

Creating a Stock Order Template - Tip sheet

Stock order templates provide a predefined list of components and manufactured products that can be ordered by a facility. A facility may have more than one template to facilitate the creation of stock orders.

Please note: Only Facility Administrators have the ability to create stock order **Templates**.

- From the home page select **'Templates'** located in the **'Quick actions'** bar on the right side of the screen.

- You will find a list of your current template/s which you can **'Edit'**, **'Print'** or **'Delete'** by clicking on the links in the **'Actions'** column.

Please note: You cannot delete your default template.

- Click the **'Create template'** button to proceed with your new template.

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

4. Enter the 'Name' and 'Description' of your template in the 'Template details' section and select your preferred 'Distribution site'.

5. Click on the type of product/component you would like to add to your template from the menu on the left of the page. Once you have selected the product type click the 'Add component/Add product' button.

6. Select the specific **Product/Component** you require from the available options.

BLOODNET Add Component: Red Cells

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

Search

Home Orders Receipting Stock movement Authorisation Stock levels Reports Feedback

Component details *Required field

Component * (dropdown menu open with options: Red Cells, Red Cells Irradiated, Red Cells Irradiated IUT, Red Cells Washed, Red Cells Irradiated Washed, Red Cells Paediatric, Red Cells Irradiated Paediatric, Red Cells Irradiated Neonatal)

Stock requirements

Max stock

Min order quantity

Stock level alert ?

[Cancel and return to create template](#) [Save component](#) [Save and add another component to Red Cells](#)



Please note: LIS Facilities can set 'Max Stock', 'Minimum Order quantity' and 'Stock Level alert'.

7. Fill in all mandatory fields and click the **'Save and add another component'** button to add more of the same product type to your template. Once you have added all the details of the product you want you can either click the **'Save Component'** button to return to the create template page and finalise or add other product types to your template.

BLOODNET Add Component: Red Cells

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

Search

Home Orders Receipting Stock movement Authorisation Stock levels Reports Feedback

Component details *Required field

Component * (dropdown menu)

Blood group * (dropdown menu)

Modifiers CMV negative

Antigens K-

Stock requirements

Max stock ?

Min order quantity ?

Stock level alert ?

[Cancel and return to create template](#) [Save component](#) [Save and add another component to Red Cells](#)

- You can change the order in which the items appear on the template by clicking on the up or down arrows.
- Once all desired **Product/Components** have been added, click the **'Save template'** button to finalise your template.

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 component](#)

Component	Blood group	Item price	Max stock	Min order qty	Stock level alert	Actions
Red Cells	A Positive	\$357.14	5	2	1	Edit Delete
Red Cells Irradiated	O Negative	\$357.14	5	2	1	Edit Delete

[Cancel and return to templates](#) [Save template](#)

The **Order Template** has been created successfully.

BLOODNET

Search

Home
Orders
Receipting
Stock movement
Authorisation
Stock levels

Templates ? [What do the icons mean](#)

Create and manage your stock order templates. To delete a default template set another template as default.

A maximum of 10 templates can be created.

[Create template](#)

Order template "Test" is created successfully.