

# Creating a Stock Order Template

This tip sheet outlines how to create a stock order template. Stock order templates provide a set list of fresh blood components and manufactured products that can be ordered by a facility. A facility may have up to 10 templates.

**Please note:** Only BloodNet Facility Administrators can create a stock order **Template**.

1. From the BloodNet home page, select **'Templates'** located in the **'Quick actions'** bar on the right side of the page.

2. A list of current template/s will appear with options to **'Edit'**, **'Print'** or **'Delete'** by clicking on the links in the **'Actions'** column.

**Please note:** The **'Default'** template cannot be deleted.

3. Click the **'Create template'** button to create a new template.

Name	Description	Usually used more than # hours apart	Default	Last used date	Created date	Actions
<a href="#">Fresh RBC for Emergency O.Neg or Irradiation</a>	K-, CMV - and as fresh as possible	24	<input type="radio"/>	11/08/2021	09/07/2018	<a href="#">Edit</a> <a href="#">Print from PDF</a> <a href="#">Delete</a>
<a href="#">Master Template</a>	Default Template	24	<input type="radio"/>	13/01/2023	01/01/2017	<a href="#">Edit</a> <a href="#">Print from PDF</a> <a href="#">Delete</a>

4. Enter the 'Name' and 'Description' of the template in the 'Template details' section, select the preferred 'Distribution site' and set the time period to 'Warn if the template was used in an active order'.

**BLOODNET** Create template

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

Search

Home  
Orders  
Receipting  
Stock movement  
Authorisation  
Stock levels  
Reports  
Feedback

**Template details** \*Required field

Name \*

Description \*

Distribution site \*

Warn if template was used in an active order in the last how many hours? \*  6  12  24

Red Cells  
Platelets  
Frozen  
Immunoglobulins  
Factor Concentrates  
Albumin

**Red Cells**

Add a component to get started.

[Cancel and return to templates](#)

5. Click on a component or product group from the menu on the left side of the page to add it to the template. Once selected, click the 'Add component' or 'Add product' button.

**BLOODNET** Create template

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Report inventory  
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**Template details** \*Required field

Name \*

Description \*

Distribution site \*

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**Red Cells**

Add a component to get started.

[Cancel and return to templates](#)

6. Select the specific component or product required from the options available in the drop down menu.

7. Complete all mandatory and Stock requirement fields and click the **'Save and add another component'** button to add more components to the template. For manufactured products, click the **'Save product'** button to continue.

 **Please note:** Comments can be added to components only by selecting **'Add comment'**.

8. Once all desired components and products have been added, click **'Save Component'** or **'Save Product'** button to return to the **'Create Template'** page to finalise the template.

✓ Successfully added component.

### Add Component: Red Cells

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

**Component details** \* Required field

Component \*

Blood group \*

Modifiers  CMV negative

Antigens  K-

**Stock requirements**

Max stock  ?

Min order quantity  ?

Stock level alert  ?

[Cancel and return to create template](#)

9. The order of components or products in the template can be adjusted by clicking the up or down arrows.

### Create template

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

Search

- Home
- Orders
- Receipting
- Stock movement
- Authorisation
- Stock levels
- Reports
- Feedback

**Template details** \* Required field

Name \*

Description \*

Distribution site \*

Warn if template was used in an active order in the last how many hours? \*  6  12  24

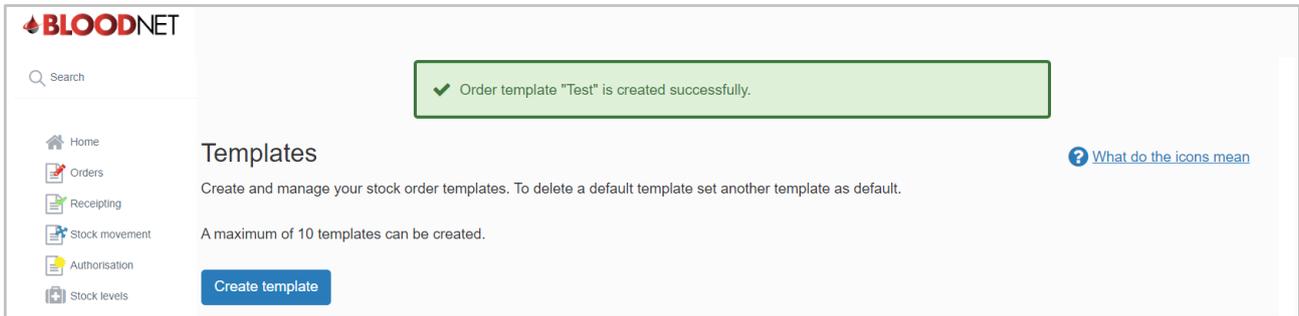
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**Red Cells**

Component	Blood group	Item price	Max stock	Min order qty	Stock level alert	Actions
Red Cells	A Positive	\$357.14	5	2	1	<a href="#">Edit</a> <a href="#">Delete</a> <span style="border: 2px solid red; padding: 2px;">↓</span>
Red Cells Irradiated	O Negative	\$357.14	5	2	1	<a href="#">Edit</a> <a href="#">Delete</a> <span style="border: 2px solid red; padding: 2px;">↑</span>

[Cancel and return to templates](#)

10. Click the 'Save template' button to finalise the template.



The screenshot shows the BLOODNET user interface. At the top left is the BLOODNET logo. Below it is a search bar. A left-hand navigation menu contains icons for Home, Orders, Receiving, Stock movement, Authorisation, and Stock levels. The main content area is titled 'Templates' and includes the text: 'Create and manage your stock order templates. To delete a default template set another template as default.' and 'A maximum of 10 templates can be created.' A blue 'Create template' button is visible. A green success message box at the top center reads: 'Order template "Test" is created successfully.' A help link 'What do the icons mean' is located in the top right corner.