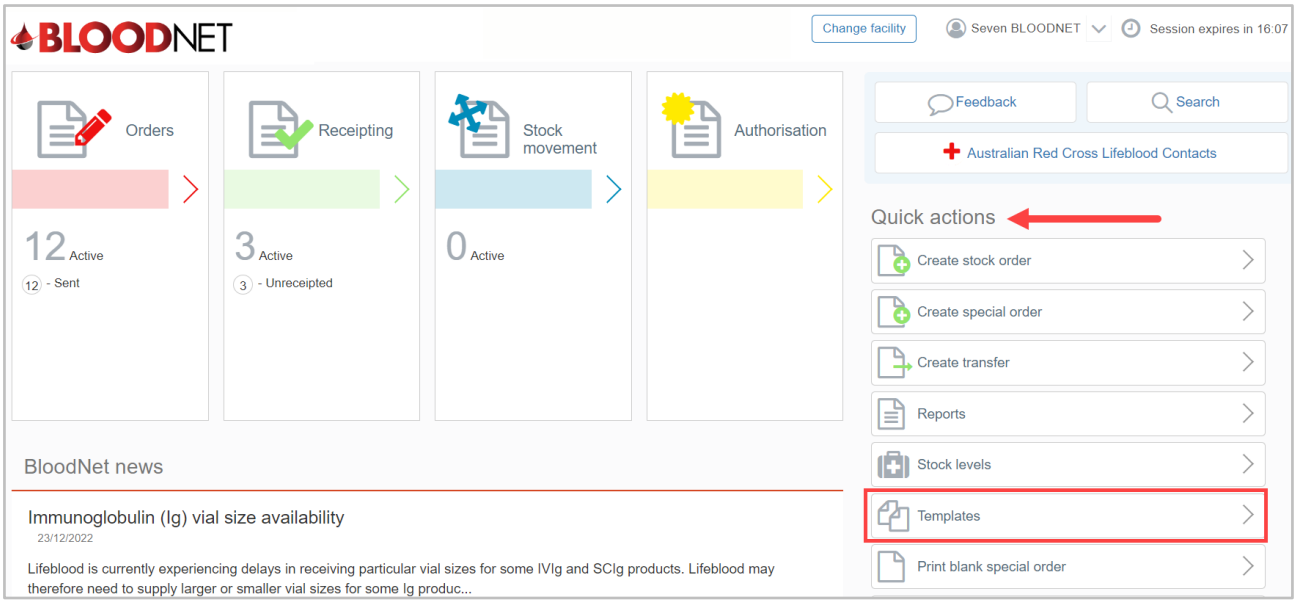
Creating a Stock Order Template

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.**

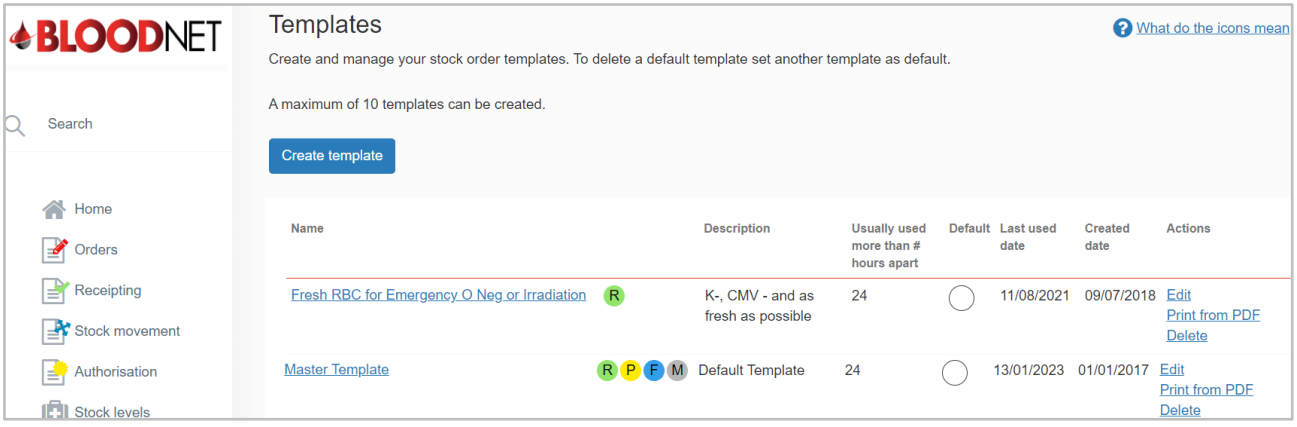
1. From the BloodNet home page, select **'Templates'** located in the **'Quick actions'** bar on the right side of the page.



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.



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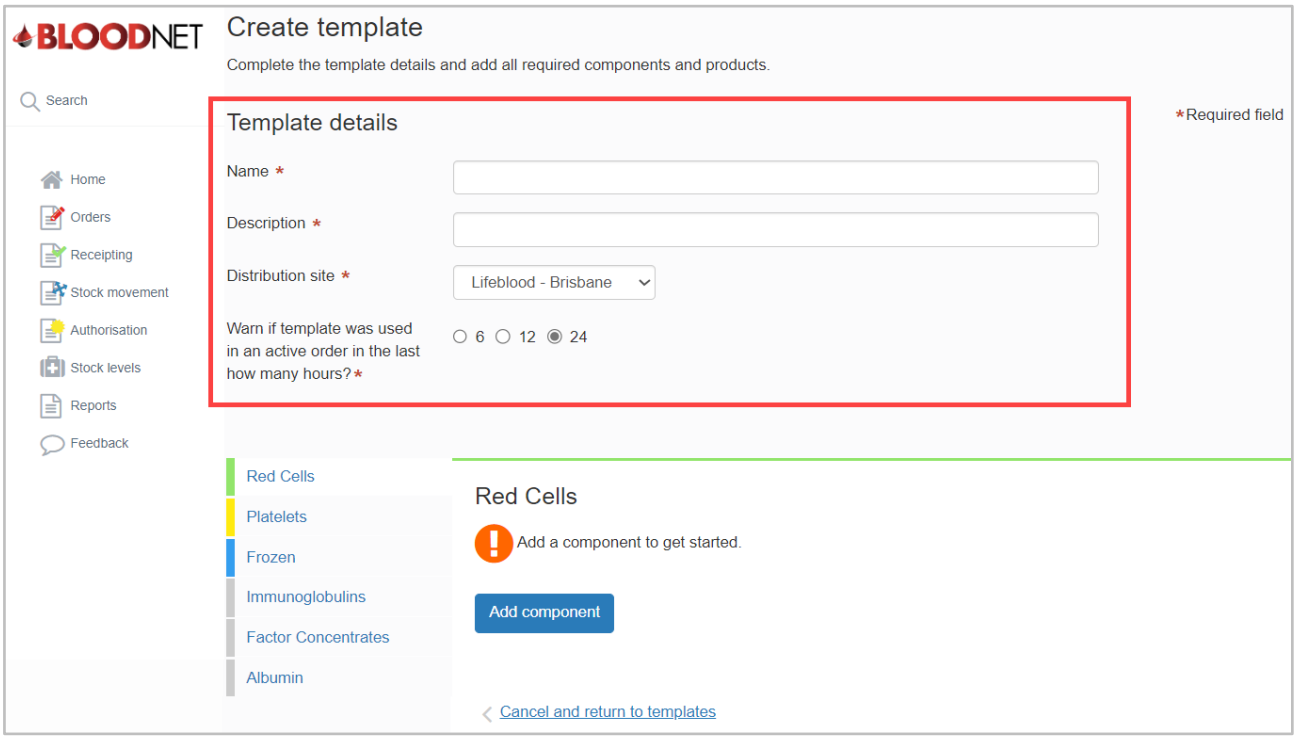
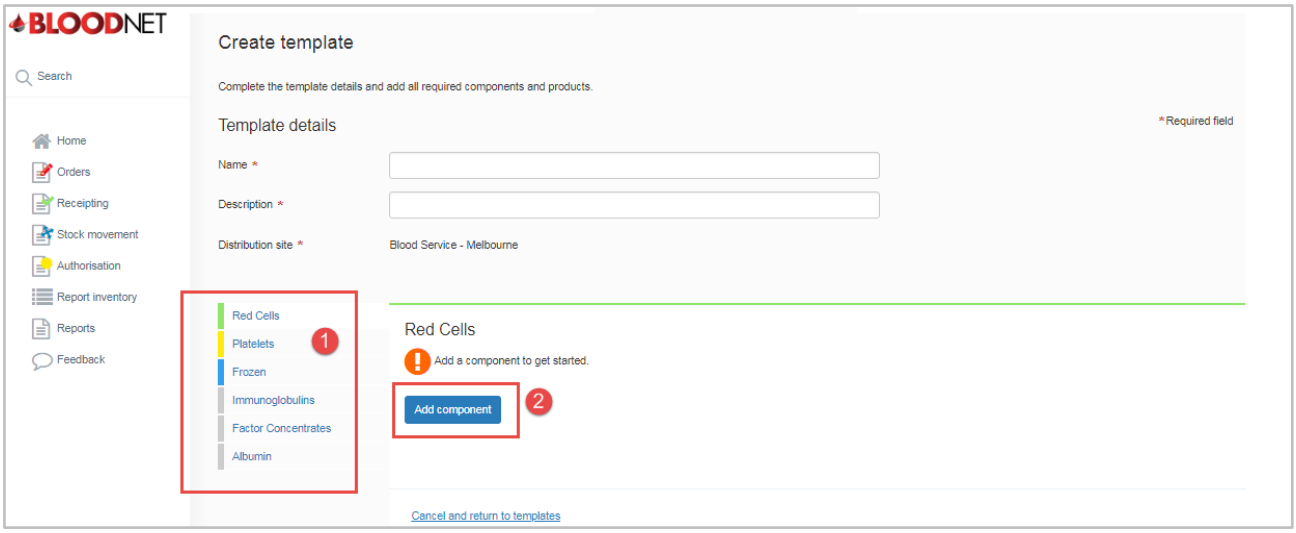
4. Enter the **'Name'** and **'Description'** of the template in the **'Template details**' section, select the preferred **'Distribution site'** and set the time period to **'Warn if the template was used in an active order'**.



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.



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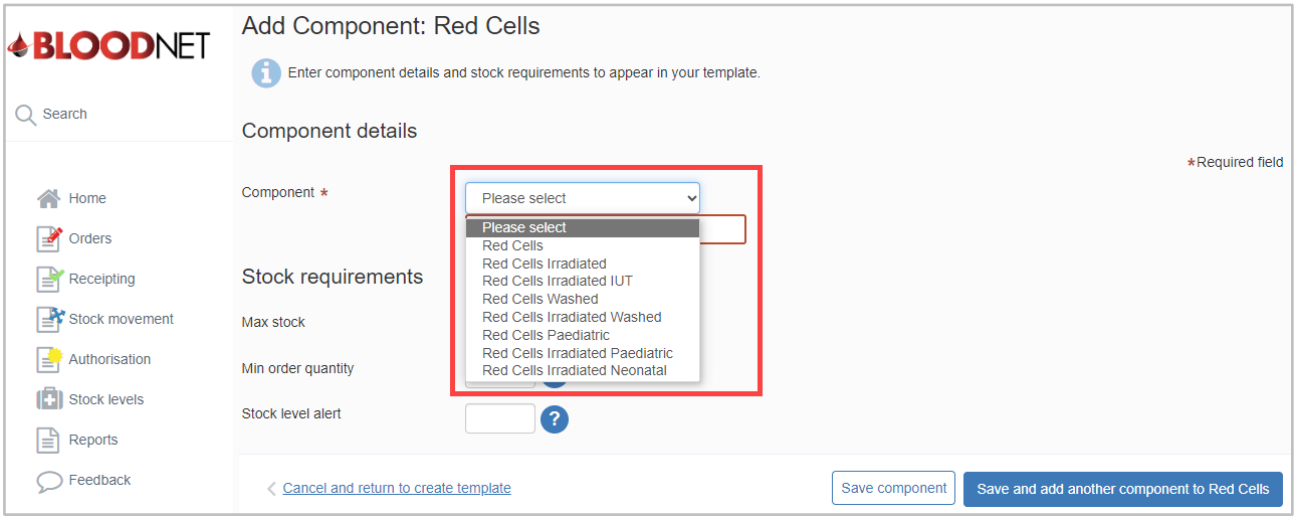
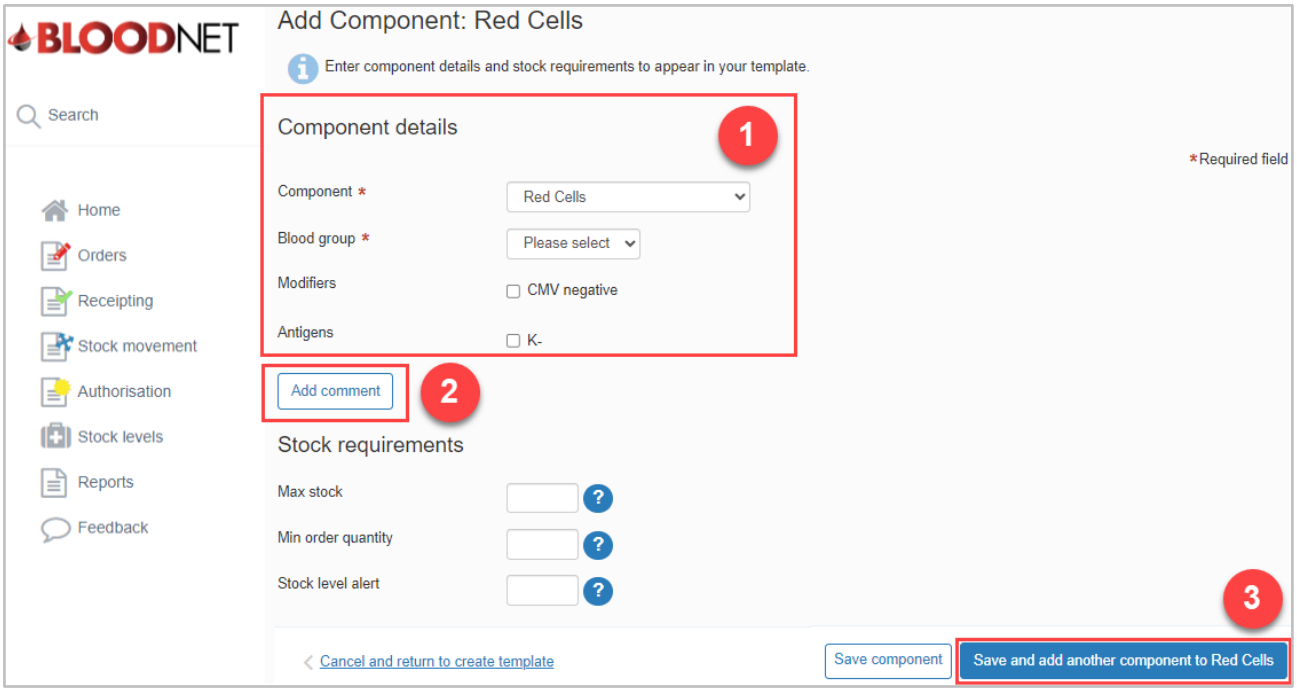
6. Select the specific component or product required from the options available in the drop down menu.



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'**.



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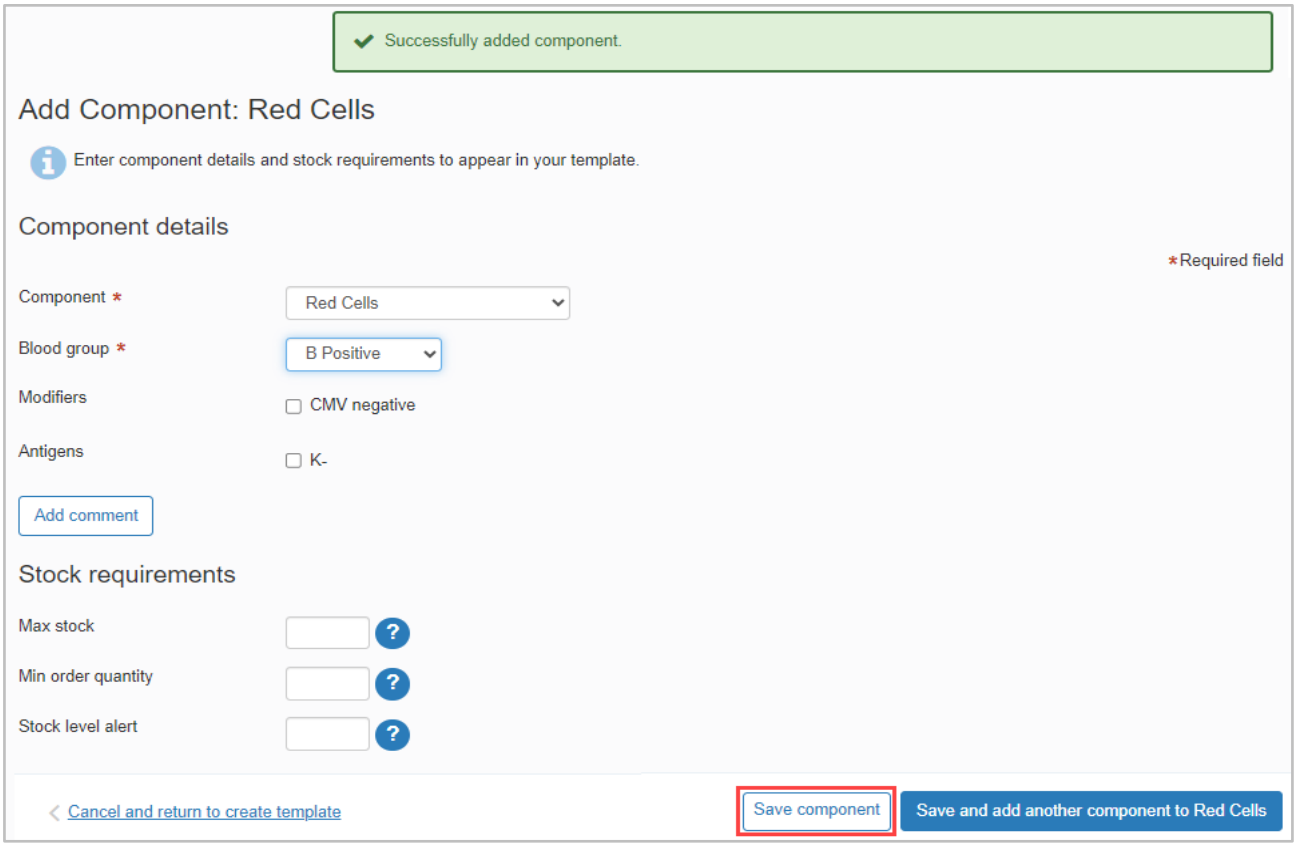
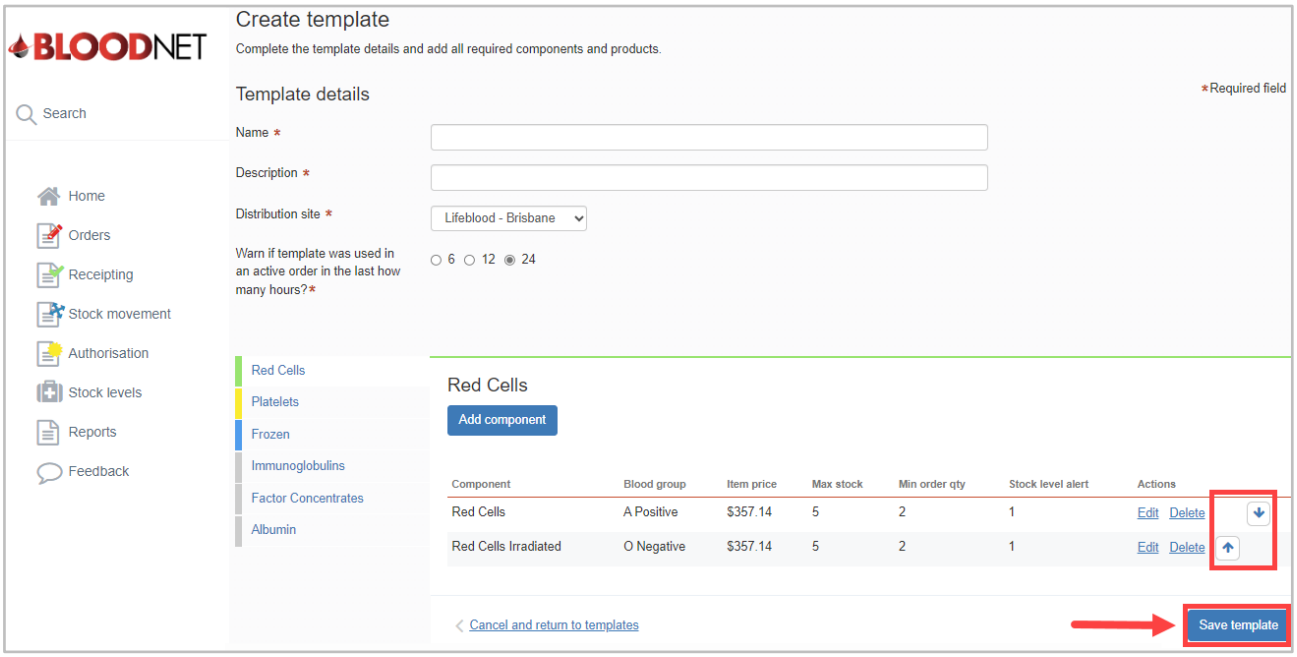
8. Once all desired components and products have been added, click **'Save Component' or 'Save Product'** button to return to the **'Create Template'** page to finalise the template.



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



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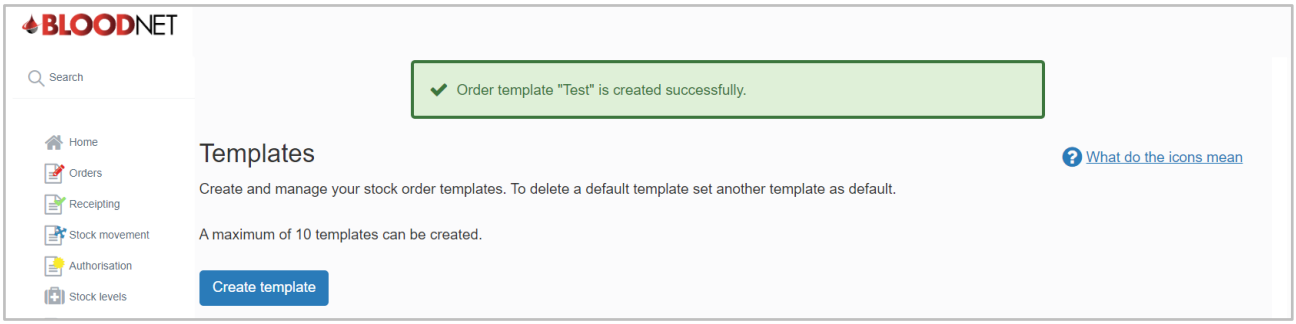
10. Click the **'Save template'** button to finalise the template.



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