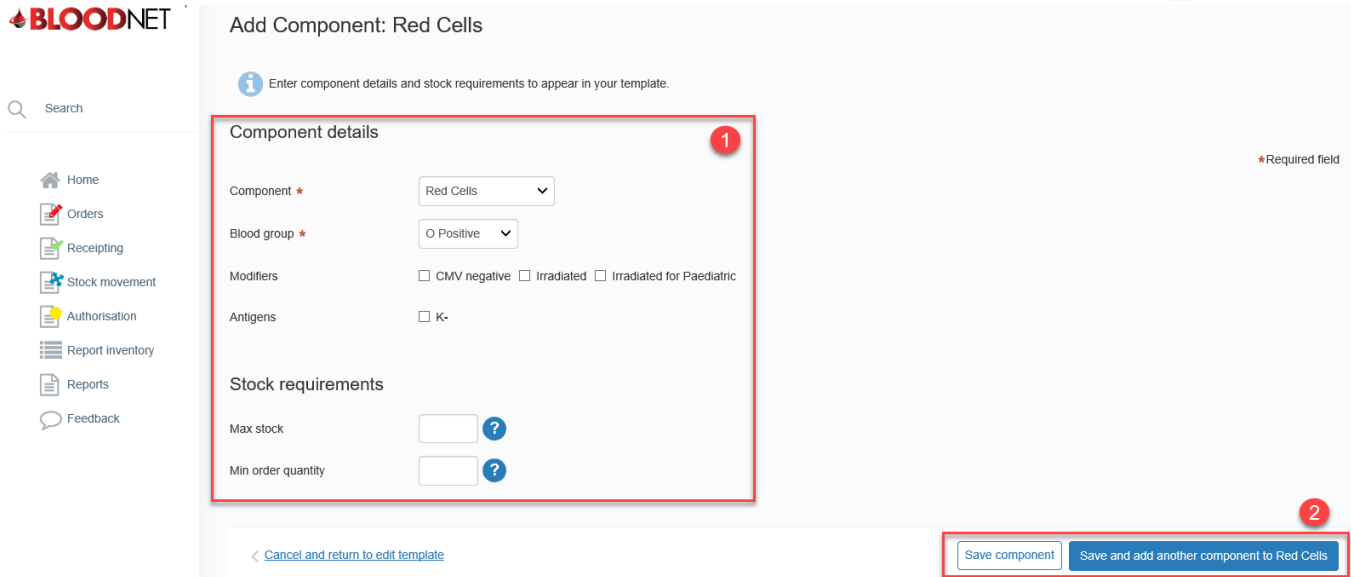
4. Enter the 'Name' and 'Description' of your template in the template details section and select a 'Distribution site' if applicable.



5. 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.



6. Select the specific product/component you require from the available options and fill in all mandatory fields.
7. You can now set your Max stock level, Minimum order quantity and Stock level alert (LIS facilities ONLY), however these fields are not mandatory.
8. 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.



BLOODNET Add Component: Red Cells

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

Component details

Component *

Blood group *

Modifiers CMV negative Irradiated Irradiated for Paediatric

Antigens K-

Stock requirements

Max stock ?

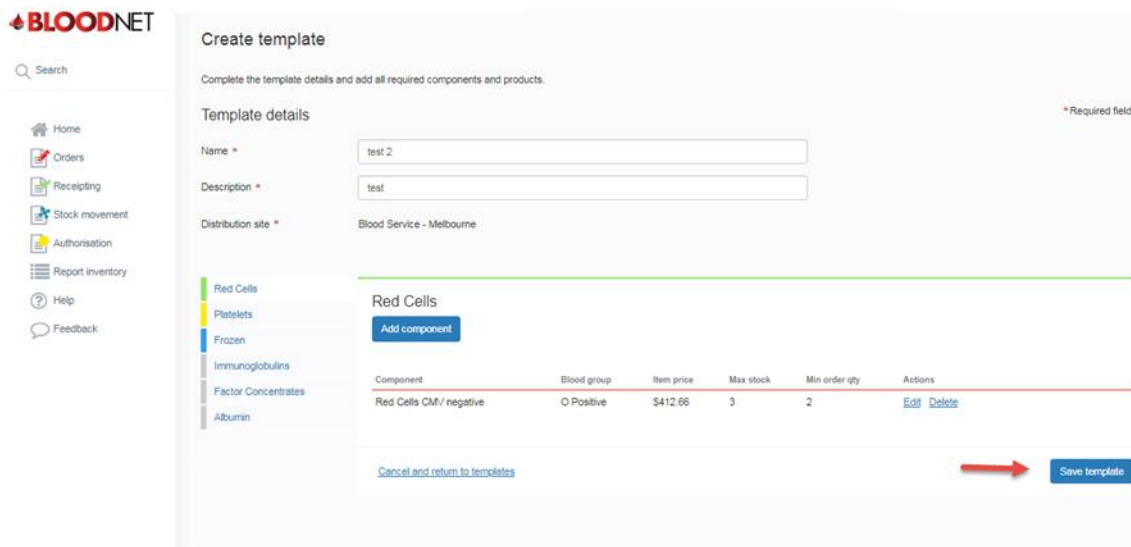
Min order quantity ?

[Cancel and return to edit template](#)

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.



BLOODNET Create template

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

Template details

Name *

Description *

Distribution site *

Red Cells

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

[Cancel and return to templates](#)