



# Step by Step Guide for Web Ordering

## ADDING ITEMS TO A PERIPHERAL STORE

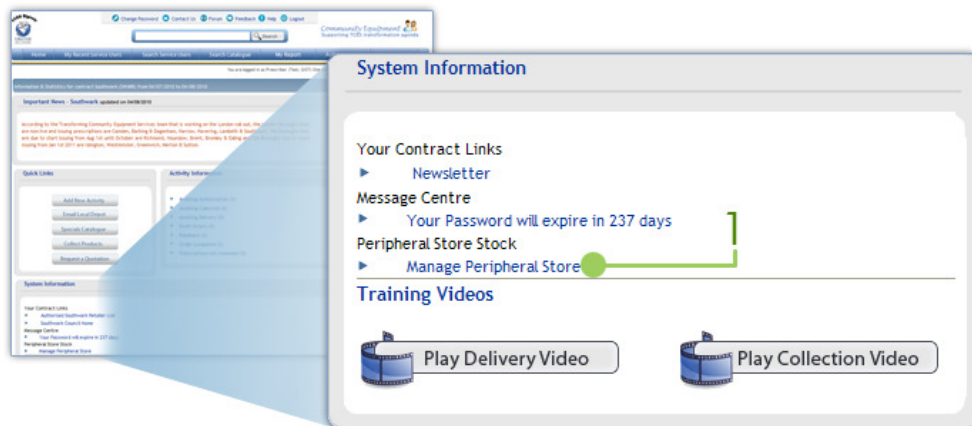
Target audience: **Prescribers and Authorisers**

Version: **2.0.2**

This step by step guide aims to help you add items to a peripheral store.

### 1. Step

From the **Homepage**, select the '*Manage Peripheral Store*' option (1), located at the **System Information** section.



### 2. Step

Once at the **P-Store Stock** section, select from the dropdown list (2) the Peripheral Store you want to work with.

## ADDING ITEMS TO A PERIPHERAL STORE

**P-Store Stock**

Peripheral Stores

Not Selected

Not Selected

Pembridge Palliative Care Centre - St Charles Hospital, Exmoor Street

OT Dept, Ground Floor Cambridge Wing - St Marys Hospital, Praed Street

Charing X Hospital , Fulham Palace Road

OT Depart Medical Rehab, Grd Floor Therapy Services - Chelsea & Westminster Hospital , Fulham Road

District Nursing - Emperor's Gate Health Centre , Emperor's Gate

K&C Rehab Serv - Community Rehabilitation Service - Worlds End Health Centre 529, Kings Road

Edith Cavell Unit, Nightingale, First Floor - St Charles Hospital, Exmoor Street

From P-Store

**P-Store Stock**

Peripheral Stores

Charing X Hospital , Fulham Palace Road

Select one the of the following options for Charing X Hospital , Fulham Palace Road

[Add New Stock to P-Store](#)   [View All P-Store Stock \(10 items across 1 products\)](#)   [Search Stock From P-Store](#)

### 3. Step

Select the 'Add New Stock to P-Store' option (3). From the dropdown menu (4), select your preferred search type and insert the text in the field. After that press the 'Search' button (5). Once the results are displayed, press the 'Use' (6) button to select the item.

**P-Store Stock**

Peripheral Stores

Charing X Hospital , Fulham Palace Road

Select one the of the following options for Charing X Hospital , Fulham Palace Road

[Add New Stock to P-Store](#)   [View All P-Store Stock \(10 items across 1 products\)](#)   [Search Stock From P-Store](#)

Add new product for Charing X Hospital , Fulham Palace Road

Select Search Type **Product Code** Search Text **BAT105**

Add new product for Charing X Hospital , Fulham Palace Road

Select Search Type **Product Code** Search Text **BAT105**

Product	Description	Product Type
BAT105	Padded Bath Board - 28 Inch Type	Standard Stock Item

**Use**

## ADDING ITEMS TO A PERIPHERAL STORE

### 4. Step

Complete the fields with the required quantities. After that, press the 'Add Stock' button (7).

Add new product for Charing X Hospital , Fulham Palace Road

Select Search Type  Search Text

Product Padded Bath Board - 28 Inch Type - BAT105

Minimum Quantity

Maximum Quantity

Re-order Quantity

### 5. Step

On the next screen, tick the 'Order' button (8) from the item you have added. Select the delivery speed from the drop down list (9). Remember that p-store products have just one speed. Press the 'Place Order' button to finish the process.

View stock for Rom 156 - ABC Hospital, BRUNT LANE

Product	Description	In Stock	LastEvent	OnOrder	OutSinceOrder	OrderDate	MinQty	MaxQty	Reorder	OrderQty	Order	Edit
BAT100	Bath Board - Standard 4 Slatted - 28 Inch Type	20	28/07/2010	93	0	28/07/2010	5	20	110	0	<input type="checkbox"/>	<a href="#">Edit</a>
BAT101	Bath Board - Standard 4 Slatted - 26 Inch Type	22	04/08/2010	25	0	04/08/2010	2	10	5	0	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
BED212A	Mattress Elevator Universal	2	22/07/2010	25	0	28/07/2010	5	20	10	8	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
BED213A	Power Pillow Lifter	18	22/07/2010	13	0	28/07/2010	10	20	12	0	<input type="checkbox"/>	<a href="#">Edit</a>
BED220	Bed Blanket Cradle	12	22/07/2010	94	0	28/07/2010	2	10	3	0	<input type="checkbox"/>	<a href="#">Edit</a>
BED291	Bed Board (Double)	1	22/07/2010	4	0	20/05/2010	10	20	5	0	<input type="checkbox"/>	<a href="#">Edit</a>

Response Time Selection

Order Date:

Today's order cutoff time is 17:30 hrs

Select Speed \*

Speed cutoff time for today is 00:00

Target Date \*

Response time cost £ 76.56

How the target date was calculated ?  
Order Date 04/08/2010 11:28:04 -> Non working day 07/08/2010 00:00:00 -> Non working day 08/08/2010 00:00:00 -> Target Date 11/08/2010 17:00:00

### 6. Step

Once finished, the system will generate the unique activity reference.

## ADDING ITEMS TO A PERIPHERAL STORE

REC CTR CODE	LINE	22/07/2010	24	0	20/05/2010	10	20	5	0
2 (Double)	1	22/07/2010	4	0	20/05/2010	10	20	5	0

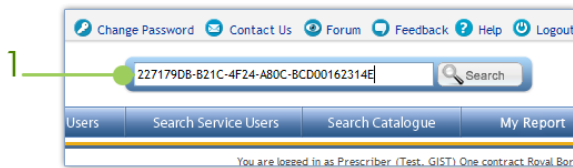
**You activity reference number is 227179DB-B21C-4F24-A80C-BCD00162314E**

Selection

Today's order cutoff time is 17:30 hrs      How the target date was calculated?  
Order Date 04/08/2010 11:28:04 ----> Non working day C

### 7. Step

Once finished, the system will generate the unique activity reference.



1

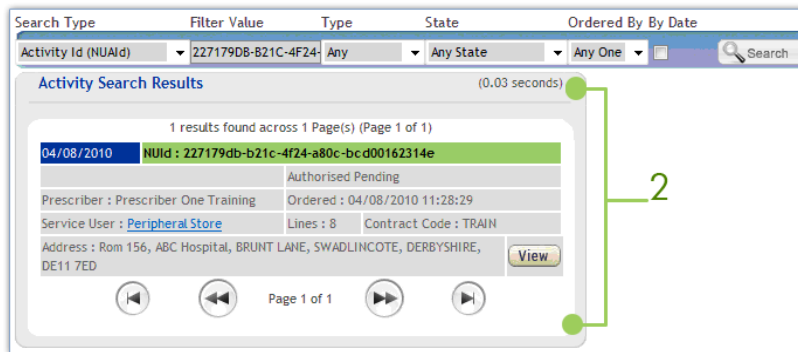
Change Password Contact Us Forum Feedback Help Logout

227179DB-B21C-4F24-A80C-BCD00162314E Search

Users Search Service Users Search Catalogue My Report

You are logged in as Prescriber (Test\_GIST) One contract Royal Bor

If at any time you wish to view your order, insert the unique activity reference number in the search field located on the homepage. The system will display the results on the next screen.



2

Search Type Filter Value Type State Ordered By By Date

Activity Id (NUAId) 227179DB-B21C-4F24- Any Any State Any One Search

Activity Search Results (0.03 seconds)

1 results found across 1 Page(s) (Page 1 of 1)

04/08/2010 NUId : 227179db-b21c-4f24-a80c-bc d00162314e

Authorised Pending

Prescriber : Prescriber One Training Ordered : 04/08/2010 11:28:29

Service User : Peripheral Store Lines : 8 Contract Code : TRAIN

Address : Rom 156, ABC Hospital, BRUNT LANE, SWADLINCOTE, DERBYSHIRE, DE11 7ED View

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