Step by Step Guide for Web Ordering

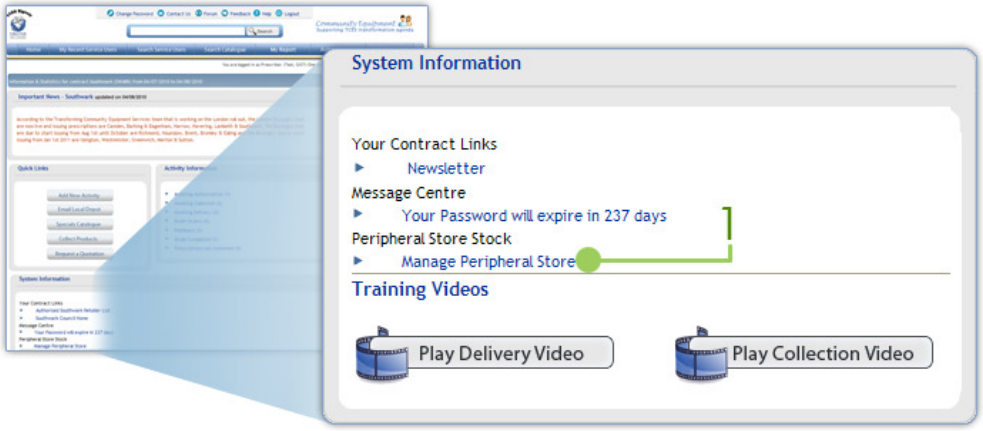
ADDING ITEMS TO A PERIPHERAL STORE

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.

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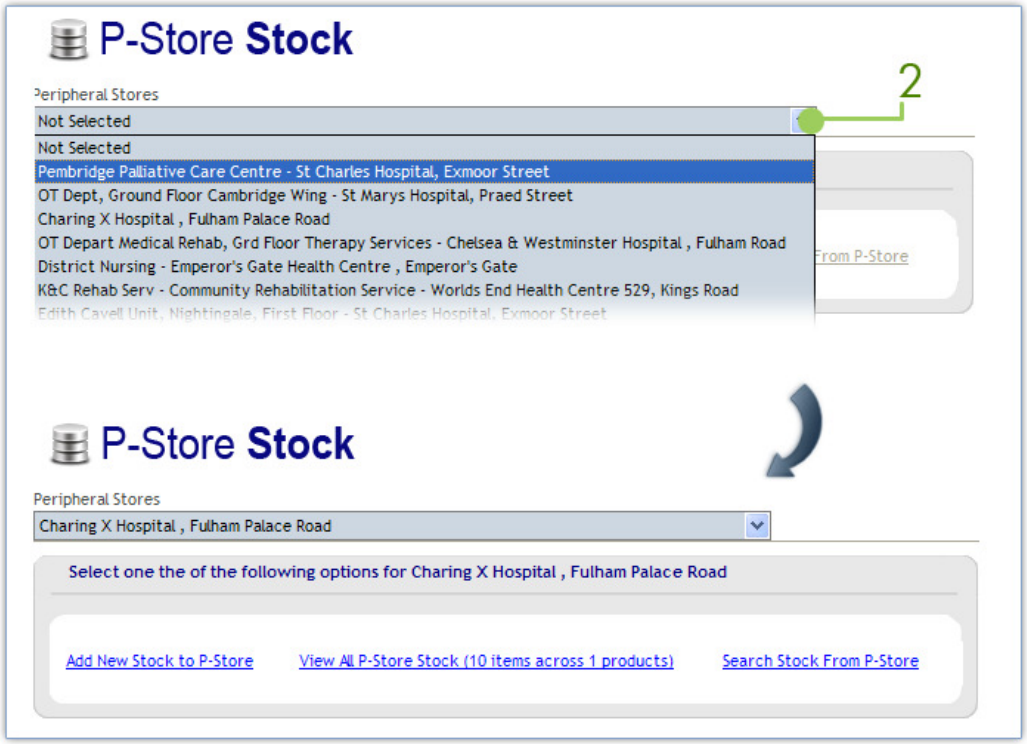
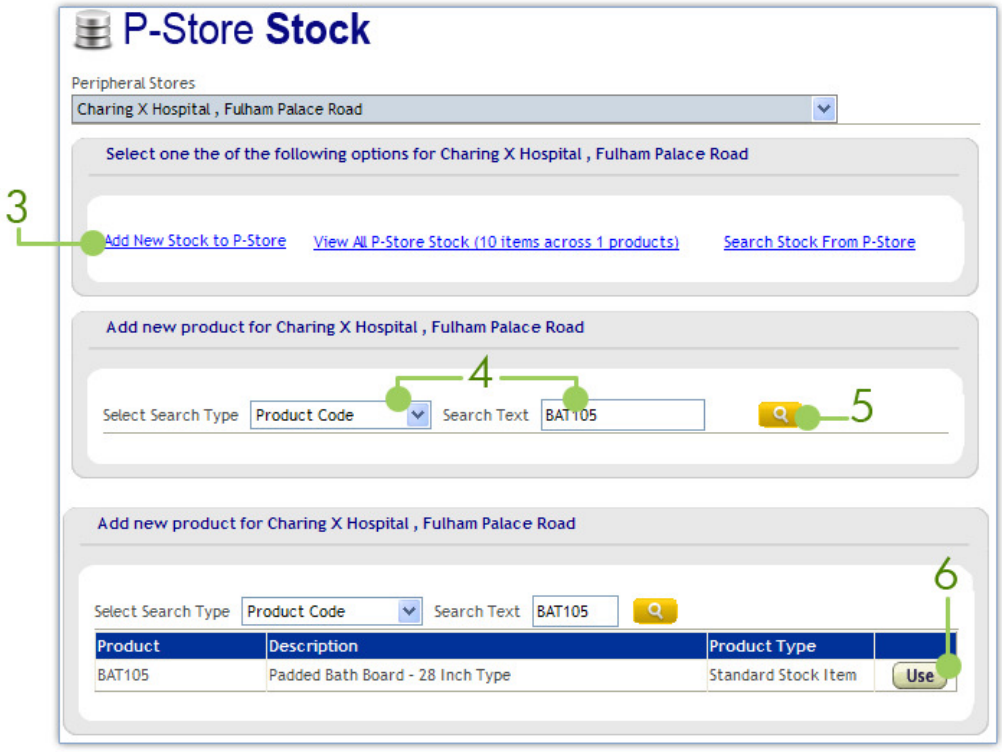


3. Step

Select the *'Add New Stock to P-Store'* option (3). From the dropdown menu (4), select your prefered 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.



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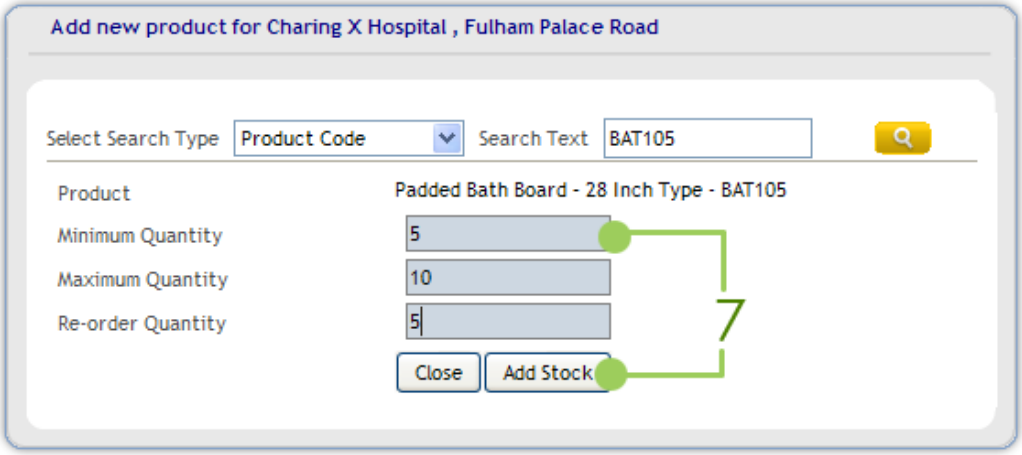
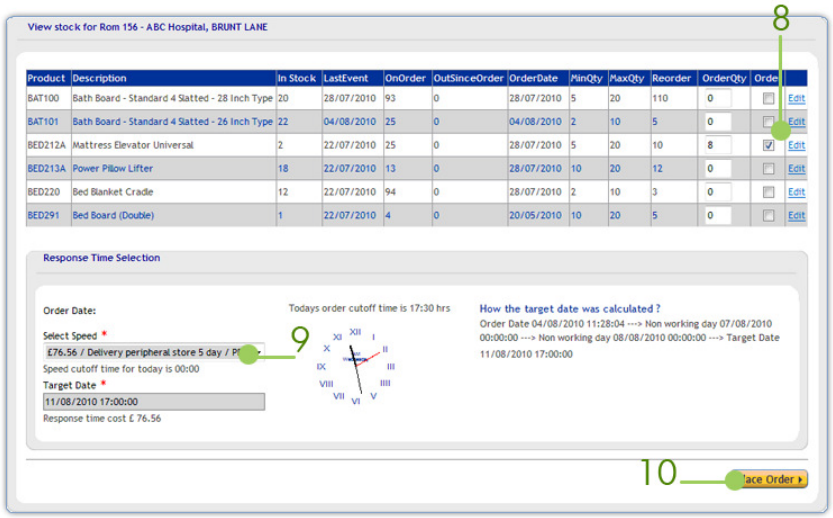
4. Step

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



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.



6. Step

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

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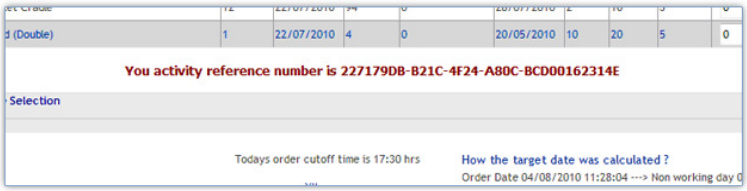
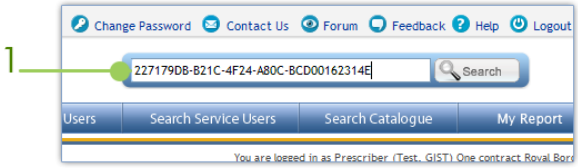
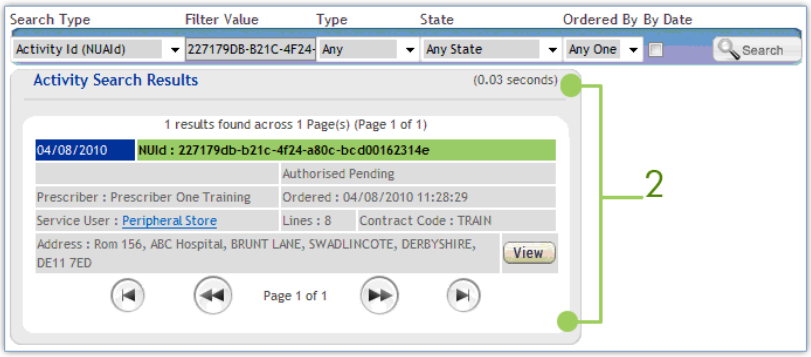


7. Step

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



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.



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