Arjo Express

Create an order with Delivery Service
QUICK GUIDE

arjo

About creating orders

You can create an order by following the basic steps below.

If at any time you want to exit and start a new order without saving, press the **Clear** form button at the bottom of the page.

Some fields may be hidden depending on settings in Arjo Express.

Create an Order with Delivery Service.

1. Click **Orders** in the top menu bar.
2. Click **Create Order** in the left menu bar.
3. Add Patient and Location information.
3.1. Select **Customer** and **Ward**.
3.2. Enter the **Patient Information**.
3.3. Enter the **Room** number.
3.4. Enter the **Purchase Order Number** if you have one.
4. Add Products to the order.
4.1. Choose **Product** from the dropdown.
5. Enter Delivery details.
5.1. Click the **Calendar** icon to pick a delivery date.
5.2. Check your contact details.
5.3. Enter any **Delivery** instructions needed.
5.4. Press the **Submit order** button and press **Yes** in the confirmation box to submit the order.

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Arjo Express

Create a Bed Store Order
QUICK GUIDE

** arjo**

About creating orders

You can create a bed store order by following the basic steps below.

If at any time you want to exit and start a new order without saving, press the **Clear form** button at the bottom of the page.
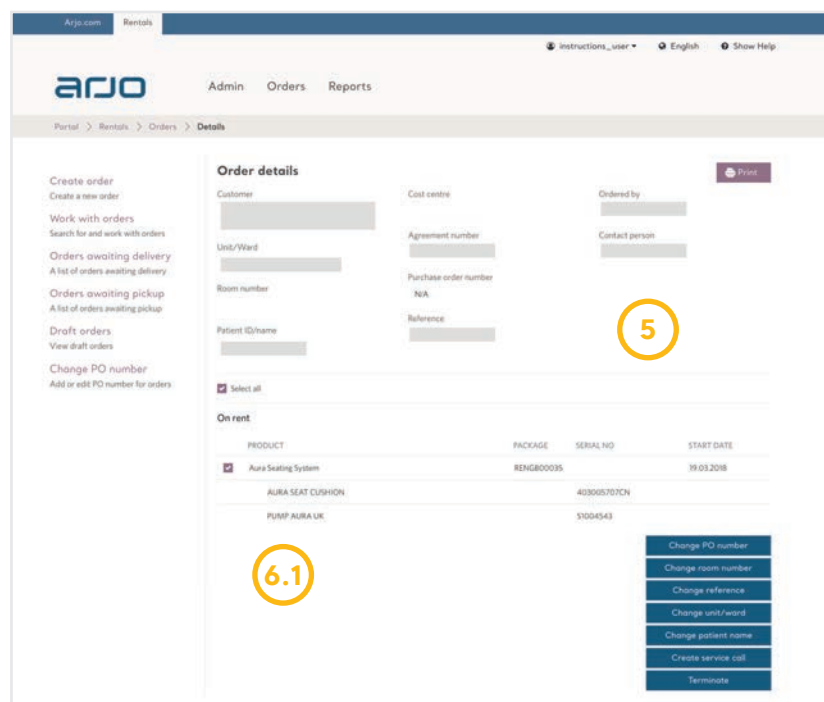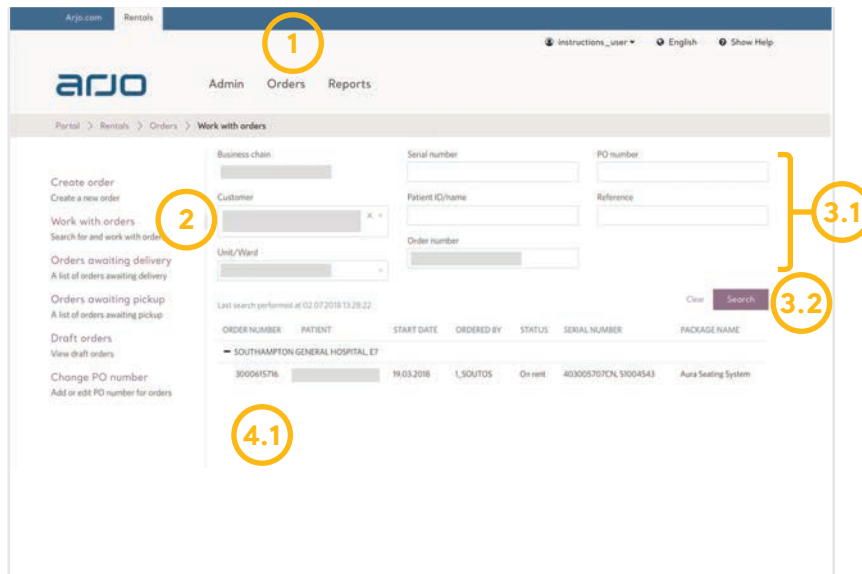
Some fields may be hidden depending on settings in Arjo Express.

Create a Bed Store Order.

1. Click **Orders** in the top menu bar.
2. Click **Create Order** in the left menu bar.
3. Add Patient and Location information.
3.1. Select **Customer** and **Ward**.
3.2. Enter the **Patient Information**.
3.3. Enter the **Room number**.
3.4. Enter the **Purchase Order Number** if you have one.
4. Add Products to the order.
4.1. Choose **Product** from the dropdown.
4.2 Enter the **Serial Number** of the item.
5. Enter Delivery details.
5.1. Click the **Calendar icon** to pick an installation date.
5.2. Check your contact details.
5.3. Press the **Submit order** button and press **Yes** in the confirmation box to submit the order.

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Arjo Express

Terminate a Rental Order
QUICK GUIDE

About terminating rentals

You can terminate an **on rent** order by following the basic steps below.

If at any time you want to stop the order termination, just press the **Cancel** link at the bottom of the page.

Some fields may be hidden depending on settings in Arjo Express.

Terminate a Rental Order.

1. Click **Orders** in the top menu bar.
2. Click **Work with orders** in the left menu bar.
3. Add Search criteria.
3.1. Enter search criteria to narrow down the search if you wish.
3.2. Press the **Search** button.
4. Find the order in the search results below.
4.1. Click on the **Order** row to open up the **Order** details.
5. Review Order details.
6. Select Products to terminate.
6.1. Make sure that only the products that you want to terminate are selected.
6.2. Press the **Terminate** button, enter the required termination details and confirm the termination.

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with people in mind