

Create an order with Delivery Service

QUICK GUIDE

The screenshot shows the 'Create order' form in the Arjo Express system. The form is divided into several sections, each with numbered callouts indicating the steps to follow:

- 1**: The 'Orders' menu item in the top navigation bar.
- 2**: The 'Create order' button in the left sidebar menu.
- 3.1**: The 'Customer' and 'Unit/Ward' dropdown menus in the 'Business chain' section.
- 3.2**: The 'Patient information' section, including fields for 'Sold to', 'Bill to', 'Payer', and 'IDN/Trust partner'.
- 3.3**: The 'Room number' field.
- 3.4**: The 'Purchase order number' field.
- 4.1**: The 'Select products' section, specifically the 'Choose from rental products' radio button.
- 5.1**: The 'Requested delivery date' field, which includes a calendar icon.
- 5.2**: The 'Contact person' and 'Contact number' fields.
- 5.3**: The 'Instructions for delivery and installation' text area.
- 5.4**: The 'Submit order' button at the bottom right of the form.

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.

Create a Bed Store Order

QUICK GUIDE

The screenshot shows the 'Create order' form in the Arjo Express system. The form is divided into several sections, each with numbered callouts:

- 1**: Top navigation bar (Admin, Orders, Reports)
- 2**: Left sidebar menu (Create order, Work with orders, Orders awaiting delivery, Orders awaiting pickup, Draft orders, View draft orders, Change PO number, Add or edit PO number for orders)
- 3.1**: Business chain, Customer, Unit/Ward fields
- 3.2**: Patient information section (Sold to, This field is mandatory, Room number, This field is mandatory)
- 3.3**: Room number field
- 3.4**: Purchase order number field (DEFAULT PO NO. #149028/)
- 4.1**: Select products from bed store section (Please select an item)
- 4.2**: Product selection table with columns PACKAGE, PRODUCT, and SERIAL NUMBER. The table contains three rows of product information.
- 5.1**: Delivery information section (Installation date: 23.05.2018, I am the contact person checkbox)
- 5.2**: Contact person field
- 5.3**: Contact number field

PACKAGE	PRODUCT	SERIAL NUMBER
RENGR00101	AUTO LOGIC 200 P&M	
- FX8001DAR	MATT AUTO LOGIC 200-RELIANT	Select serial no
- 630001	AUTO LOGIC PUMP UK	Select serial no

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.

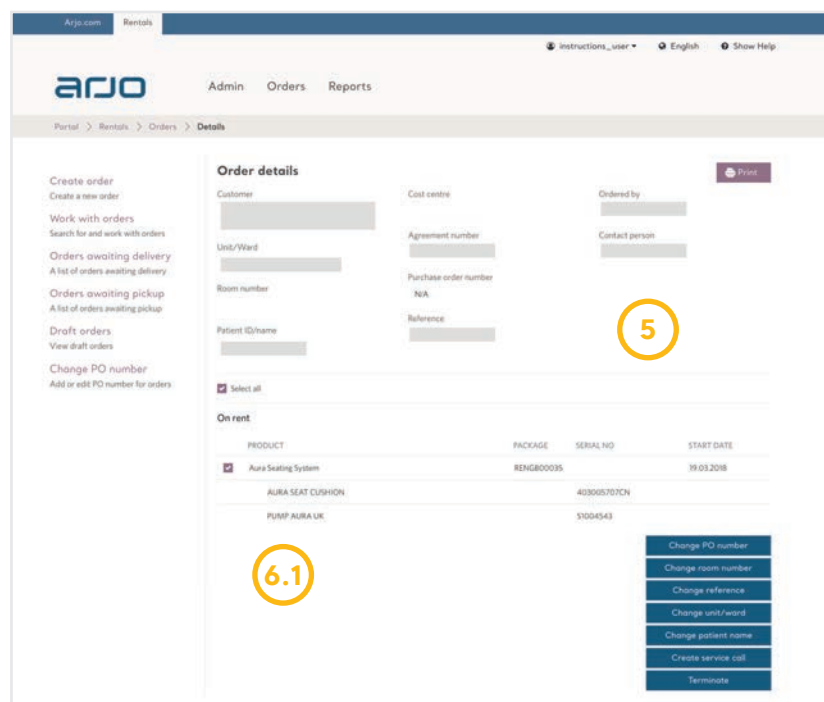
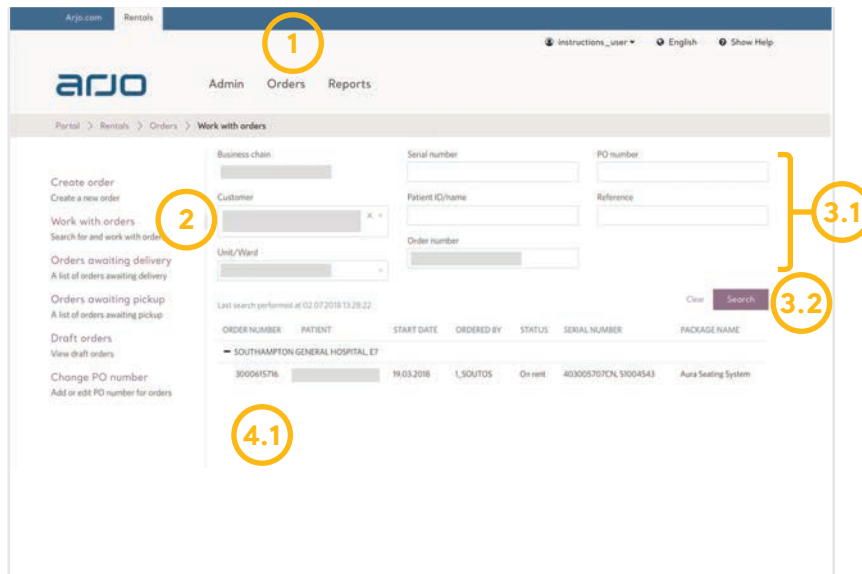
Some fields may be hidden depending on settings in Arjo Express.

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.

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.

AEX: www.arjo-express.com