

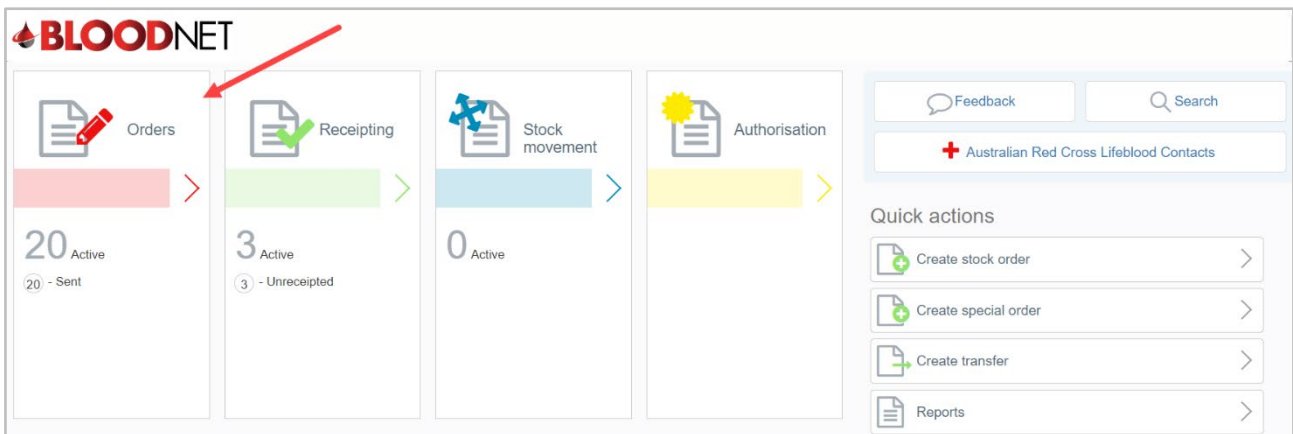
Managing Draft Orders – Tip sheet

The Draft orders screen displays orders that have been partially completed and saved, but not yet sent to Australian Red Cross Lifeblood. Draft orders can be deleted if not required or edited and then submitted.

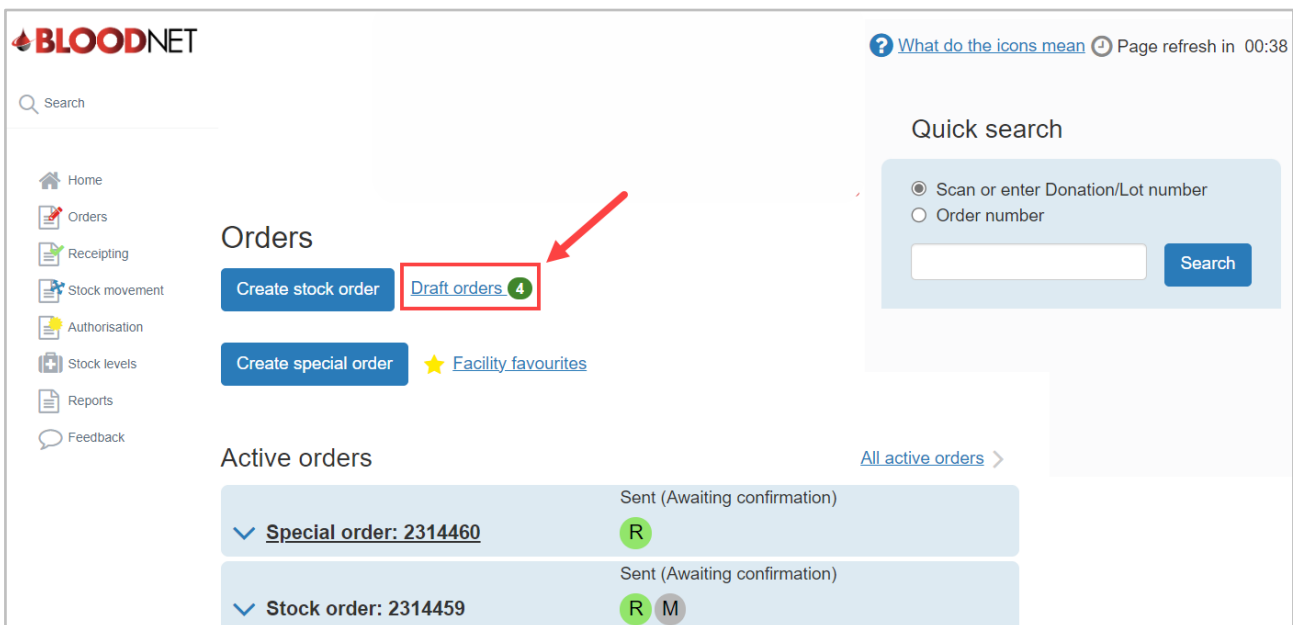


Please note: Draft Orders that have not been actioned will be automatically deleted 14 days after they were created.

1. Click the **'Orders'** tile from the home page. This will display the **'Orders'** page.



2. Click on the **'Draft orders'** hyperlink to view the list of draft orders. The number of draft orders in your facility is indicated by the number in the green circular icon.



3. Locate the draft order you would like to manage and either **'Continue'** with a draft order or **'Delete'** it by clicking on the corresponding hyperlink in the **'Actions'** column.

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Draft orders

Continue a previously saved draft order. Draft orders created 14 days ago will be automatically deleted. [? What do the icons mean](#)

Order number	Order type	Created	Quantity	Total price	Priority	Actions
2314441	Special order	18/07/2023 13:17 (AEST)	7	\$1,166.57		Continue Delete
2314440	Special order	18/07/2023 13:14 (AEST)	9	\$3,920.13		Continue Delete
2314439	Special order	18/07/2023 13:07 (AEST)	9	\$2,546.31		Continue Delete
2314438	Special order	18/07/2023 12:48 (AEST)	27	\$10,446.70		Continue Delete

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Editing Draft orders

- From the 'Draft orders' page click the 'Continue' hyperlink on the order you would like to amend. This will open the 'Create stock order' or 'Create special order' screen with the previously saved details pre-populated.

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Draft orders

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Order number	Order type	Created	Quantity	Total price	Priority	Actions
2314441	Special order	18/07/2023 13:17 (AEST)	7	\$1,166.57		Continue Delete
2314440	Special order	18/07/2023 13:14 (AEST)	9	\$3,920.13		Continue Delete
2314439	Special order	18/07/2023 13:07 (AEST)	9	\$2,546.31		Continue Delete
2314438	Special order	18/07/2023 12:48 (AEST)	27	\$10,446.70		Continue Delete

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- Add components and/or products to the order by clicking the 'Add component' or 'Add product' button. 'Edit' or 'Delete' components/products on the order by clicking the links in the 'Actions' column.
- Click 'Save as draft' to save the order as a 'Draft order' or click 'Next: delivery details' to continue to the 'Delivery Details' page to proceed with placing your order.

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Create special order

1. Order items --- 2. Delivery Details --- 3. Finalise Order

Add items to order

[Add component](#) [Add product](#) [Copy previous special order](#)

Item	Blood group	Patient name	UR number	Price	Required	Actions
Fresh Frozen Plasma IgA Deficient Secretor Plasma Low anti-A/B <i>Please call if product unavailable; Product substitution NOT acceptable; ABO substitution NOT acceptable;</i>	O			\$215.51	5	Edit Delete
Fresh Frozen Plasma Paediatric IgA Deficient Secretor Plasma Low anti-A/B <i>Please call if product unavailable; Product substitution NOT acceptable; ABO substitution NOT acceptable;</i>	A			\$44.51	2	Edit Delete

[Cancel and return to orders dashboard](#) [Save as draft](#) [Next: delivery details](#)



Please note: Refer to [Creating a Special Order Tip sheet](#) or [Creating a Stock-Order Tip sheet](#) for detailed information on the functions when placing an order.

Deleting Draft orders

1. From the 'Draft orders' page, find the order you would like to delete and click the 'Delete' hyperlink in the 'Actions' column.

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Draft orders

Continue a previously saved draft order. Draft orders created 14 days ago will be automatically deleted. [? What do the icons mean](#)

Order number	Order type	Created	Quantity	Total price	Priority	Actions
2314441	F	18/07/2023 13:17 (AEST)	7	\$1,166.57		Continue Delete
2314440	P	18/07/2023 13:14 (AEST)	9	\$3,920.13		Continue Delete
2314439	R M	18/07/2023 13:07 (AEST)	9	\$2,546.31		Continue Delete
2314438	R	18/07/2023 12:48 (AEST)	27	\$10,446.70		Continue Delete

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2. Click 'Yes' on the 'Delete draft' pop up box to delete the draft order.

Delete draft

Are you sure you want to delete draft order 2314441?

[No](#) [Yes](#)



Please note: Once deleted, the draft order will be removed from the **Draft orders** screen. Any draft orders older than 14 days will be deleted.