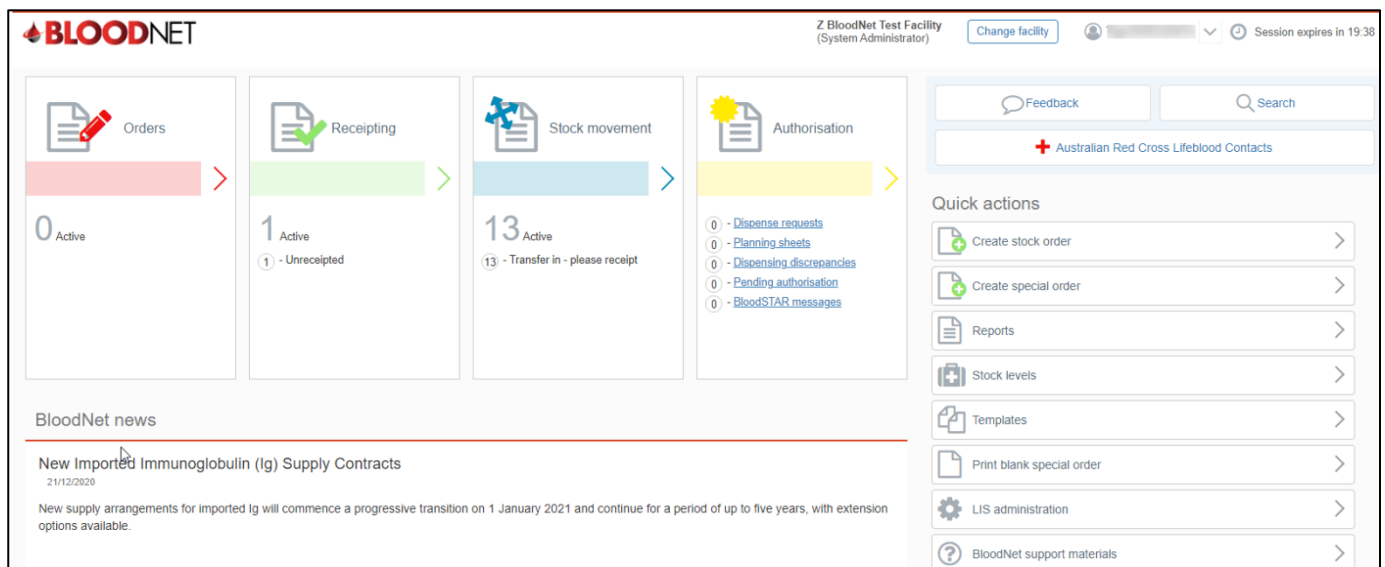


The Orders Dashboard

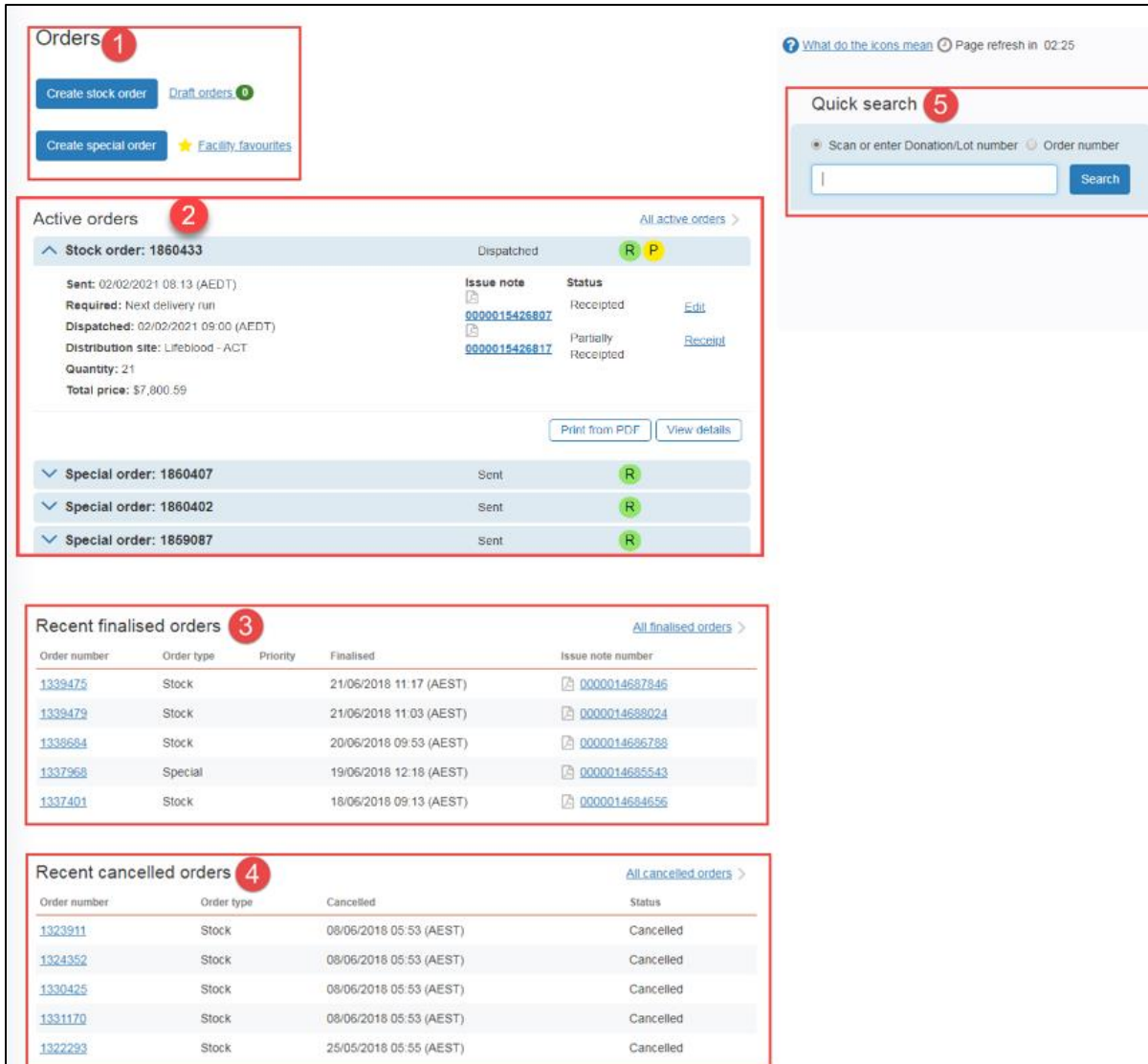
The Orders Dashboard provides BloodNet users with an overview of their most recent active, finalised and cancelled orders as well as access to various order related functions including the **Create stock order** and **Create Special order** functions.

The Orders Dashboard can be located by clicking the **Orders** tile located towards the top left of the homepage. You will notice that the Orders tile lists the number of active orders at your facility. Active orders are orders that have been sent and/or dispatched but not yet receipted and finalised.



The screenshot shows the BloodNet interface for a System Administrator. The top navigation bar includes the BloodNet logo, user information for 'Z BloodNet Test Facility (System Administrator)', a 'Change facility' button, and a session expiration timer. The main dashboard is divided into four primary tiles: 'Orders' (0 Active), 'Receipting' (1 Active, 1 Unreceipted), 'Stock movement' (13 Active, 13 Transfer in - please receipt), and 'Authorisation' (0 Dispende requests, 0 Planning sheets, 0 Dispensing discrepancies, 0 Pending authorisation, 0 BloodSTAR messages). Below these tiles is a 'BloodNet news' section with a headline about 'New Imported Immunoglobulin (Ig) Supply Contracts' dated 21/12/2020. On the right side, there is a 'Quick actions' menu with options like 'Create stock order', 'Create special order', 'Reports', 'Stock levels', 'Templates', 'Print blank special order', 'LIS administration', and 'BloodNet support materials'. A search bar and 'Australian Red Cross Lifeblood Contacts' link are also visible at the top right.

The Orders Dashboard has 5 main headings; **Orders**, **Active orders**, **Recent finalised orders**, **Recent cancelled orders** and **Quick search**.



Orders 1

Create stock order Draft orders 0

Create special order ★ Facility favourites

Active orders 2

Stock order: 1860433 Dispatched R P

Sent: 02/02/2021 08:13 (AEDT)
 Required: Next delivery run
 Dispatched: 02/02/2021 09:00 (AEDT)
 Distribution site: Lifeblood - ACT
 Quantity: 21
 Total price: \$7,800.59

Issue note Status

0000015426807 Received [Edit](#)

0000015426817 Partially Received [Receipt](#)

Print from PDF View details

Special order: 1860407 Sent R

Special order: 1860402 Sent R

Special order: 1869087 Sent R

Recent finalised orders 3

Order number	Order type	Priority	Finalised	Issue note number
1339475	Stock		21/06/2018 11:17 (AEST)	0000014687846
1339479	Stock		21/06/2018 11:03 (AEST)	0000014688024
1338684	Stock		20/06/2018 09:53 (AEST)	0000014686788
1337968	Special		19/06/2018 12:18 (AEST)	0000014685543
1337401	Stock		18/06/2018 09:13 (AEST)	0000014684656

Recent cancelled orders 4

Order number	Order type	Cancelled	Status
1323911	Stock	08/06/2018 05:53 (AEST)	Cancelled
1324352	Stock	08/06/2018 05:53 (AEST)	Cancelled
1330425	Stock	08/06/2018 05:53 (AEST)	Cancelled
1331170	Stock	08/06/2018 05:53 (AEST)	Cancelled
1322293	Stock	25/05/2018 05:55 (AEST)	Cancelled

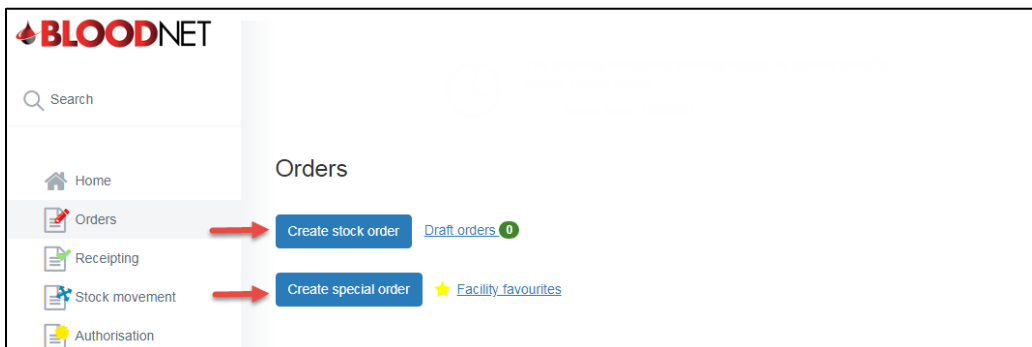
Quick search 5

Scan or enter Donation/Lot number Order number

Search

1. Orders

This section provides links to create stock or special orders, locate Draft Orders and orders that have been saved as Facility favourites (if any).



BLOODNET

Search

Home

Orders Create stock order Draft orders 0

Receiving

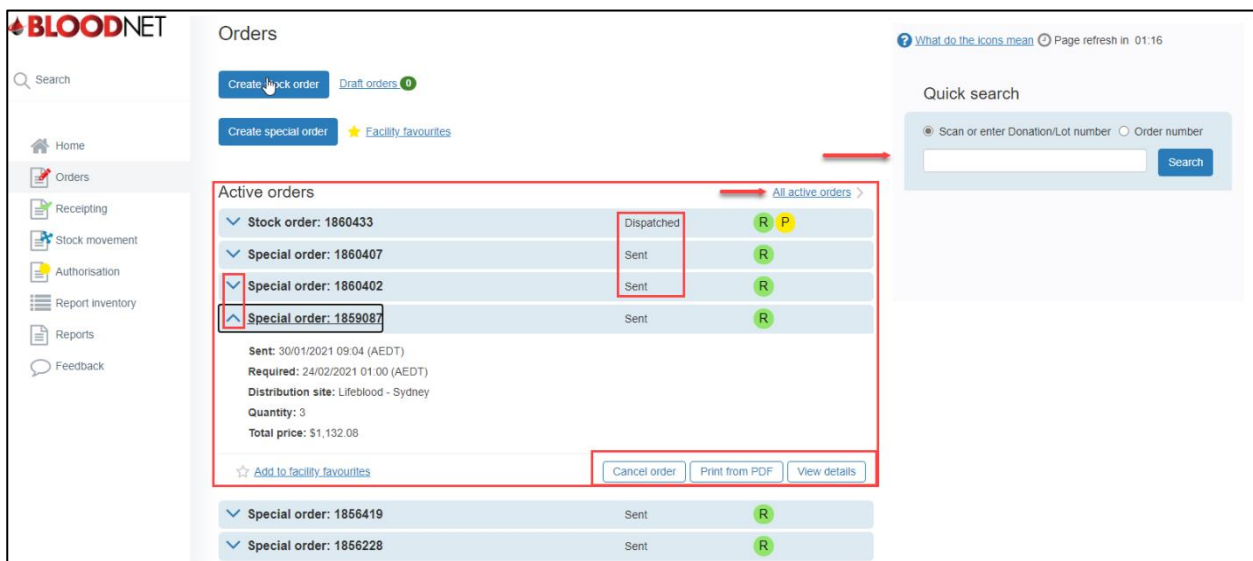
Stock movement Create special order ★ Facility favourites

Authorisation

2. Active Orders

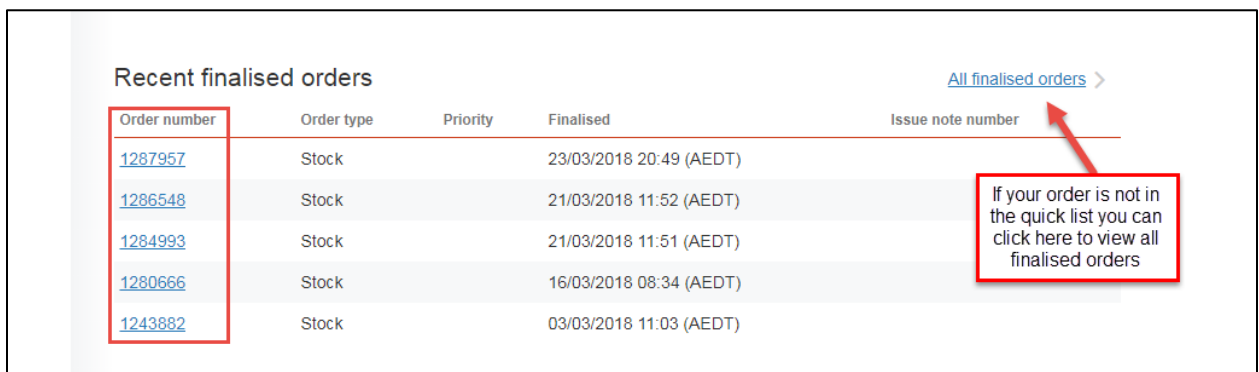
This section displays up to 20 orders that have been sent but not finalised / receipted in BloodNet.

- Active orders have the status of Sent, Sent (Awaiting confirmation), Sent (Failed) and Dispatched.
- The latest order is displayed by default in an expanded view.
- Each of the orders can be expanded by clicking the drop down arrow or the order number.
- The expanded view shows options to Cancel, Print or View additional details of the order.
- The **Add to facility favourites** option is available for special orders and only if the special order has not been previously added to facility favourites.



3. Recent finalised orders

This section displays up to five of the most recent finalised orders. More information for a particular order can be viewed by clicking on the Order Number link.



Order number	Order type	Priority	Finalised	Issue note number
1287957	Stock		23/03/2018 20:49 (AEDT)	
1286548	Stock		21/03/2018 11:52 (AEDT)	
1284993	Stock		21/03/2018 11:51 (AEDT)	
1280666	Stock		16/03/2018 08:34 (AEDT)	
1243882	Stock		03/03/2018 11:03 (AEDT)	

4. Recent Cancelled Orders

This section displays up to five of the most recent Cancelled Orders. More information for a particular order can be viewed by clicking on the Order Number link.

Recent cancelled orders				All cancelled orders >
Order number	Order type	Cancelled	Status	
1313005	Special	10/05/2018 09:46 (AEST)	Cancelled	<div style="border: 1px solid red; padding: 5px;"> If your canceled order is not in the quick list you can click here to view all finalised orders </div>
1089259	Stock	18/04/2017 21:24 (AEST)	Cancelled	
708441	Stock	03/03/2017 11:25 (AEDT)	Cancelled	

5. Quick search

The quick search box allows users to search for a donation/lot number or order number and perform various functions such as viewing an order or receipting a product directly from the dashboard. The search options are displayed as radio button options, where donation/lot number is the defaulted selection.

[? What do the icons mean](#) Page refresh in 01:52

Quick search

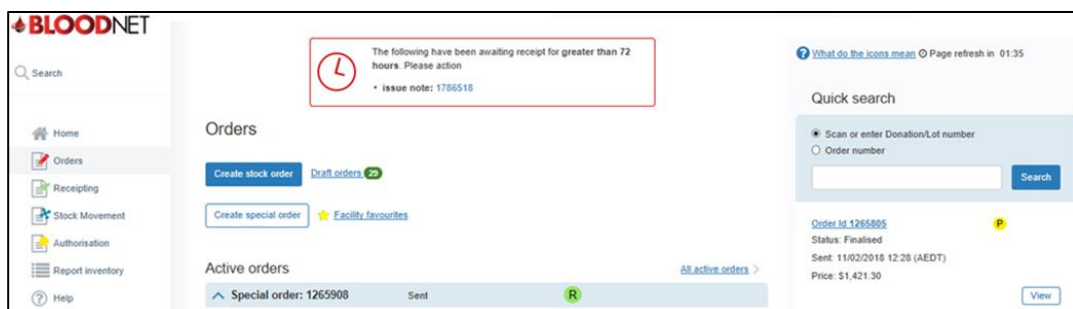
Scan or enter Donation/Lot number
 Order number

[Search](#)

You can hover over 'what do the icons mean' for a breakdown of the product/components icons.

Overdue receipting notification

Finally, if your facility has issue notes that have not been receipted within 72 hours the system will display a notification of the outstanding issue notes at the top of the dashboard. Users can click on the issue note link to go to the **Receipt issue note** page and receipt the issue note which will remove the issue note from the notification.



The screenshot shows the BLOODNET dashboard. At the top, there is a notification: "The following have been awaiting receipt for greater than 72 hours. Please action" with a red clock icon and a link to "issue note: 1786516". Below this, the "Orders" section has buttons for "Create stock order", "Draft orders", "Create special order", and "Facility favourites". The "Active orders" section shows a "Special order: 1265908" with a "Sent" status and a red 'R' icon. On the right, the "Quick search" section is visible, with radio buttons for "Scan or enter Donation/Lot number" (selected) and "Order number". Below the search box, details for "Order Id 1265905" are shown: "Status: Finalised", "Sent: 11/02/2018 12:28 (AEDT)", and "Price: \$1,421.30".