**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.

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| Icon  Description automatically generated | **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.



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

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| Icon  Description automatically generated | **Please note:** The **‘Default’** template cannot be deleted.  |

1. Click the **‘Create template’** button to create a new template.



1. 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’**.



1. 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.



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



1. 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.

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| Icon  Description automatically generated | **Please note:** Comments can be added to components only by selecting **‘Add comment’**.  |



1. 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.



1. The order of components or products in the template can be adjusted by clicking the up or down arrows.
2. Click the **‘Save template’** button to finalise the template.

