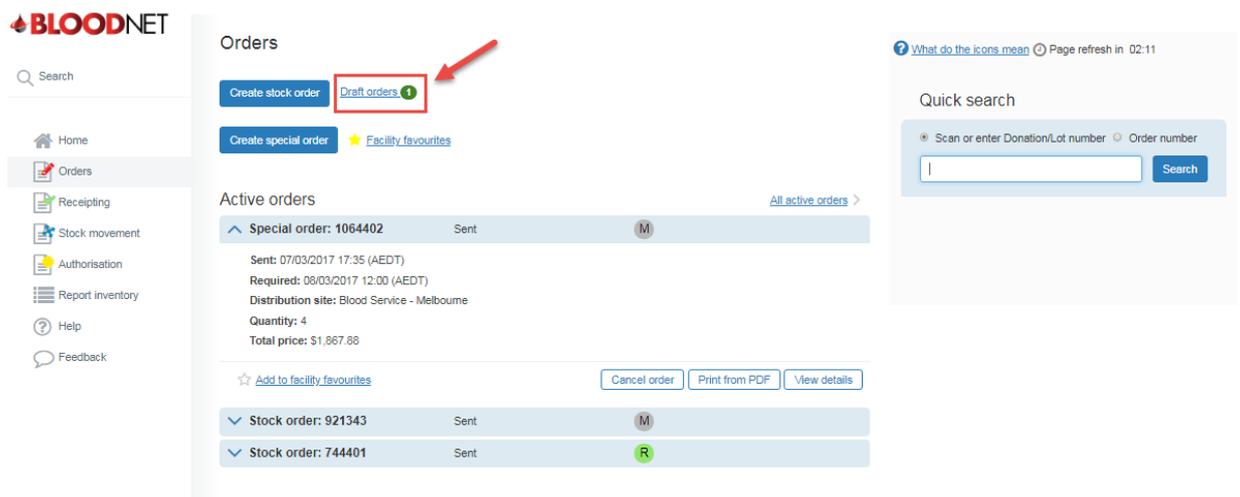


Managing Draft Orders – Tip sheet

The Draft orders screen displays orders that have been partially completed and saved, but not sent to the Australian Red Cross Blood Service. Draft orders can be deleted if not required or edited and then submitted.

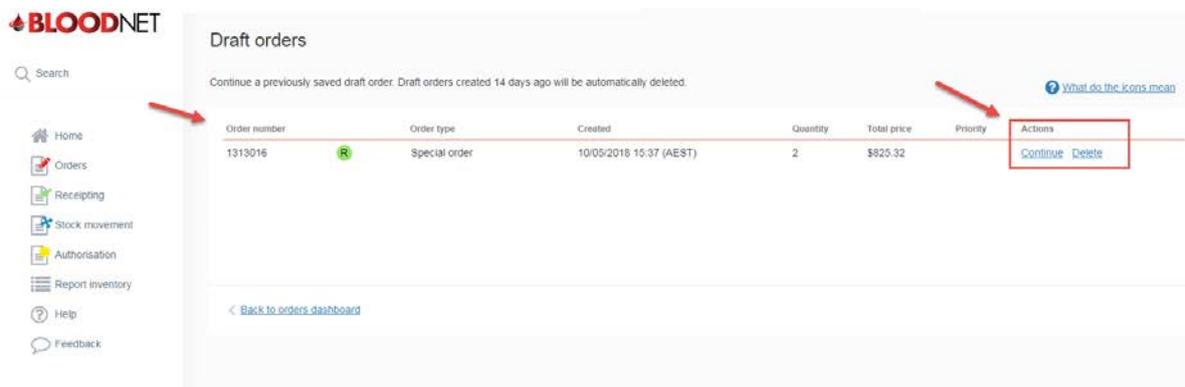
Please note: Draft orders that have not been actioned will be automatically deleted 14 days after they were saved.

1. Click on the orders tile from the homepage and this will display the Orders dashboard.
2. Click on the 'Draft orders' hyperlink to view the list of draft orders. The number of draft orders in your facility is indicated by the number in the green circular icon.



The screenshot shows the BLOODNET interface. On the left is a navigation menu with options like Home, Orders, Receipting, Stock movement, Authorisation, Report inventory, Help, and Feedback. The main content area is titled 'Orders' and contains buttons for 'Create stock order', 'Draft orders' (highlighted with a red box and arrow), 'Create special order', and 'Facility favourites'. Below these are 'Active orders' with a list of three orders: a special order (1064402) and two stock orders (921343 and 744401). Each order has a status of 'Sent' and a priority icon (M or R). At the bottom of the list are buttons for 'Cancel order', 'Print from PDF', and 'View details'. On the right side, there is a 'Quick search' section with a search bar and a 'Search' button.

3. Locate the draft order you would like to manage and either Continue with a draft order or delete it by clicking on the corresponding hyperlink in the Actions column.



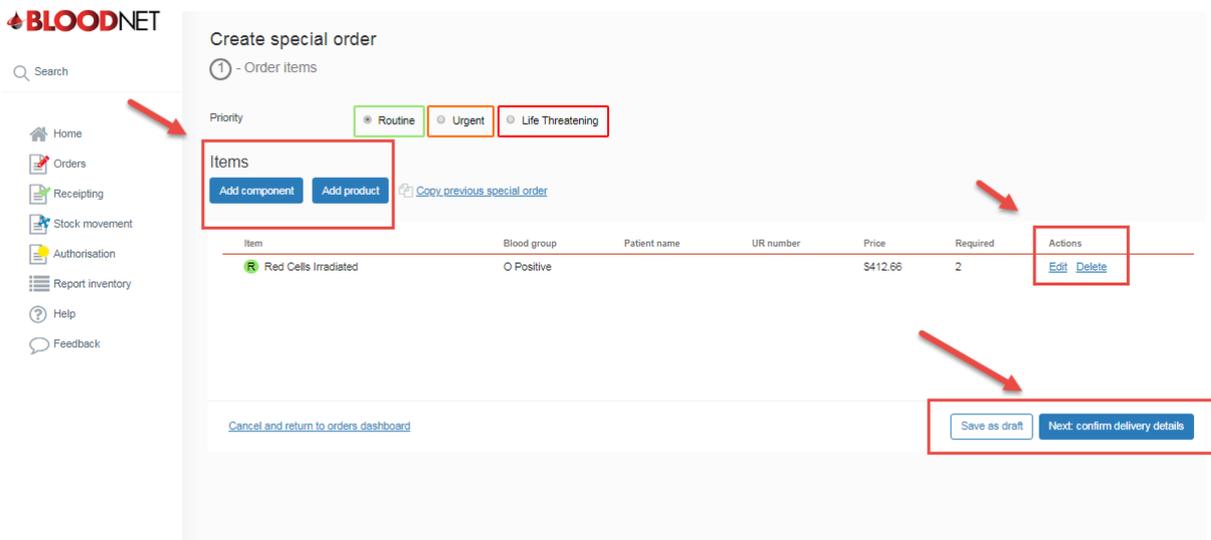
The screenshot shows the 'Draft orders' screen. At the top, there is a message: 'Continue a previously saved draft order. Draft orders created 14 days ago will be automatically deleted.' Below this is a table with the following data:

Order number	Order type	Created	Quantity	Total price	Priority	Actions
1313016	Special order	10/05/2018 15:37 (AEST)	2	\$925.32		Continue Delete

The 'Continue' and 'Delete' links in the Actions column are highlighted with a red box and a red arrow. Below the table is a link: '< Back to orders dashboard'.

Editing draft orders

1. From the draft orders screen click on the 'Continue' hyperlink of the order you would like to amend and this will open the 'Create stock order' or 'Create special order' screen depending on the type of order with details saved previously s pre-populated
2. Add, edit or delete components/products, change the priority, save as draft or continue to confirm delivery status as if you are creating a new order.



Deleting draft orders

1. From the draft orders screen click on the 'Delete' hyperlink of the order you would like to delete.
2. Confirm the deletion by clicking 'Yes' on the delete order confirmation pop up box. Once deleted, the draft order will be removed from the draft orders screen.

