

# Creating and Using Facility Favourites – Tip sheet

Special orders that are likely to be ordered more than once can be added to the 'Facility favourites' list. Facility favourites can only be created from special orders that have been sent or dispatched and are not cancelled. The order should also not have already been added to the facility favourites. Adding an order to facility favourites can be done via the 'Add to facility favourites' link available on:

- Orders dashboard – within the accordion of a Special order in the Active orders list
- The 'Special order details' screen.

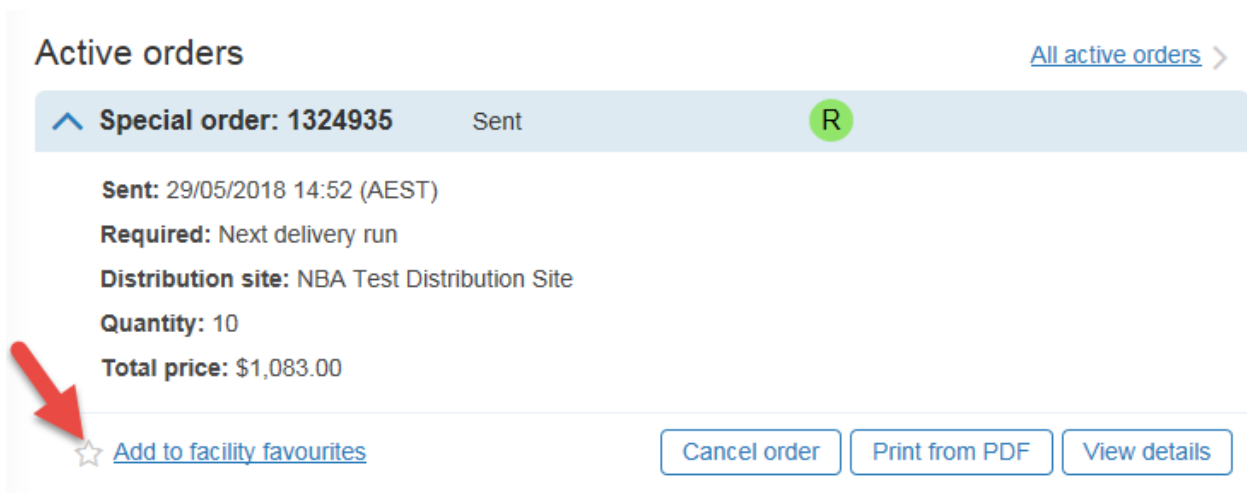
## Creating a facility favourite from the Orders dashboard

1. Locate the special order in the 'Active orders' list on the 'Orders' dashboard and click the drop down arrow to expand the view.




The screenshot shows the BLOODNET interface. On the left is a navigation menu with 'Orders' selected. The main area displays 'Active orders' with a list of orders. The first order, 'Special order: 1273797', is expanded to show details. A red arrow points to the 'Add to facility favourites' link at the bottom of the order details.

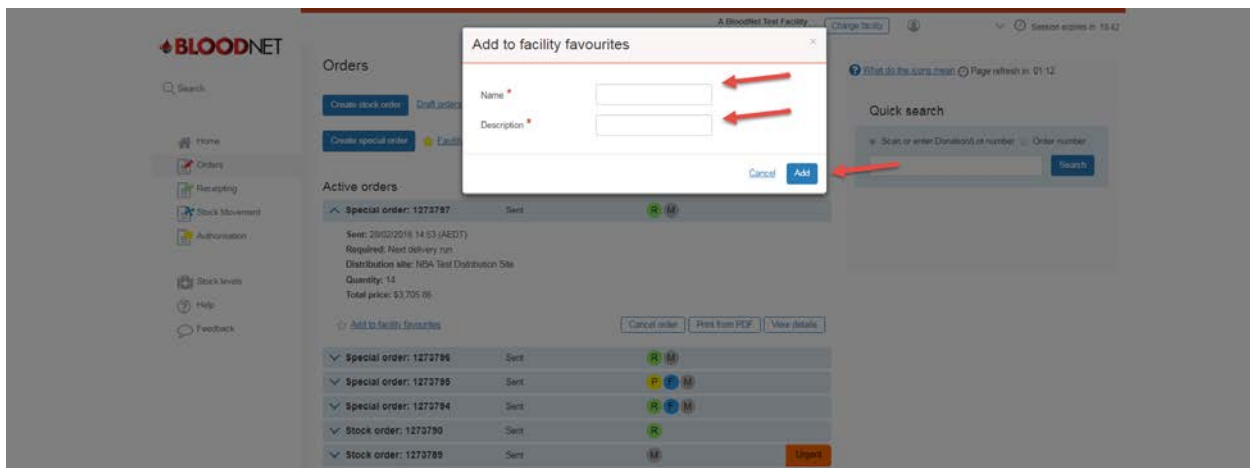
2. Click on the 'Add to facility favourites' hyperlink.




The screenshot shows the details for 'Special order: 1324935'. The order is 'Sent' and has a status icon 'R'. The details include: Sent: 29/05/2018 14:52 (AEST), Required: Next delivery run, Distribution site: NBA Test Distribution Site, Quantity: 10, Total price: \$1,083.00. At the bottom, there is a link 'Add to facility favourites' with a star icon, and buttons for 'Cancel order', 'Print from PDF', and 'View details'. A red arrow points to the 'Add to facility favourites' link.

**Please note:** If an order has already been added to facility favourites and cannot be added again, a yellow star  **Facility favourite** is displayed.

- Name and provide a description of the facility favourite in the pop up dialogue box and click the 'Add' button. The order will be saved as a facility favourite.



## Creating a facility favourite from the 'Special Order details' screen

- Search for your order from the 'quick search' menu or 'All Active orders' and click on 'view' or the order number hyperlink.
- Click on  [Add to facility favourites](#) located on the top right corner of the 'Special order details' screen.

**Special order details**

[Cancel order](#)   [Print from PDF](#)   [Add to facility favourites](#)

**A BloodNet Test Facility (ORBSTEST)**  
 LV 2, 243 Northbourne Avenue, LYNEHAM, CANBERRA, ACT 2602  
 Ph : (13)000BLOOD Fax: (02)61515210


**BloodNet order number:** 1324935  
**Required date:** Next delivery

**Sent date:** 29/05/2018  
**Sent time:** 14:52 (AEST)  
**Ordered by:** [REDACTED]

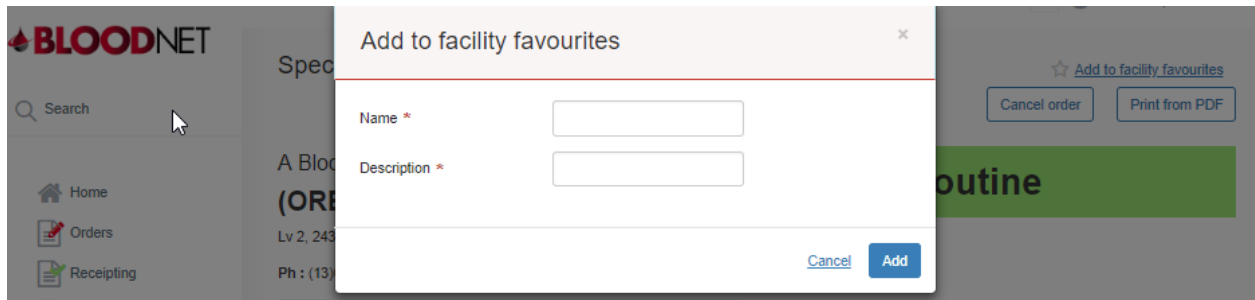
**Family name:** CITIZEN   **Given name:** John

**Components**

Component	Blood group	Modifiers	Negative for antigens	Infusion date	Medical condition	Required qty
Red Cells Paediatric	O Positive	CMV negative	A1, A3			10

**Please note:** If an order has already been added to facility favourites and cannot be added again, a yellow star  **Facility favourite** is displayed.

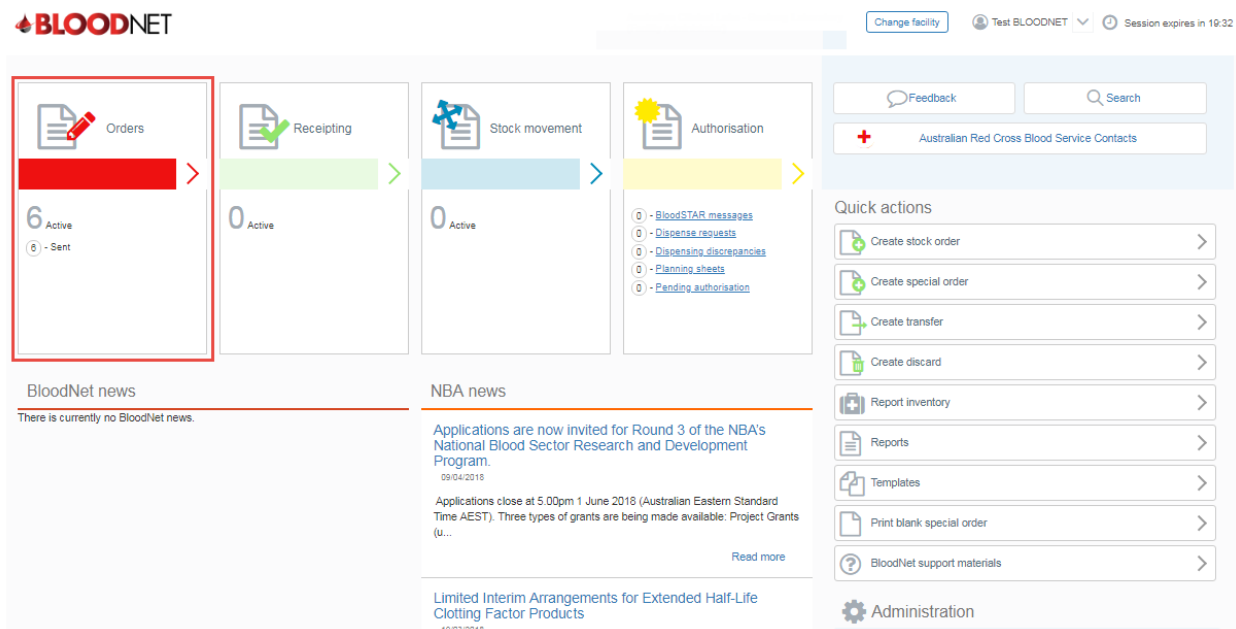
3. Name and provide a description of the facility favourite in the pop up dialogue box and click the 'Add' button. The order will be saved as a facility favourite.



## Using a facility favourite

Saved facility favourite orders provide easy access and a fast way of submitting special orders.

1. To utilise a facility favourite click on the 'Orders' tile from the BloodNet home page.



- From the orders dashboard, click on the 'Facility Favourite' hyperlink to access all saved facility Favourites.



**BLOODNET**

Search

Home

Orders

Receiving

Stock movement

Authorisation

Report inventory

Help

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Orders

Create stock order

Draft orders 0

Create special order

Facility favourites

Active orders [All active orders >](#)

Order ID	Status	Action
Stock order: 1301682	Dispatched	R
Special order: 1064402	Sent	M
Stock order: 921343	Sent	M
Stock order: 744401	Sent	R

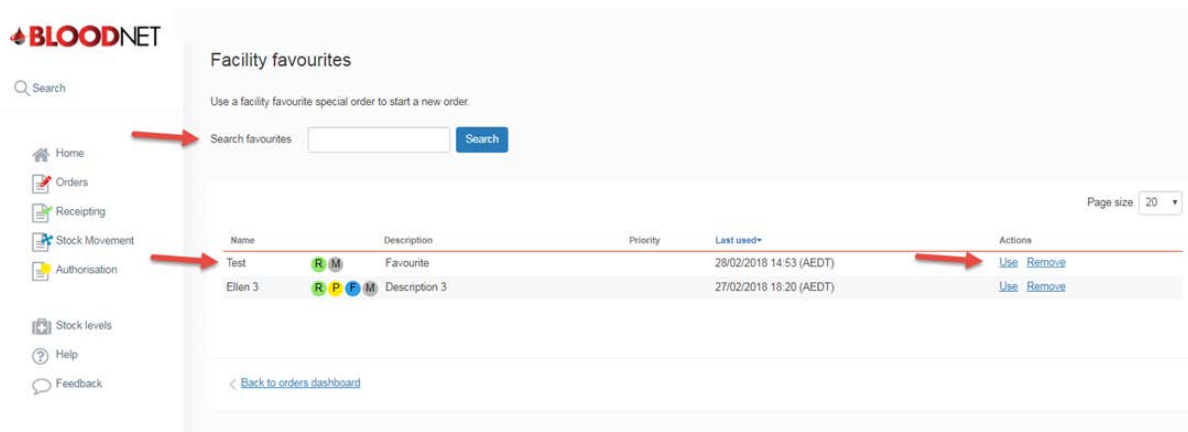
Quick search

Scan or enter Donation/Lot number  Order number

Search

- Click on the 'Use' hyperlink to select the facility favourite order you wish to use. This will open a 'Create special order' screen which is pre-populated with the details of the order that was used to create the favourite.

**Please note:** You can search for saved favourites by typing the name of the facility favourite in the search box and clicking the 'Search' button.



**BLOODNET**

Search

Home

Orders

Receiving

Stock Movement

Authorisation

Stock levels

Help

Feedback

Facility favourites

Use a facility favourite special order to start a new order.

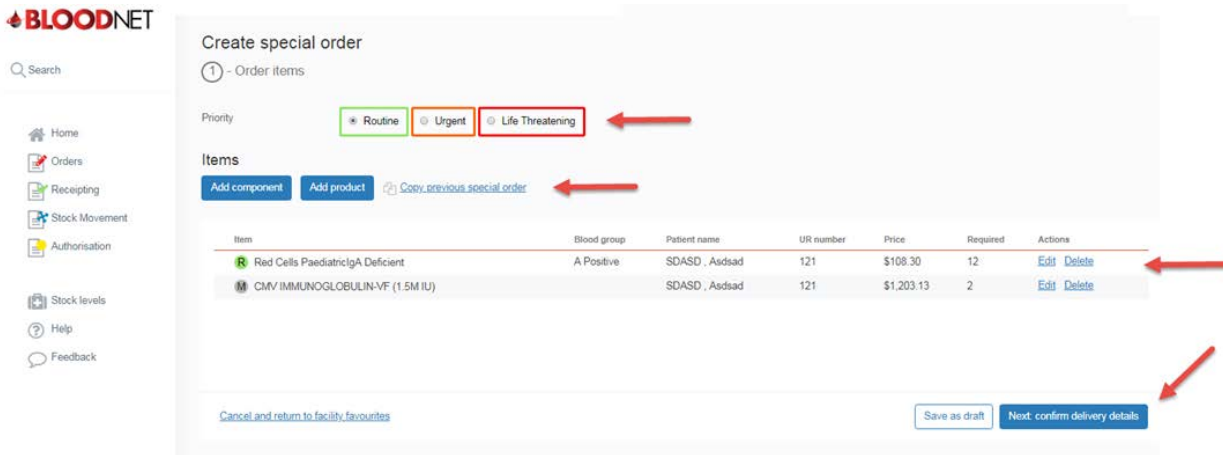
Search favourites  Search

Page size 20

Name	Description	Priority	Last used*	Actions
Test	Favourite	R M	28/02/2018 14:53 (AEDT)	<a href="#">Use</a> <a href="#">Remove</a>
Ellen 3	Description 3	R P F M	27/02/2018 18:20 (AEDT)	<a href="#">Use</a> <a href="#">Remove</a>

[Back to orders dashboard](#)

4. Edit the order accordingly before clicking on the 'Next: confirm delivery details' button at the bottom right of your screen.



**1 - Order items**

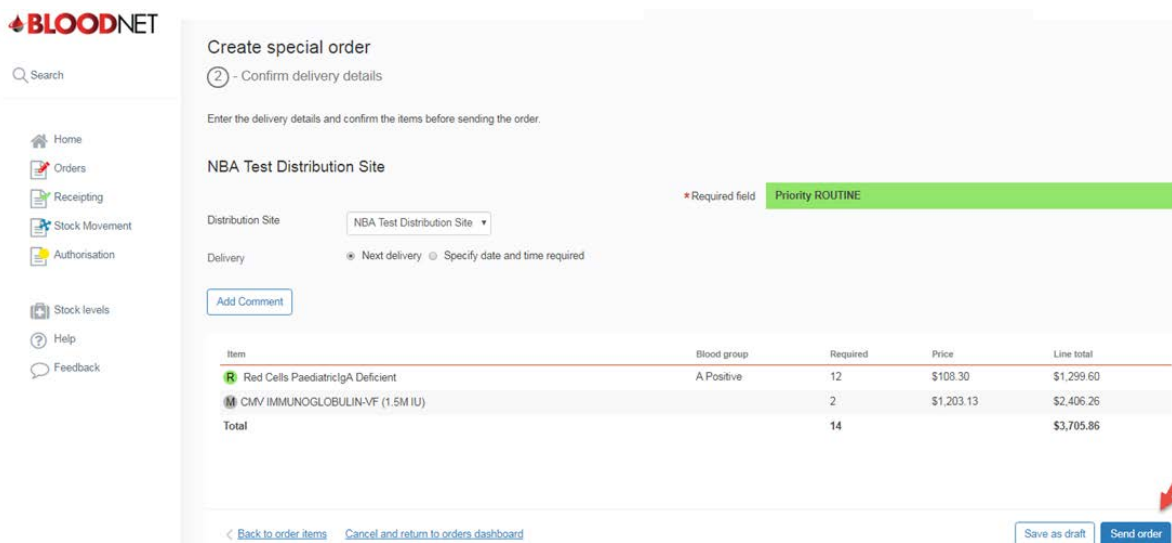
Priority:  Routine  Urgent  Life Threatening

Items: [Add component](#) [Add product](#) [Copy previous special order](#)

Item	Blood group	Patient name	UR number	Price	Required	Actions
Red Cells PaediatricIgA Deficient	A Positive	SDASD, Asdsad	121	\$108.30	12	<a href="#">Edit</a> <a href="#">Delete</a>
CMV IMMUNOGLOBULIN-VF (1.5M IU)		SDASD, Asdsad	121	\$1,203.13	2	<a href="#">Edit</a> <a href="#">Delete</a>

[Cancel and return to facility favourites](#) [Save as draft](#) [Next: confirm delivery details](#)

5. Confirm the order details are correct and then click the 'Send order' button to place the order.



**2 - Confirm delivery details**

Enter the delivery details and confirm the items before sending the order.

NBA Test Distribution Site

Distribution Site:  \* Required field Priority ROUTINE

Delivery:  Next delivery  Specify date and time required

[Add Comment](#)

Item	Blood group	Required	Price	Line total
Red Cells PaediatricIgA Deficient	A Positive	12	\$108.30	\$1,299.60
CMV IMMUNOGLOBULIN-VF (1.5M IU)		2	\$1,203.13	\$2,406.26
<b>Total</b>		<b>14</b>		<b>\$3,705.86</b>

[Back to order items](#) [Cancel and return to orders dashboard](#) [Save as draft](#) [Send order](#)

**Important:** If your order is Urgent or Life Threatening, you **MUST** select the appropriate priority. Do not write the priority in the comments box. All Urgent or Life Threatening orders **MUST** be followed up with a phone call to your local Blood Service Customer Delivery. Contact details are located on the top right of the BloodNet homepage.