

# On-line Blood Ordering System

The screenshot shows the login interface for the NHS Online Blood Ordering System (OBOS). The page has a yellow header and footer. The main content area is divided into two sections. The left section, with a light gray background, contains the text "Welcome to NHS Online Blood Ordering System" in large black font. Below this is a light blue box with the text "\*\*\*\*\* WELCOME TO OBOS \*\*\*\*\*". At the bottom of this section, there is a link "Hospital and Science Website" and the NHS logo with the text "Blood and Transplant". The right section, with a white background, contains the login fields. It has labels "Username" and "Password" next to input boxes. Below the password box is a link "Forgotten password?". A yellow "Log in" button is positioned below the password field. At the bottom of the right section, there is a small text "For support please contact your administrator Ver:".

Welcome to NHS Online  
Blood Ordering System

\*\*\*\*\* WELCOME TO OBOS \*\*\*\*\*

Hospital and Science Website

NHS  
Blood and Transplant

Username

Password

[Forgotten password?](#)

[Log in](#)

For support please contact your administrator Ver:

# Learning Objectives

- By the end of this session you will be able to:
  - Log on to OBOS
  - Create an order
  - Preview an order
  - Create an emergency order
  - View the status of orders
  - Create a standing order
  - Search OBOS
  - Reconcile an Order
  - Recover a forgotten password
  - Create a new user and account management

# Logging on to OBOS

The screenshot shows the login interface for the NHS Online Blood Ordering System (OBOS). The page has a yellow header and footer. The main content area is divided into two sections. The left section, with a light gray background, contains the text 'Welcome to NHS Online Blood Ordering System' in large black font. Below this is a light blue box with the text '\*\*\*\*\* WELCOME TO OBOS \*\*\*\*\*'. At the bottom left of this section is the text 'Hospital and Science Website' in blue. At the bottom right is the NHS logo with the text 'Blood and Transplant' below it. The right section, with a white background, contains the login fields. It has labels 'Username' and 'Password' in black, each followed by a white input box. Below the password box is a blue link 'Forgotten password?'. A yellow 'Log in' button is positioned below the password box. At the bottom of the right section, there is a line of text: 'For support please contact your administrator Ver:'.

Welcome to NHS Online  
Blood Ordering System

\*\*\*\*\* WELCOME TO OBOS \*\*\*\*\*

Hospital and Science Website

**NHS**  
Blood and Transplant

Username

Password

[Forgotten password?](#)

**Log in**

For support please contact your administrator Ver:

# The Welcome Screen

Welcome to NHS Online  
Blood Ordering System

\*\*\*\*\* WELCOME TO OBOS \*\*\*\*\*

Username

Password

[Forgotten password?](#)

Hospital and Science Website

**NHS**  
Blood and Transplant

For support please contact your administrator Ver:

## IMPORTANT

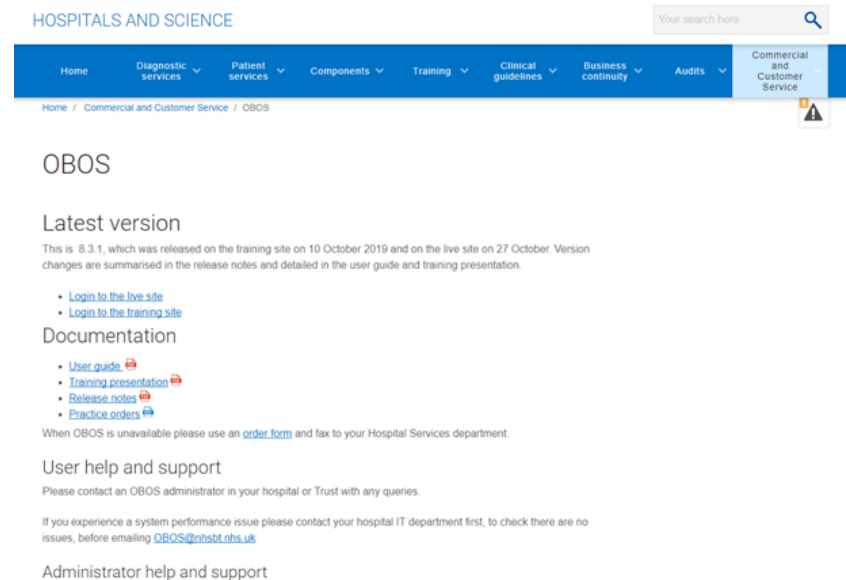
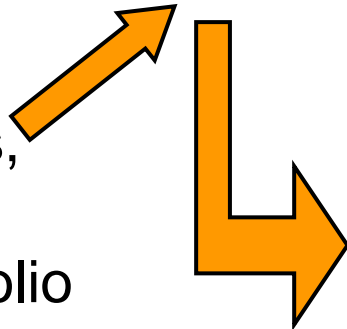
How you log on informs OBOS of who you are (and where you are) – you will use the same log-in for linked hospitals (from the same Trust) but different log-ins for separate hospitals.

# The Welcome Screen

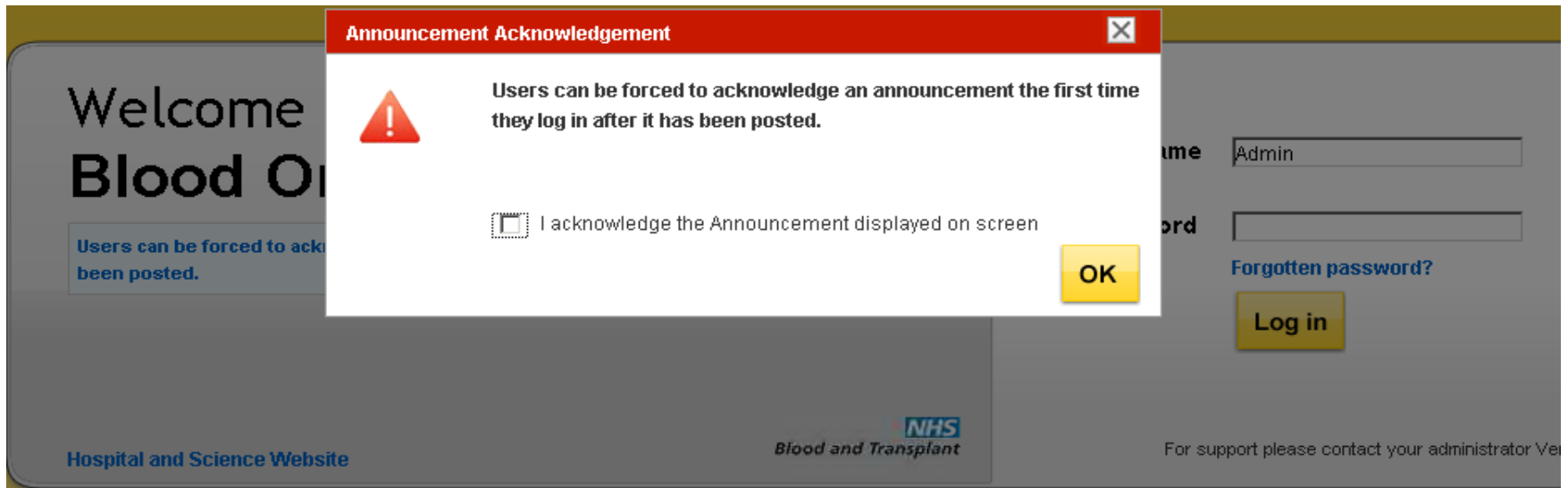
- Direct link to the Hospital & Science website



- This OBOS presentation, release notes, user guide, product portfolio etc...

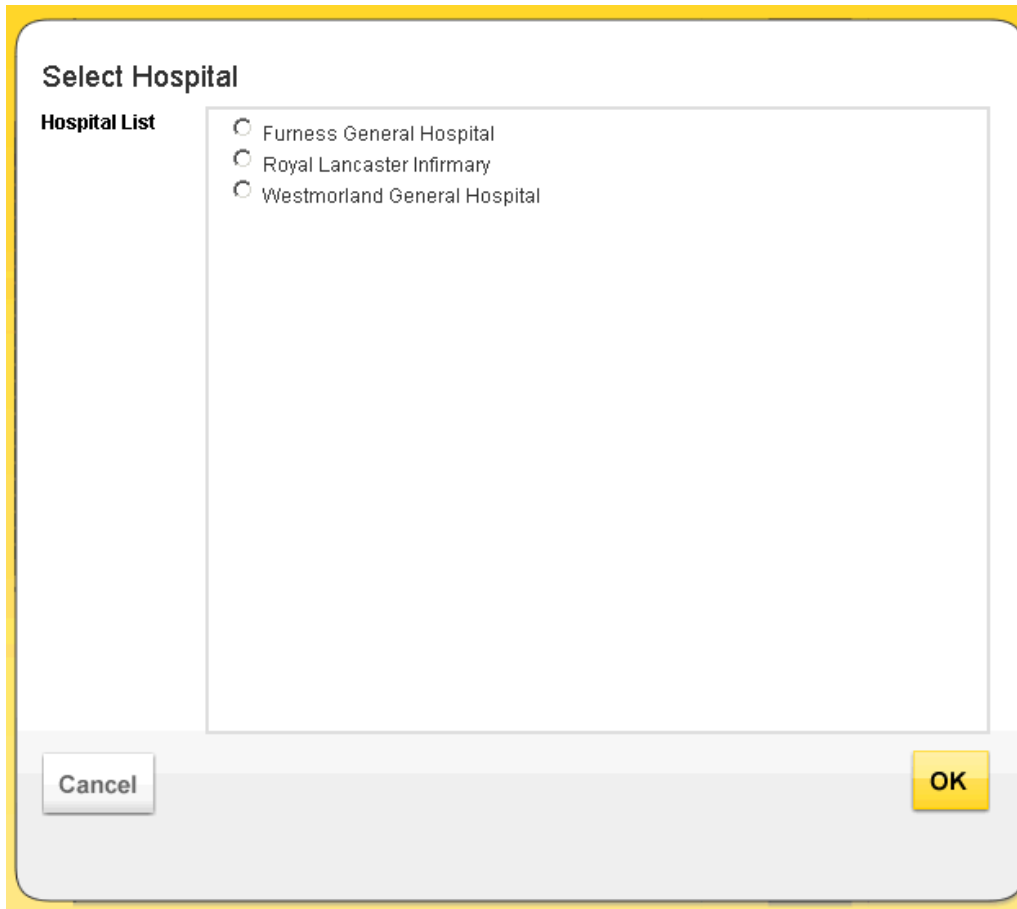


# Logging In



- If an announcement has been posted users will need to acknowledge before entering the system. This is required only once per new announcement.

# Select Hospital



The screenshot shows a dialog box titled "Select Hospital". Inside the dialog, there is a section labeled "Hospital List" containing three radio button options: "Furness General Hospital", "Royal Lancaster Infirmary", and "Westmorland General Hospital". At the bottom left of the dialog is a "Cancel" button, and at the bottom right is an "OK" button.

- Users with more than one hospital (set up on their account) will be asked to select which one they wish to order for
- Users with access to only one hospital or with a hospital set as default will be taken directly to the home page

# The Home Page

## NHS Online Blood Ordering






[Home](#)[Create order](#)[My profile](#)[Administration](#)[Search order](#)

### Announcements

\*\*\* OBOS 5.2.0 ACCEPTANCE TESTING ENVIRONMENT \*\*\*

### Order Summary

Last Updated at 1:19 PM [Refresh to update again](#)

Current Orders		Draft Orders (0)		Standing Orders	Queued Orders (0)			
	Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
	L00146481	06-May-2014	13:19	Admin Admin	07-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146482	06-May-2014	13:19	Admin Admin	08-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146483	06-May-2014	13:19	Admin Admin	09-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146480	06-May-2014	13:18	Admin Admin	06-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146479	06-May-2014	11:56		07-May-2014, 16:00	Del:Stock	⬇ Waiting for Issue	
	L00146478	06-May-2014	09:35	Alex Smith	06-May-2014, 22:00	Del:Stock	➡ Notification outstanding	
	L00146477	06-May-2014	00:01	a banerjee	09-May-2014, 21:21	Collect	➡ Received from external system	
	L00146476	05-May-2014	00:05	a banerjee	08-May-2014, 21:21	Collect	➡ Received from external system	
	L00146475	05-May-2014	00:04	a banerjee	08-May-2014, 01:10	Ad Hoc	➡ Received from external system	
	L00146473	04-May-2014	00:04	a banerjee	07-May-2014, 21:21	Collect	➡ Received from external system	
	L00146474	04-May-2014	00:04	a banerjee	07-May-2014, 01:10	Collect	➡ Received from external system	
	L00146472	04-May-2014	00:03	a banerjee	07-May-2014, 01:10	Ad Hoc	➡ Received from external system	
	L00146470	03-May-2014	00:00	a banerjee	06-May-2014, 01:10	Collect	➡ Received from external system	



# The Home Page



- The tabs will indicate where you are in OBOS
- The page you are on will be coloured **gold**

	Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
	L00146481	06-May-2014	13:19	Admin Admin	07-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146482	06-May-2014	13:19	Admin Admin	08-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146483	06-May-2014	13:19	Admin Admin	09-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146480	06-May-2014	13:18	Admin Admin	06-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146479	06-May-2014	11:56		07-May-2014, 16:00	Del:Stock	⬇ Waiting for Issue	
	L00146478	06-May-2014	09:35	Alex Smith	06-May-2014, 22:00	Del:Stock	➡ Notification outstanding	
	L00146477	06-May-2014	00:01	a banerjee	09-May-2014, 21:21	Collect	➡ Received from external system	

- The homepage consists of order summary screens for current, draft, standing and queued orders.

# The Home Page


Admin Admin [Log off](#) Arrowe Park Hospital - M315 [Change](#)

## NHS Online Blood Order

[Home](#) [Create order](#) [My](#)

### Order Summary

**Current Orders** **Draft Orders (0)**

	Pulse No.	Date Ordered	Time	Orderer	Date and Time	Delivery	Comments
	L00055431	14-Aug-2013	00:05	Alex Smith	17-Aug-2013, 20:00	Ad Hoc	

☐ University Hospital of North Tees

☐ University Hospital, Aintree

☐ University Hospital, Birmingham



☐ University Hospitals, Coventry (Walsgrave)

☐ Walsall Manor Hospital

[OK](#)

- The top line contains information on your name and the hospital you are **currently viewing or placing orders for**.
- The **Log Off** facility is also on this line.
- If your account allows you access to more than one hospital site then to change the hospital you are viewing orders from or placing orders for click on change and the selection of hospitals available to you will appear.
- Select the correct hospital and click on OK.

# The Home Page

- When using mobile devices, the screen size will depict the layout. Columns can be expanded and collapsed using the  and  buttons.

Current Orders		Draft Orders (2)		Standing Orders		Queued Orders (0)	
	Pulse No. ▲	Date Ordered	Time Ordered	Ordered By	Required Date and Time		
<div>−</div>	L02153448	15-Aug-2017	15:14	Hospital User	15-Aug-2017, 16:12		
<div>DeliveryCollect</div> <div>Current Status<span>➡</span>Received from external system</div> <div>SSO</div>							
<div>+</div> <div>↺</div>	L02153447	15-Aug-2017	15:09	Hospital User	17-Aug-2017, 11:22		
<div>+</div>	L02153446	15-Aug-2017	15:03	Hospital User	16-Aug-2017, 16:00		

# Creating an Order

Home

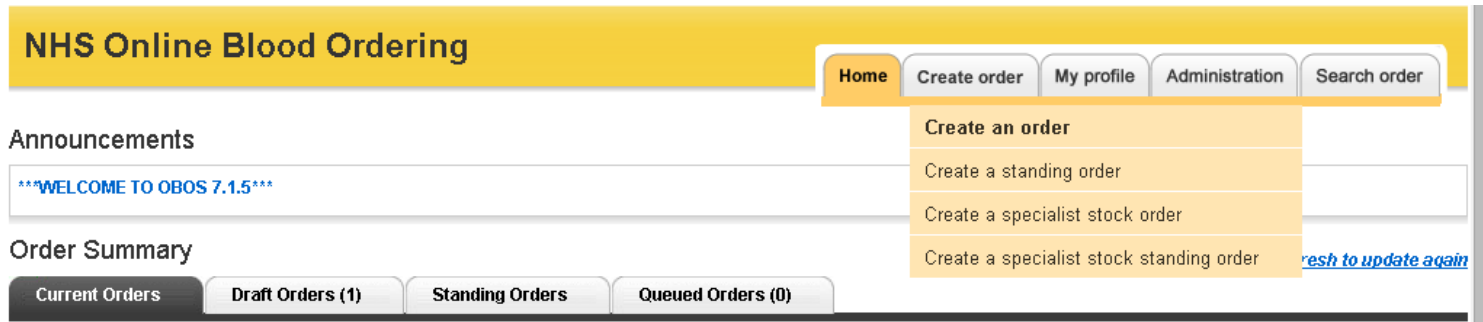
**Create order**

My profile

Administration

Search order

# Creating an Order



- To create an order click on the Create order tab
- You will be given a choice:
  - Create an order/specialist stock order
    - ▶ A one off order (which can be duplicated if required)
  - Create a standing order/specialist stock standing order
    - ▶ An order containing the same components which can be repeated either weekly/alternate weeks, on one or more days

# The Ordering Screen

**NHS Online Blood Ordering**

[Home](#) [Create order](#) [My profile](#) [Administration](#) [Search order](#)

**Delivery Information**  
Delivery method \*   
Required date \*    
Required time \*

**Add Products**

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
<b>Product*</b>	<b>ABO*</b>	<b>RhD*</b>	<b>Qty*</b>	<b>CMV-</b> <b>HT-</b> <b>HbS-</b> <b>IgA</b> <b>Aph</b> <b>HEV-</b> <b>Req.</b> <b>Remove</b>
<input type="text" value="Red Cells"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text" value="Red Cells"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text" value="Red Cells"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="text" value="Red Cells"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[+Add line](#) [Add to order](#)

**Order Preview**  
Blood order  
[Save draft](#) [Send order](#)

# The Ordering Screen

## Add Products



- On the create an order screen there are 5 tabs across the screen – one for each of the product types and one for ‘Order notes’.
- The product tabs allow an individual product type to be ordered.
- ‘Order notes’ allow general comments to be added to the whole order. Not for product specification requirements.

# Delivery Information

**Delivery Information**

Delivery method \*

Required date \*

Required time \*

- Ad Hoc
- Collect
- Del:Stock
- Emergency
- Emergency Collect

- Select delivery type from the drop down menu (default setting is blank)
- Del Stock is your routine round you receive from NHSBT.

**Delivery Information**

Delivery method \*

Required date \*

Required time \*

- Ad Hoc
- Collect
- Del:Stock
- Emergency
- Emergency Collect

- Only needs to be selected once per order not for each product
- Caution: Only a few Trusts use the emergency collect option



# Delivery Information

**Delivery Information**

Delivery method \*

Required date \*

Required time \*

**Add Products**

☒ Red blood cells ☐ Platelets ☐ Frozen products ☐ White blood cells

Product\*  ABO\*

<< January >> << 2013 >>

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

- Required Date
- Select delivery date from the drop down calendar
- A pop up box appears if you place an order 15 days or more in the future
- Note: If you select a date in the **past** OBOS will inform you when you try and place the order (and will not accept the order)

**Delivery Information**

Delivery method \*


Required date \*

Required time \*

**Add Products**

☒ Red blood cells ☐ Platelets ☐ Frozen products ☐ White blood cells ☐ Order notes ☐ Order Prev

**Contact NHSBT**

 You are placing this order 15 days or more in advance of the current date.

## NHS Online Blood Ordering



Required date and time should be in the future.

# Delivery Information

**Delivery Information**

Delivery method \*

Required date \*

Required time \*

**Delivery slots for Friday :**

09:25

16:30

- When selecting Del:Stock the system will present the delivery slots available showing your delivery times as stated in your SLA.
- For Adhoc/collect/emergency and emergency collects the times will be calculated in accordance with your SLA times.
- These times can be manually changed if the quoted time does not suit.

**Delivery Information**

Delivery method \*

Required date \*

Required time \*  13:13

**Delivery Information**

Delivery method \*

Required date \*

Required time \*  11:56

**Delivery Information**

Delivery method \*

Required date \*

Required time \*  13:24

**Delivery Information**

Delivery method \*

Required date \*

Required time \*  11:56

# Delivery Information

## NHS Online Blood Ordering

### Delivery Information

Delivery method \*

Required date \*

Required time \*

### Add Products

Red blood cells	Platelets	Frozen products	
Product*	ABO*	RhD*	Qty*
<input type="text" value="Red Cells"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Red Cells"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Red Cells"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Red Cells"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Once you have entered all of the delivery details, check them
- OBOS will send the order to NHSBT with these details (Ensure no details are inadvertently changed using the mouse scroll wheel)
- OBOS will only send the order once components have been added and send order is selected

# Ordering Red blood cells

Product*	ABO
Red Cells ▼	
Red Cells	
Red Cells Irradiated	
Exchange RBC Irradiated (Neonatal)	
IUT Red Cells Irradiated	
LVT in SAGM (Neonates and Infants)	
LVT in SAGM Irradiated (Neonates and Infants)	
Neonatal Red Cells	
Neonatal Red Cells Irradiated	
Washed Cells Ext. Life	
Washed Cells Irradiated Ext. Life	

- On the **Red blood cell** tab – the default product is standard red cells.
- To select different red cell products use the drop down menu.
- Irradiated components appear on the product lists.
- Select the type of product you require by clicking on it
- Ensure no details are inadvertently changed using the mouse scroll wheel

# Ordering Red blood cells

## Add Products

Red blood cells	Platelets	Frozen products	White blood cells	
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA
Red Cells	O			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Red Cells	A			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Red Cells	B			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Red Cells	AB			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Add Products


Red blood cells	Platelets	Frozen products	White blood cells	
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA
Red Cells	O			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Red Cells		POS		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Red Cells		NEG		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## Add Products

Red blood cells	Platelets	Frozen products	White blood cells	
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA
Red Cells	O	POS	30	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

- Select the ABO group from the drop down menu
- Select RhD pos or neg
- Enter Qty required (a pop up box will appear for orders over 30 units)

Quantity



Are you sure you want to order 31 units?

No

Yes

# Ordering Red blood cells

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA Aph HEV- Req. Remove
Exchange RBC Irradiated (Neonatal) ▼	▼	▼		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
Red Cells ▼	▼	▼		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
Red Cells ▼	▼	▼		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -
Red Cells ▼	▼	▼		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> + -

- Any special requirements? Use the tick boxes.
- Do not use the line/order notes for special requirements.
- Certain components will automatically select additional requirements.

# Ordering Red blood cells

Red blood cells	Platelets	Frozen products	White blood cells	Order notes							
Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	HEV-	Req.	Remove
Exchange RBC Irradiated (Neonatal) ▼	▼	▼		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Red Cells ▼	▼	▼		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Red Cells ▼	▼	▼		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Red Cells ▼	▼	▼		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[+Add line](#)

**Add to order**

- If more than four types of red cells are required additional lines can be added by clicking the [+Add line](#) icon.
- If phenotyped units are required click on the icon in the Req. column.

# Phenotyped Red Cells

## Add Products

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA Aph HEV- Req. Re
Red Cells	O	POS	2	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>Phenotypes</b> (Negative for these antigens) <input type="checkbox"/> RhC <input type="checkbox"/> Rh E <input type="checkbox"/> Rh c <input type="checkbox"/> Rh e <input type="checkbox"/> K				
Tick here if order is for a Sickle Patient <input type="checkbox"/>				
Tick here if order is for a Thalassaemic Patient <input type="checkbox"/>				
<b>Select Blood Chars</b>		<b>Patient information</b>		
Selected Blood Characteristics (Negative for these antigens)		Patient name / ID <input type="text"/>		
		<b>(Do not include clinical information)</b>		
		<b>Maximum blood age</b>		
		Please specify maximum blood age only if necessary. By default, blood supplied will be less than 23 days old. <input type="text"/> days		

- Ordering Rh and K neg units.
- Enter the patient ID  
(NHS number or surname or hospital number or left blank depending on Trust policy)



# Phenotyped Red Cells

Tick here if order is for a Thalassaemic Patient ☐

**Select Blood Chars**

**Selected Blood Characteristics**  
(Negative for these antigens)

**Patient information**  
Patient name / ID

**(Do not include clinical information)**  
**Maximum blood age**  
Please specify maximum blood age only if necessary.  
By default, blood supplied will be less than 23 days old.  days

- To order additional phenotypes press the 'Select Blood Chars' button.
- If red cells of a specified maximum age are required – enter the maximum age in the appropriate box

# Phenotyped Red Cells

Type a characteristic or select from the list :

Ke

Characteristic	Description
KE002	(k)
KE003	Kpa

Type a characteristic or select from the list :

fy

Characteristic	Description
FY001	Fya
FY002	Fyb

Type a characteristic or select from the list :





Blood Characteristics (Negative for these antigens)

Characteristic	Description
KE002	(k)
MN004	(s)
FY001	Fya
FY002	Fyb
JK001	Jka
JK002	Jkb
KE003	Kpa

Characteristic	Description
KE002	(k)

Cancel OK

# In Isolation Rule

- Certain antigen negative specificities can not be ordered in isolation. e.g. Kp(a), Lu(a), Cw if selected in isolation or just in combination with K (Kell) the user will see the advisory notice.
- The specificity will need to be selected  the left hand pane, then click the  icon to move it across to the right hand pane, repeat if needed .
- Then press  to continue.
- (\*Phenotypes contained within the characteristic table can be added or deleted by NHSBT but will only be done after consultation and agreement with hospital representatives that form part of the OBOS stakeholders group)

**Phenotypes**(Negative for these antigens) ☐ RhC ☐ Rh E ☐ Rh c ☐ Rh e ☐ K



Tick here if order is for a Sickie Patient ☐

Tick here if order is for a Thalassaemic Patient ☐

You cannot order negative for non-clinically significant antigens in isolation or just in combination with K negative.



Type a characteristic or select from the list :

Characteristic	Description
FY001	Fya
FY002	Fyb
JK001	Jka
JK002	Jkb
LU001	Lua
MN001	M
MN003	S

**Blood Characteristics**(Negative for these antigens)

Characteristic	Description
KE003	Kpa

# Haemoglobinopathy Patient?

Red blood cells	Platelets	Frozen products	White blood cells	Order notes							
Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	HEV-	Req.	Remove
Red Cells ▼	B ▼	NEG ▼	4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>	<input type="button" value="X"/>
Phenotypes(Negative for these antigens)											
<input type="checkbox"/> C <input type="checkbox"/> E <input type="checkbox"/> (c) <input type="checkbox"/> (e) <input type="checkbox"/> K											
Tick here if order is for a Sickle Patient <input checked="" type="checkbox"/>											
Tick here if order is for a Thalassaemic Patient <input type="checkbox"/>											

- This is a non mandatory question but it will enable NHSBT to gather information on the patient types additional phenotypes are ordered for.
- Ticking 'Sickle Patient' will automatically select HbS neg units and the user will be unable to untick the HbS- box whilst the Sickle Patient box is ticked.

# Red blood cell order complete?

- Enter all the red cell components required and then click on the **Add to order** button.
- The red cell components required will then be displayed on the right hand side of the screen under the Blood order heading.

The screenshot displays the NHS OBOS interface. On the left, the 'Red blood cells' tab is selected, showing a form with fields for Product\* (Red Cells), ABO\*, RhD\*, Qty\*, and checkboxes for CMV-, HT-, HbS-, IgA, Aph, and HEV-. There are also buttons for '+', '-', and 'Remove'. A yellow 'Add to order' button with a right-pointing arrow is at the bottom right of this section. Below the form is a '+Add line' link and a 'Close without saving' button. On the right, the 'Order Preview' section shows a 'Blood order' heading with a 'Preview in a separate page' link. Below this, the 'Red blood cells' section is expanded, showing 'Red Cells' and 'Patient Name/ID: AB Pos, 2'. Other fields include 'HbS-', 'Max blood age -', and 'Notes -'. At the bottom of the preview are 'Save draft' and 'Send order' buttons.

Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	HEV-	Req.	Remove
Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[+Add line](#)

**Order Preview** [Preview in a separate page](#)

**Blood order**

**Red blood cells** [Amend](#)

**Red Cells** **Patient Name/ID:**  
AB Pos, 2  
HbS-  
Max blood age -  
Notes -

# Ordering Platelets

Red blood cells	Platelets	Frozen products	White blood cells	Order notes						
Product*	ABO*	RhD*	Qty*	CMV-	HT-	Aph	IgA	HEV-	Req.	Remove
Platelets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Platelets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Platelets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Platelets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Enter requests for platelets in similar manner.
- Selecting the icon in the Req column to enter a patient ID and transfusion date and time if the platelets are non stock platelets.
  - These are not mandatory but will help effective supply and demand.

# Platelets – Special Requirements

**Product\*** Neonatal Platelets Irradiated **ABO\*** A **RhD\*** POS **Qty\*** 2 **CMV-** ☒ **HT-** ☒ **Aph** ☐ **IgA** ☐ **HEV-** ☒ **Req.**  **Remove**

**Patient information**  
 Patient name / ID   
**(Do not include clinical information)**  
 Transfusion date  **Transfusion time**

**Notes: Please select from drop-down box (one)**  
 Select Comment

**NOTES: This field is for request and delivery c**  
**specification you require, please contact your**  
**information.**  
 (max 500 characters)

<< December >> << 2016 >>  

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

**product**  
**Do not enter clinical**

- If you enter a date you must enter a time and vice versa
- The time of transfusion should be as accurate as possible especially for components with a 24 hour shelf life such as platelets in PAS.

# Platelet Order Complete?

The screenshot shows the NHS OBOS interface. On the left, the 'Platelets' tab is selected. Below it, there is a table for adding platelet orders. The table has columns for ABO\*, RhD\*, Qty\*, CMV-, HT-, Aph, IgA, HEV-, Req. (with a '+' icon), and Remove (with a '-' icon). There are three rows for adding orders. Below the table is a yellow 'Add to order' button with a right-pointing arrow. To the left of this button is a grey button labeled 'Without saving'. On the right, the 'Order Preview' section shows a summary of the blood order. It includes a 'Blood order' section with a 'Red blood cells' subsection and a 'Platelets' subsection. The 'Platelets' subsection shows 'Neonatal Platelets Irradiated' for 'Patient Name/ID: R Bleeding A Pos, 4' with a 'Transfusion date' of '21/01/2016 15:00'. There are 'Amend' links next to both subsections.

ABO*	RhD*	Qty*	CMV-	HT-	Aph	IgA	HEV-	Req.	Remove
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+	-

**Add to order** →

**Blood order**

**Red blood cells** [Amend](#)

**Exchange RBC** **Patient Name/ID: R Bleeding A Pos, 2**  
 CMV-, HT-, HbS-, IgA def., HEV-  
**Blood Char neg for:** Rh E, Rh c  
**Transfusion date -**  
 21/01/2016 15:00  
**Notes -**

**Platelets** [Amend](#)

**Neonatal Platelets Irradiated** **Patient Name/ID: R Bleeding A Pos, 4**  
 CMV-, HT-, IgA def., Aph, HEV-  
**Transfusion date -**  
 21/01/2016 15:00  
**Notes -**

- Click **Add to order** → and requested platelets will appear in the **Blood order** summary
- Your **Blood order** will contain anything you have set up on this occasion, be it one unit of platelets or twenty different blood components – each new addition will be “added to the list”



# Ordering FFP

## Add Products

Red blood cells	Platelets	Frozen products	White blood cells	Order notes																
<table><thead><tr><th>Frozen Product*</th><th>ABO*</th><th>Qty*</th><th>HT-</th><th>IgA</th><th>HEV-</th><th>Req.</th><th>Remove</th></tr></thead><tbody><tr><td>Fresh Frozen Plasma ▼</td><td>O ▼</td><td>1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="radio"/></td><td><input checked="" type="radio"/></td></tr></tbody></table>					Frozen Product*	ABO*	Qty*	HT-	IgA	HEV-	Req.	Remove	Fresh Frozen Plasma ▼	O ▼	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Frozen Product*	ABO*	Qty*	HT-	IgA	HEV-	Req.	Remove													
Fresh Frozen Plasma ▼	O ▼	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>													
<table><tr><td><b>Patient information</b></td><td><b>Notes</b></td></tr><tr><td>Patient name / ID <input type="text"/></td><td><div>(max 500 characters)</div><div></div></td></tr></table>					<b>Patient information</b>	<b>Notes</b>	Patient name / ID <input type="text"/>	<div>(max 500 characters)</div> <div></div>												
<b>Patient information</b>	<b>Notes</b>																			
Patient name / ID <input type="text"/>	<div>(max 500 characters)</div> <div></div>																			

- FFP is ordered in the same way, although there is no requirement to enter an Rh type and the requirements box just contains space for patient information if required and notes

# Line and Order Notes

Red blood cells	Platelets	Frozen products	White blood cells	<b>Order notes</b>
-----------------	-----------	-----------------	-------------------	--------------------

**Notes: Please select from drop-down box (one comment only)**

Select Comment

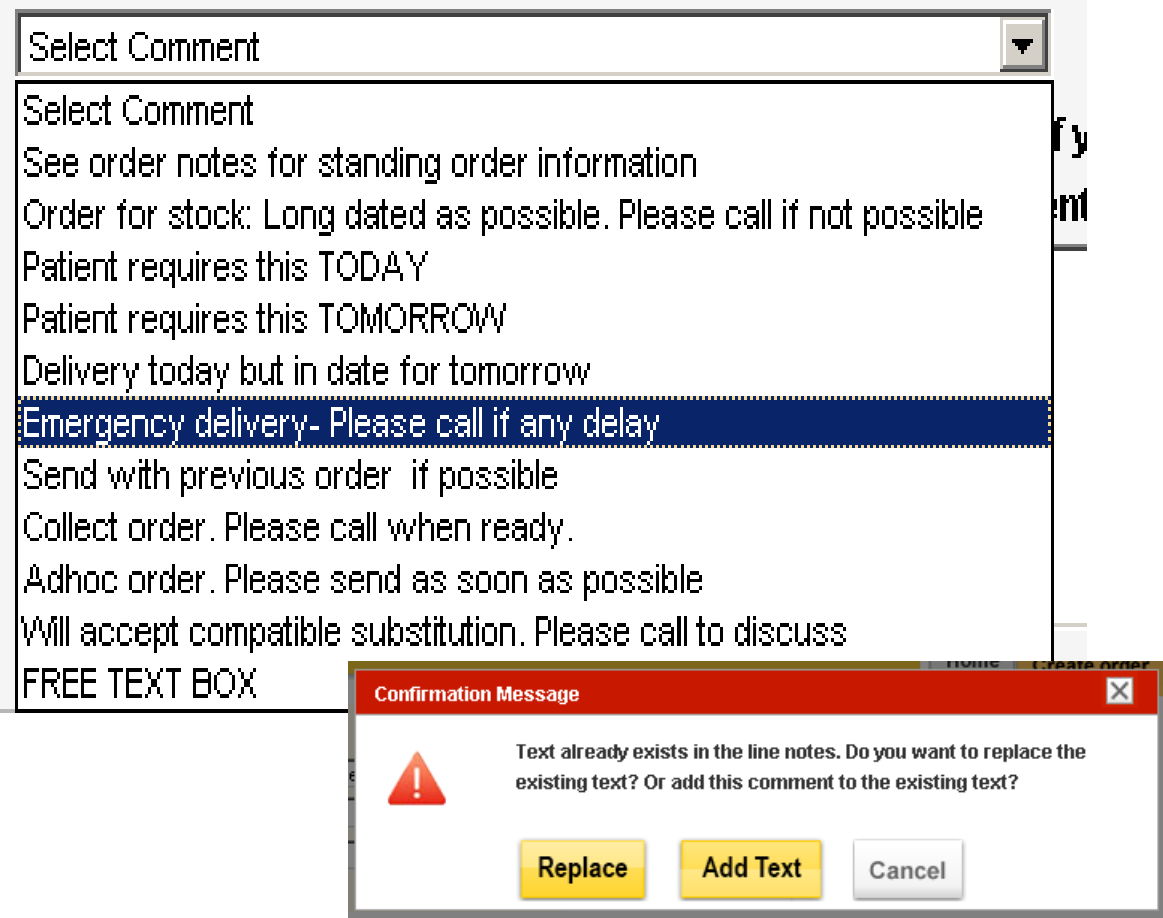
**NOTES: This field is for request and delivery comments only. If you cannot see the product specification you require, please contact your local hospital services department. Do not enter clinical information.**

(max 500 characters)

- Free text note sections for individual and overall orders should only be used for supporting information.
- Product characteristics such as phenotype requirements and transfusion dates should not be placed in these fields. Please use the tick boxes and dedicated fields for such requirements

# Line and Order Notes

**Notes: Please select from drop-down box (one comment only)**



The screenshot displays a web application interface for NHS OBOS. At the top, a text prompt reads: "Notes: Please select from drop-down box (one comment only)". Below this is a drop-down menu with the text "Select Comment" and a downward arrow. The menu is open, showing a list of comments: "Select Comment", "See order notes for standing order information", "Order for stock: Long dated as possible. Please call if not possible", "Patient requires this TODAY", "Patient requires this TOMORROW", "Delivery today but in date for tomorrow", "Emergency delivery- Please call if any delay" (which is highlighted in blue), "Send with previous order if possible", "Collect order. Please call when ready.", "Adhoc order. Please send as soon as possible", "Will accept compatible substitution. Please call to discuss", and "FREE TEXT BOX". Below the drop-down menu, a "Confirmation Message" dialog box is visible. It has a red header bar with a white exclamation mark icon and the text: "Text already exists in the line notes. Do you want to replace the existing text? Or add this comment to the existing text?". At the bottom of the dialog box are three buttons: "Replace", "Add Text", and "Cancel".

- The comment can be amended or if appropriate an additional comment can be added.
- If changes are required once added to the order select amend and the details will move to the left hand side of the screen.
- Select the changes required and the options to 'Replace' the comment or 'Add Text' to add additional comment (s) will be displayed.

# Specialist Stock Orders

Add Products

Specialist products

*Only to be used for patients approved to receive HLA/HPA selected products*

Please select from the below

	Order type*	Product*
Red cells	<input type="radio"/> <input type="text"/>	<input type="text"/>
Platelets	<input checked="" type="radio"/> <input type="text"/>	<input type="text"/>

HLA

HLA/HPA

HPA

Submit

**ONLY to be  
used for  
follow up  
product  
requests**

- Select product type. Only one type of product per order
- Select order type (HLA matched, HLA/HPA matched or HPA matched)

# Specialist Stock Orders

Add Products

**Specialist products**

*Only to be used for patients approved to receive HLA/HPA selected products*

Please select from the below

	Order type*	Product*
Red cells	<input type="radio"/>	<input type="text"/>
Platelets	<input checked="" type="radio"/>	<input type="text" value="HLA"/>
		<div>HLA SELECTED PLATELETS ONE ADULT DOSE HLA SELECTED PLATELETS NEONATAL DOSE HLA SELECTED PLATELETS ONE ADULT DOSE IN PAS</div>

**Submit**

- Select the product required
- Submit order
- After reading the advisory message select OK

## Warning message



NHSBT requires 24 hours notice to source the best available units for your patient. Less than 24 hours notice may result in an adhoc delivery and charge for a routine request.

**OK**

# Specialist Stock Orders

Order Type\* Product\* ABO\* RhD\* Qty\* CMV- HT- HEV- Clear

HLA Platelets Irradiated AB POS 2 ☐ ☐ ☐

**Patient Information**

Forename\* Ned Transfusion date

Surname\*  Transfusion time

DOB\* 06/01/2016

NHS Number\*

Recipient Code Patient

Patient ABO  Patient RhD

Tick here if NHS number is not available ☐

Hospital No:

**Notes**

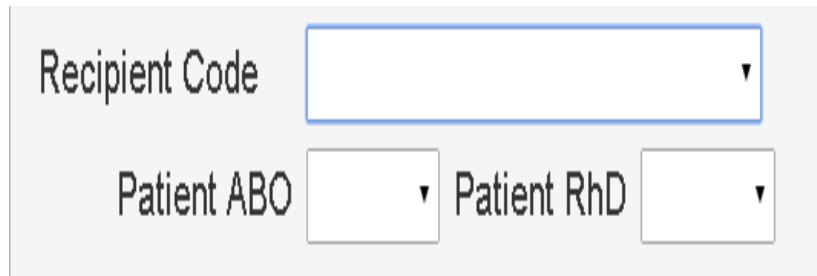
Please enter Surname

- Add the product requirements
- Complete the Patient information
- Any mandatory field (\*) will be **highlighted** if missed off the order
- NHS number is preferred but if not available check the tick box and enter a hospital number

**Mandatory fields are marked \*:**

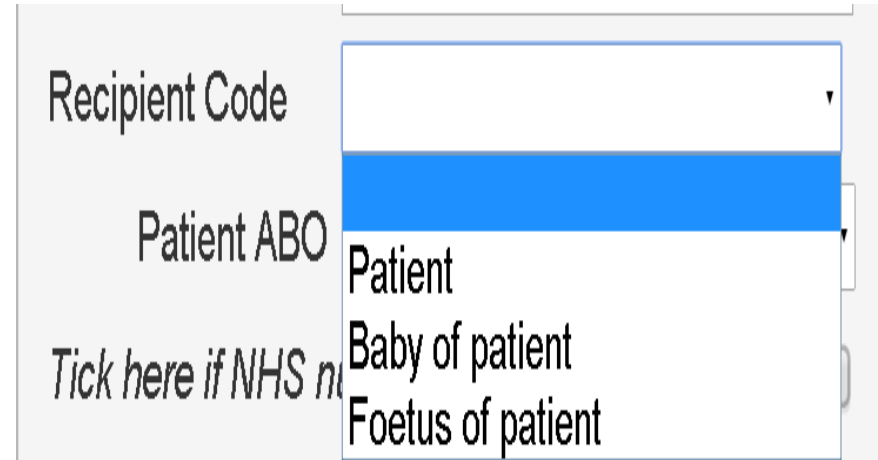
**Product, ABO, RhD, Qty, Fore/Surname, DOB, NHS or Hospital number**

# Specialist Stock Orders



Recipient Code

Patient ABO  Patient RhD



Recipient Code

Patient ABO


*Tick here if NHS n*

Patient  
Baby of patient  
Foetus of patient

- Recipient Code, Patient ABO, Patient RhD fields are not mandatory
- But are required details when requesting products for a neonate or foetus without the mandatory details of their own, but use the mother's details instead.

# Specialist Stock Orders


**Important Announcement for HLA/HPA Orders**




To ensure your order is processed promptly please contact:

Between 09:00 and 17:00 hours ring local HLA Platelet Service on 0208 957 2814 (South) or 0114 358 4806 (North).

Between 17:01 and 08:59 hours ring your local Hospital Services department.




**Important Announcement for HPA Orders**




To ensure your order is processed promptly please contact:

Between 09:00 and 17:00 hours ring Platelet Immunology on 01179125728.

Between 17:01 and 08:59 hours ring your local Hospital Services department



- When your order is complete 'Add to Order' will move the details over to the right hand side allowing you to 'Send Order'.
- When the order is sent the advisory message will appear, click  to continue




# Specialist Stock Orders

OBOS will alert users that there is insufficient notice time if an order is placed with less than 24 hours' notification and request the day/time is adjusted before the order can be submitted.


If orders are required with less than 24 hours' notice, please our specialist platelet service to discuss on 020 895 72814

Emergency orders will not change. Please contact your local Hospital Service department when placing an emergency order.


 Please choose a delivery time that meets the required 6 hour notice period for this specialist product type.

## Delivery Information

Delivery method \*

Required date \*  

Required time \*

 Please choose a delivery time that meets the required 6 hour notice period for this specialist product type.

## Delivery Information

Delivery method \*

Start date \*  

End date \*  

The maximum end date that can be selected is one month from the start date

## Standing Order Delivery Schedule

Frequency \*


On \*

<input type="checkbox"/> Mon	<input type="text" value="Time Required"/>
<input type="checkbox"/> Tues	<input type="text" value="Time Required"/>
<input checked="" type="checkbox"/> Wed	<input type="text" value="18:00"/>
<input checked="" type="checkbox"/> Thur	<input type="text" value="12:00"/>

# Specialist Stock Orders

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

Delivery Information	Order Information	Patient Information
Delivery method <b>Del:Stock</b>	Hospital name <b>Birmingham Women's Hospital</b>	Forename <b>Ina</b>
Required date <b>20/05/2015</b>	Submitted by <b>Dave Wong</b>	Surname <b>Pickle</b>
Required time <b>15:30</b>	Submitted on <b>12/05/2015</b>	D.O.B <b>01/12/2012</b>
<b>Request Information</b>	Submitted at <b>17:59</b>	NHS Number <b>1111111111</b>
OBOS request <b>56299</b>	Hospital Services <b>NAT ACCEPT SITE 1</b>	Hospital Number
	Dept.	Recipient Code <b>Baby of patient</b>
	Status  <b>Received from external system</b>	
	Pulse number <b>L00282779</b>	

**Order has been sent**

Order information

PULSE number **L00282779**

Current order status **Received from external system**

[<<Homepage](#) [Amend order](#) [View order details](#)

- Once an order has been sent it will appear in the current orders tab on the home page between 0 and 14 days before the delivery date dependent on the local configuration.
- It will not appear on the home page in advance of 14 days.

# Specialist Stock Standing Orders



**The maximum end date that can be selected for SSO orders is one month from the start date**

Delivery Information	Standing Order Delivery Schedule								
Delivery method * Del:Stock	Frequency * Every week								
Start date * 13/05/2015	On * <table border="1"><tr><td><input checked="" type="checkbox"/> Mon</td><td>15:30</td></tr><tr><td><input type="checkbox"/> Tues</td><td></td></tr><tr><td><input checked="" type="checkbox"/> Wed</td><td>10:05</td></tr><tr><td><input type="checkbox"/> Thur</td><td></td></tr></table>	<input checked="" type="checkbox"/> Mon	15:30	<input type="checkbox"/> Tues		<input checked="" type="checkbox"/> Wed	10:05	<input type="checkbox"/> Thur	
<input checked="" type="checkbox"/> Mon		15:30							
<input type="checkbox"/> Tues									
<input checked="" type="checkbox"/> Wed		10:05							
<input type="checkbox"/> Thur									
Start time * HH:MM									
End date 25/06/2015									
The maximum end date that can be selected is one month from the start date									

The only difference with SSO standing orders is:

- The additional patient information will be requested as in a normal specialist stock order described above.
- Due to the need to review all patients and treatment effectiveness the end date for specialist stock standing orders **can not** be more than one month from the start date.

# Specialist Stock Orders

## Order Summary

Last Updated at 1:24 PM [Refresh to update again](#)


Current Orders								
Draft Orders (0)								
Standing Orders								
Queued Orders (0)								
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO ▼	
<a href="#">L00146479</a>	06-May-2014	11:56		07-May-2014, 16:00	Del:Stock	⬇️ Waiting for Issue	✚	
<a href="#">L00146045</a>	02-May-2014	09:07		05-May-2014, 12:00	Collect	⬇️ Awaiting allocation (external)		
<a href="#">L00139565</a>	01-May-2014	15:44	Admin Admin	01-May-2014, 22:00	Ad Hoc	⬇️ Awaiting allocation (external)		



- From the home page it is possible to track the progress of Specialist Stock Orders, indicated by the 'SSO' column and the ✚ icon.
- This column can be ordered so that all Specialist Stock Orders appear at the top of the list.

# Tracking Specialist Stock Orders

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

<b>Delivery Information</b> Delivery method <b>Del:Stock</b> Required date <b>15/01/2016</b> Required time <b>09:25</b> <b>Request Information</b> OBOS request <a href="#">83115</a> Schedule reference <a href="#">3682</a>	<b>Order Information</b> Hospital name <b>Arrowe Park Hospital</b> Submitted by <b>Craig Wilkes</b> Submitted on <b>07/01/2016</b> Submitted at <b>14:50</b> Hospital Services <b>NAT ACCEPT SITE 1</b> Dept. Status  <b>Received from external system</b> Pulse number <a href="#">L00701882</a>	<b>Patient Information</b> Forename <b>UAT</b> Surname <b>Tester</b> D.O.B <b>04/01/2016</b> NHS Number Hospital Number <b>1234567890</b> Recipient Code
---	--	--

Del:Stock Order For **15/01/2016; 09:25** PULSE ORDER: **L00701882**  [Print Order](#)  [Preview with order for](#)

<b>Platelets Irradiated</b> <i>Platelets</i>	<b>O Pos</b>	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	Blood Char neg for: <b>none</b>	Patient:
Notes:				

- Clicking on the SSO icon/ Pulse number will take you into a **read only** screen.
- Patient information will be visible in the upper right hand pane where available.

# Draft Orders

Add Products

Red blood cells

Platelets

Frozen products

White blood cells

Order notes

Product*	ABO*	RhD*	Qty*	CMV-	HT-	Aph	IgA	HEV-	Req.	Remove
Platelets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
Platelets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="X"/>
Platelets				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="X"/>

[+Add line](#)

Add to order

X Close without saving

Order Preview

[Preview in a separate page](#)

Blood order

Red blood cells

Red Cells

Patient Name/ID:  
O Neg, 20  
CMV-  
Max blood age -  
Notes -


Platelets

Platelets Irradiated

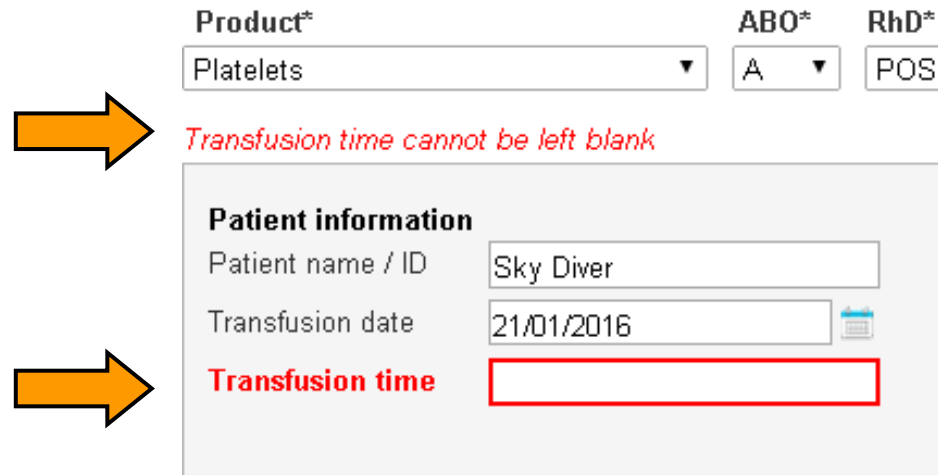
Patient Name/ID:  
O Pos, 2  
  
Transfusion date -  
Notes -

Save draft

Send order

- The order can be saved as a draft order at anytime by clicking on the 'save draft' button – NHSBT cannot view draft orders.
- The order is only submitted to NHSBT for processing when the  button is clicked.

# Required Fields



The screenshot displays a web form for blood ordering. At the top, there are three fields: 'Product\*' with a dropdown menu showing 'Platelets', 'ABO\*' with a dropdown menu showing 'A', and 'RhD\*' with a dropdown menu showing 'POS'. Below these, a red arrow points to a red text prompt: 'Transfusion time cannot be left blank'. Below this prompt is a grey box containing 'Patient information'. Inside this box, there are three fields: 'Patient name / ID' with the text 'Sky Diver', 'Transfusion date' with the date '21/01/2016' and a calendar icon, and 'Transfusion time' which is an empty field highlighted with a red border. A second red arrow points to this red-bordered field.

Product\* Platelets ABO\* A RhD\* POS

Transfusion time cannot be left blank

**Patient information**

Patient name / ID Sky Diver

Transfusion date 21/01/2016

**Transfusion time**

- Failure to complete a required field will be highlighted in red and a prompt displayed.
- You should complete the missing information and resubmit the order by clicking on the 'send order' button.
- Remember if you need to leave the order to find additional information the order can be saved to draft at anytime.

# Submitting the order

- When the whole order is complete click **Send order** to submit the order to NHSBT.

Or

- Click [Preview in a separate page](#) to see a full page view to check before sending

The screenshot shows the 'Order Preview' section of the NHSBT system. At the top, there are tabs for 'Orders' and 'Order notes', with 'Order notes' selected. To the right of the tabs is a link 'Preview in a separate page' with an external link icon. Below the tabs, there is a row of buttons: 'Add to order' (highlighted in yellow), 'Aph', 'Req.', and 'Remove'. The main content area is titled 'Blood order' and contains a table with the following details:

Blood order	
Red blood cells	<a href="#">Amend</a>
Red Cells	Patient Name/ID:R
	Bleeding
	O Pos, 2
	CMV-, HbS-
	Blood Char neg for: Rh C, Rh E,
	S,
	Max Blood age - 8 days
	Notes - Thanks

At the bottom of the preview window, there are two buttons: 'Save draft' and 'Send order' (highlighted in yellow).



# Order Preview

# Order Preview Page

## NHS Online Blood Ordering

[Home](#)[Create order](#)[My profile](#)[Administration](#)[Search order](#)

### Delivery Information

Delivery method **Ad Hoc**Required date **03/04/2013**Required time **18:00**

### Request Information

OBOS request [50843](#)Schedule reference [567](#)

### Order Information

Hospital name **Arrowe Park Hospital**Submitted by **Alex Smith**Submitted on **31/03/2013**Submitted at **00:01**Hospital Services Dept. **NAT ACCEPT SITE 1**Status **➡ Received from system**Pulse number [L00054825](#)Ad Hoc Order For **03/04/2013; 18:00** OBOS Request: **50843**[<< Return to Search Results](#)  [Print Order](#)

### Red Cells

*Red blood cells***A Pos**Requested: **10**Allocated: **none**Issued: **none**Blood Char neg for: **none**Patient: **none****Notes:** none

### PLATELETS

*Platelets***AB Neg**Requested: **5**Allocated: **none**Issued: **none**Blood Char neg for: **none**Patient: **none**

Transfusion Date:

**Notes:** none


### Fresh Frozen Plasma

*Frozen products***O Pos**Requested: **5**Allocated: **none**Issued: **none**Blood Char neg for: **none**Patient: **none****Notes:** none[Duplicate Request](#)

# Order Preview

## Order Preview

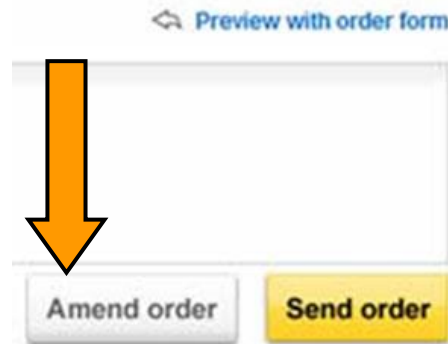
Ad Hoc Order For 1/21/2016; 16:14



<b>Red Cells</b> <i>Red blood cells</i>	<b>O Neg</b> Requested: 2
<b>Platelets</b> <i>Platelets</i>	<b>A Pos</b> Requested: 1
<b>Fresh Frozen Plasma</b> <i>Frozen products</i>	<b>AB Pos</b> Requested: 5
<b>Granulocytes Pooled (Irradiated)</b> <i>White blood cells</i>	<b>O Neg</b> Requested: 1

- Note on the left hand side:
  - Orders with a **red stripe** are for red cell components
  - Orders with a **blue stripe** are platelet components
  - Orders with a **yellow stripe** are frozen components
  - And Orders with a **grey stripe** are white cell components.
- This is to make checking the orders easier.

# Order Preview



- Once the order has been checked any amendments can be made by clicking on the **Amend order** button.
- This takes the user back to the create order screens for amendments to be made.

## d Products

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA Aph HEV- Req. Remove
Cells				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cells				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cells				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Cells				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

[4 line](#)

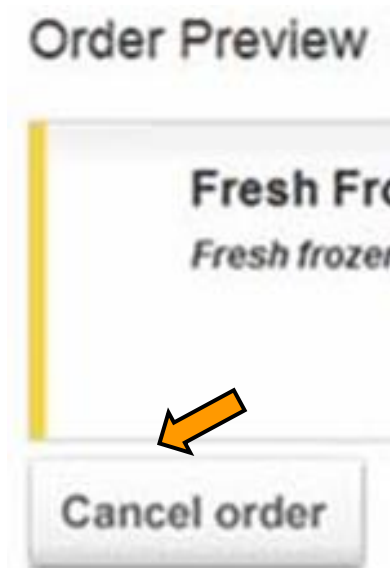
Add to order


Close without saving

- Once back in the create order screen you can move lines back to the left hand side to change them.
- Clicking on amend moves only the individual component type back.

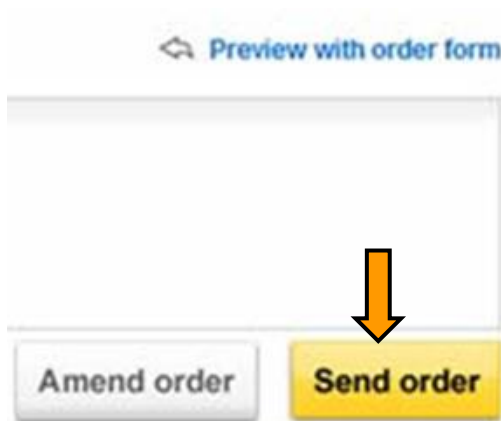
Order Preview		Preview in a separate page	
Blood order			
Red blood cells			<a href="#">Amend</a>
Red Cells	Patient Name/ID: O Neg, 2 CMV- Max blood age - Notes -		
Platelets			<a href="#">Amend</a>
Platelets	Patient Name/ID: Sky Diver A Pos, 1  Transfusion date - 21/01/2016 19:00 Notes -		
Frozen products			<a href="#">Amend</a>
Fresh Frozen Plasma	Patient Name/ID: AB Pos, 5  Max blood age - Notes -		
White blood cells			<a href="#">Amend</a>
Granulocytes Pooled	Patient Name/ID: O Neg, 1		

# Order Preview



- If the order is no longer required it can be cancelled by clicking on the  button
- Users should be aware that this will delete the whole request and any components which are required will need to be re-entered.

# Order Preview



- Once the user is happy the request is complete and correct it should be submitted by clicking on the **Send order** button.
- The order will now be sent to the NHSBT computer issue system PULSE

# Order Queuing

**NHS Online Blood Ordering**

[Home](#) [Create order](#)

<b>Delivery Information</b>	<b>Order Information</b>
Delivery method <b>Del:Stock</b>	Hospital name <b>Weston General Hospital</b>
Required date <b>01/06/2012</b>	Submitted by <b>Weston General Hospital</b>
Required time <b>AM</b>	Submitted on <b>31/05/2012</b>
<b>Request Information</b>	Submitted at <b>17:19</b>
OBOS request <b>44751</b>	Hospital Services Dept. <b>NAT ACCEPT SITE 1</b>
	Status <b>➡ Received from system</b>
	Pulse number <b>L00053803</b>

**Order has been sent**

<b>Order information</b>
PULSE number <b>L00053803</b>
Current order status

[<<Homepage](#) [Amend order](#) [View order details](#)

- Once a request is submitted, OBOS displays a screen showing that the order has been submitted.
- If PULSE is operational it will display both the Pulse and OBOS numbers.
- If PULSE is down, it is not possible for the order to be submitted to pulse and the order will be placed in the queued orders list.




# When PULSE is Not Functioning

**NHS Online Blood Ordering**

Home Create order

<b>Delivery Information</b>	<b>Order Information</b>
Delivery method <b>Del:Stock</b>	Hospital name [redacted]
Required date <b>02/06/2012</b>	Submitted by [redacted]
Required time <b>AM</b>	Submitted on <b>01/06/2012</b>
<b>Request Information</b>	Submitted at <b>10:24</b>
OBOS request <b>44970</b>	Status <b>! Queued</b>

Your order has not been sent to Pulse due to a communication failure between OBOS and Pulse

If this order is urgent,  
Please  **print** this order and fax it to your hospital services dept.  
When connection has been re established, the OBOS request number will automatically be recorded in Pulse.  
For any amendments to this order in the meanwhile please contact your hospital services dept. directly.

Request number **44970** [Preview and print this Order](#)

- The queued order will be sent to PULSE when it becomes functional again
- If the order is urgent then you will need to **PRINT** the order and fax it to the relevant Hospital Services Department
- This is done by clicking on the 'Preview and print this order' link

# If OBOS is Not Functioning

- If you can not place an order using OBOS please use the contingency fax forms for all standard/non-standard form.
- For SSO orders please use the For Specialist Stock Orders please use the following:
  - FRM559 Request for HLA Selected Products -Second and subsequent Orders
  - FRM609 Request for HPA Selected Blood Products
  - All the above forms can be found on the [Hospitals & Science website](#)

# Order Confirmation

Order Information	
Hospital name	[Redacted]
Submitted by	[Redacted]
Submitted on	31/05/2012
Submitted at	17:19
Hospital Services Dept.	NAT ACCEPT SITE 1
Status	➡ Received from system
Pulse number	L00053803 ←

- OBOS will also store information about who placed the order and when.
- The PULSE number is the NHSBT way of recognising your order.
- If you have any queries about the order then having this number will help NHSBT staff locate your order.

# Reviewing an Order

## Order Summary

Last Updated at 1:21 PM [Refresh to update again](#)

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (0)		
	Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
	<a href="#">L00146481</a>	06-May-2014	13:19	Admin Admin	07-May-2014, 15:00	Del: Stock	 Received from external system	
	<a href="#">L00146482</a>	06-May-2014	13:19	Admin Admin	08-May-2014, 15:00	Del: Stock	 Received from external system	
	<a href="#">L00146483</a>	06-May-2014	13:19	Admin Admin	09-May-2014, 15:00	Del: Stock	 Received from external system	
	<a href="#">L00146480</a>	06-May-2014	13:18	Admin Admin	06-May-2014, 15:00	Del: Stock	 Received from external system	
	<a href="#">L00146479</a>	06-May-2014	11:56		07-May-2014, 16:00	Del: Stock	 Waiting for Issue	
	<a href="#">L00146478</a>	06-May-2014	09:35	Alex Smith	06-May-2014, 22:00	Del: Stock	 Notification outstanding	
	<a href="#">L00146477</a>	06-May-2014	00:01	a banerjee	09-May-2014, 21:21	Collect	 Received from external system	
	<a href="#">L00146476</a>	05-May-2014	00:05	a banerjee	08-May-2014, 21:21	Collect	 Received from external system	
	<a href="#">L00146475</a>	05-May-2014	00:04	a banerjee	08-May-2014, 01:10	Ad Hoc	 Received from external system	



- Orders can be reviewed by clicking Pulse number on the left.



# Emergency Orders

# Emergency Orders

Craig Wilkes Log off Birmingham Children's Hospital - H011 Change



## NHS Online Blood Ordering

**Delivery Information**

Delivery method \*

Required date \*

Required time \*

Emergency Order

Emergency orders should only be requested when there is an urgent clinical need and there is an immediate risk to life. Emergency orders require the name of the clinician authorising the emergency request.

Please telephone your Hospital Services department to inform them that this emergency order has been placed.

If you request an emergency delivery, users must accept the conditions shown below to proceed and **must** telephone their Hospital Services department to inform them that the order has been placed.

# Emergency Orders

**Emergency Order Details**

Managing Clinician\*

Patient name/ ID

**Justification \***

<input type="checkbox"/> Other haemorrhage	<input type="checkbox"/> RTA/Trauma
<input type="checkbox"/> GI bleed	<input type="checkbox"/> Surgical bleeding (in theatre/post Op)
<input type="checkbox"/> Obstetric haemorrhage	<input type="checkbox"/> Severe coagulopathy
<input type="checkbox"/> Phenotyped units	<input type="checkbox"/> Thrombocytopenia
<input type="checkbox"/> Ruptured AAA	<input type="checkbox"/> Any other reason

You will be prevented from adding more than one justification.

- Selecting emergency as the delivery type will produce a further selection of boxes which are mandatory (\*) and must be completed.
- These ask for the same information that is currently requested on the 'request for emergency delivery fax', and it is information which may be required should a vehicle carrying emergency components be involved in an incident.

# Order Status

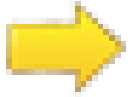
(Order Summary Screen)



# Order Status

Delivery	Current Status
Emergency	 Unfulfilled
Ad Hoc	 Waiting for issue
Del Stock	 Locked by another user
Ad Hoc	 Received from external system
Del Stock	 Awaiting allocation (external)
Del Stock	 Preparation in progress
Del Stock	 Awaiting allocation (external)
Del Stock	 Notification received
Del Stock	 Prepared, Awaiting Dispatch
Del Stock	 Notification received
Ad Hoc	 Partially Issued
Del Stock	 Notif. outstanding-dispatched

# Order Status



1. Received from external source

- indicates that NHSBT have received the order and a Pulse order number had been allocated.



2. Awaiting allocation

- indicates that staff at NHSBT have viewed the order, but have not yet allocated specific donations to fulfil the order.



3. Waiting for issue

- indicates that units have been allocated to the order but the order has not yet been prepared.



4. Partially issued

- indicates that some components have been issued but the order is not yet complete.



5. Locked by another user

- indicates that staff at NHSBT are currently viewing the order.



6. Preparation in progress

- indicates that staff at NHSBT are currently issuing components to the order.

# Order Status



7. Prepared awaiting dispatch

- indicates that the order is complete but had not yet left NHSBT



8. Notif. Outstanding dispatched

- indicates that the order has been dispatched from NHSBT but the paperwork confirming receipt at the hospital has not been received.



9. Notification received

- indicates that the paperwork has been received by NHSBT and the process is complete.



10. Unfulfilled

- no component is available of the type requested and the order has not been completed.



11. Awaiting patient link (SSO)

- indicates H&I staff have viewed the Specialist stock order, but have not yet linked the order to the NHSBT patient record.

# Order Status



## 12. Awaiting assignment (SSO)

- indicates H&I staff have not yet allocated specific donations to fulfil the order.



## 13. Awaiting authorisation (SSO)



- indicates H&I staff have not yet submitted the order to be issued.



## 14. To be updated by the hospital

- indicates the specialist stock order received from OBOS can not be processed. H&I staff have returned the order for it to be amended or cancelled by the hospital.

# Order Status

Current Orders		
	Pulse No.	
	L00001698	1
	L00001696	1
	L00001756	1
	L00001745	1
	L00001728	1
	L00001697	1
	L00001700	1

- Pulse numbers are listed to the left hand side of the screen.
- There may also be an icon in the far left hand column an icon which indicates that the OBOS request:



**Has been split by NHSBT into multiple Pulse orders.**



**Originated from a standing order**

# Split Orders

## NHS Online Blood Ordering

[Home](#)[Create order](#)[My profile](#)[Administration](#)[Search order](#)

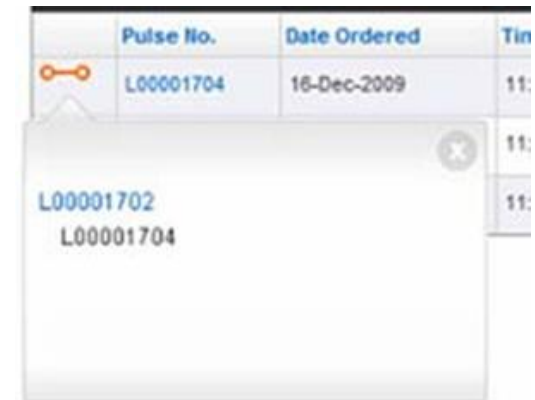
### Order Summary

Last Updated at 12:57 PM [Refresh to update again](#)

[Current Orders](#)[Draft Orders \(2\)](#)[Standing Orders](#)[Queued Orders \(0\)](#)

	Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status
	<a href="#">L00001704</a>	16-Dec-2009	12:03	NHSBT Admin	17-Dec-2009, AM	Del Stock	 Waiting for issue
	<a href="#">L00001703</a>	16-Dec-2009	12:23	NHSBT Admin	17-Dec-2009, AM	Del Stock	Locked by another user
	<a href="#">L00001702</a>	16-Dec-2009	11:48	NHSBT Admin	17-Dec-2009, AM	Del Stock	 Waiting for issue

- The three orders on this screen have been split by NHSBT into several PULSE orders as indicated by the bar on the left hand side of the screen
- By clicking on the pulse number the original order can be viewed
- By clicking on the [blue](#) (active) link you can go to that part of the split order.
- The inactive link is the current order.



# Split Orders

## NHS Online Blood Ordering

[Home](#)[Create order](#)[My profile](#)[Administration](#)[Search order](#)

### Delivery Information

Delivery method **Del:Stock**Required date **11/05/2011**Required time **EVE**

### Request Information

OBOS request [24059](#)

### Order Information

Hospital name **F [redacted]**Submitted by **Dave Wong**Submitted on **11/05/2011**Submitted at **11:23**Hospital Services Dept. **NBS- Colindale**Status  **Notification outstanding**Pulse number [W02226427](#) Del:Stock Order For **11/05/2011, EVE** PULSE ORDER: **W02226427** [Print Order](#)

### Red Cells

*Red blood cells***O Pos**Requested: **1**Allocated: **1**Issued: **1**

Blood Char neg

**Notes:**

W02226427



[W02228108](#)[W02228109](#)


### Platelets

*Platelets***O Pos**Requested: **1**Allocated: **none**Issued: **none**Blood Char neg for: **none****Notes:****Split & Deleted:** 

Patient:

# Order substitutions

	<b>Red Cells</b>	<b>B Pos</b>	Requested: <b>2</b>	<b>HbS-,</b>	Patient: <b>60428244</b>
	<i>Red blood cells</i>		Allocated: <b>none</b>	Blood Char neg for: <b>K, Rh C, Rh E,</b>	
			Issued: <b>none</b>	Max blood age: <b>14 days</b>	
	<b>Notes:</b>				
<hr/>					
	<b>Red Cells</b>	<b>B Neg</b>	Requested: <b>0</b>	<b>HbS-,</b>	Patient: <b>60428244</b>
	<i>Red blood cells</i>		Allocated: <b>2</b>	Blood Char neg for: <b>K, Rh C, Rh E,</b>	
			Issued: <b>2</b>	Max blood age: <b>14 days</b>	
	<b>Notes:</b>				

- If NHSBT has to substitute one product /group for another this will be agreed by phone as it is now.
- Substituted lines are indicated by the  icon as shown here where an O pos platelet has been substituted for the A pos originally requested.



# Standing Orders

# Standing Order

## Delivery Information

Delivery method \*

Start date \*

End date

If no end date is selected the standing order will continue until further notice

## Standing Order Delivery Schedule

Frequency \*

On \*

Except on

Require on

Please check to see if your hospital services dept. delivers on the days selected

- ☐ Fri  
☐ Sat  
☐ Sun

Time Required



# Standing Order

Delivery Information	Standing Order Delivery Schedule
Delivery method * Del:Stock	Frequency * Every week
Start date * 22/01/2016	On * <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur
End date 11/01/2017 <small>If no end date is selected the standing order will continue until further notice</small>	Time Required <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Except on <input type="text"/>

- Standing orders have a start date instead of a delivery date.
- There is an option to enter an end date.
- If no end date is entered the order will continue until you instruct it to end.

# Standing Order

Delivery Information		Standing Order Delivery Schedule	
Delivery method *	<input type="text" value="Del:Stock"/>	Frequency *	<input type="text" value="Every week"/>
Start date *	<input type="text" value="22/01/2016"/>	Please check to see if your hospital services dept. delivers on the days selected	
End date	<input type="text" value="11/01/2017"/>		
If no end date is selected the standing order will continue until further notice			
		On *	<input checked="" type="checkbox"/> Mon
			<input type="checkbox"/> Tues
			<input type="checkbox"/> Wed
			<input type="checkbox"/> Thur
		Time Required	<input type="text"/>
		<b>Delivery slots for Monday:</b>	
		<input type="text" value="09:25"/>	
		<input type="text" value="16:30"/>	
			<input type="checkbox"/> Fri
			<input type="checkbox"/> Sat
			<input type="checkbox"/> Sun
		Time Required	<input type="text"/>
		Except on	<input type="text"/>
			<input type="text"/>
		Require on	<input type="text"/>
			<input type="text"/>


- Then the schedule information is entered and the frequency of the order can be either every week or alternative weeks
- Select days required and the time slots.
- **Except on** dates can be added either by entering the date (DD/MM/YYYY) or by selecting from the calendar and clicking the left arrow.

# Standing Order

Delivery Information		Standing Order Delivery Schedule	
Delivery method *	Del:Stock	Frequency *	Every week
Start date *	22/01/2016	Please check to see if your hospital services dept. delivers on the days selected	
End date	11/01/2017		
If no end date is selected the standing order will continue until further notice			
		Time Required	
		On *	
		<input checked="" type="checkbox"/> Mon	09:25
		<input type="checkbox"/> Tues	
		<input checked="" type="checkbox"/> Wed	09:25
		<input type="checkbox"/> Thur	
		<input checked="" type="checkbox"/> Fri	16:30
		<input type="checkbox"/> Sat	
		<input type="checkbox"/> Sun	
		Except on	27/01/2016
		Require on	28/01/2016~16:30

- If you choose the 'except on' date, it allows you to either cancel that individual instance altogether or choose an alternative date (for example, you may want your standing orders each Monday, except on certain bank holidays where you would 'require on' the Tuesday).
- Exclude dates if required.

# Standing Order

- Components are then entered in the same way and added to the order.
- Once the order is complete it is submitted by clicking on the  button.
- A warning message will show if a standing order date added to the list falls on a Bank Holiday or a weekend – this is to make sure the date is acceptable.
- Standing orders get both a PULSE and individual OBOS number when they move.
- Standing order requests move to NHSBT Pulse **eight** days before they are due for delivery
- The original standing order reference can be seen by hovering over the icon on the home page.

# Standing Order – Confirmation

## NHS Online Blood Ordering

### Delivery Information

Delivery method **Del:Stock**  
Start date **22/01/2016**  
End date **25/02/2016**

### Request Information

Schedule reference **3686**

### Order Information

Hospital name **Arrowe Park Hospital**  
Submitted by **Craig Wilkes**  
Submitted on **21/01/2016**  
Submitted at **14:18**  
Frequency **Weekly**  
Days **31 Days**  
Except on **Dates**

Submitted at **14:18**  
Frequency **Weekly**  
Days **31 Days**  
Except on **Dates**

Monday ~ 09:25  
Wednesday ~ 09:25  
Friday ~ 16:30

Submitted at **14:18**  
Frequency **Weekly**  
Days **31 Days**  
Except on **Dates**

26/01/2016

# Standing order tab on Home Page

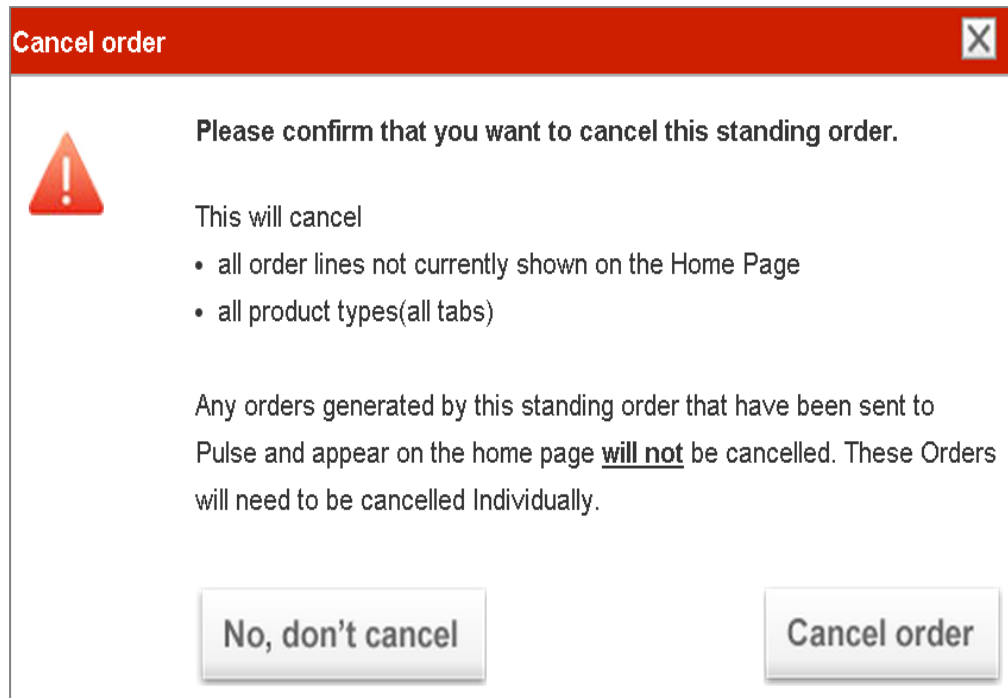
## Order Summary

Last Updated at 2:03 PM [Refresh to update again](#)

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (0)			
Schedule ref				Patient name/ID		Required time	Start date ▼	Delivery type	
605		<a href="#">Amend schedule or ordered product</a>		Miss Take		15:00	06-May-2014	Del:Stock	
<b>Next deliveries</b>									
1. 12-May-2014		4. 15-May-2014		7. 20-May-2014					
2. 13-May-2014		5. 16-May-2014							
3. 14-May-2014		6. 19-May-2014							
606		<a href="#">Amend schedule or ordered product</a>		R Bleeding Little Fella Andy Body		10:00	07-May-2014	Collect	
<b>Next deliveries</b>									
1. 14-May-2014									
2. 20-May-2014									



# Cancelling or Amending Standing Orders



- Standing order schedules must be managed independently of individual instances of standing orders already on the home page.



# Searching OBOS

The screenshot shows the NHS Online Blood Ordering (OBOS) search interface. At the top, there is a yellow header bar with the text "NHS Online Blood Ordering". Below this, there is a navigation bar with buttons for "Home", "Create order", "My profile", "Administration", and "Search order". The "Search order" button is highlighted. The main search area is titled "Search Order". It contains three search criteria sections, each with a label and a text input field. The first section is for "Pulse number" with a placeholder "(eg: P123456789)". The second section is for "Request number". The third section is for "Order Date" with two radio buttons: "Date ordered on" and "Required delivery date". To the right of the "Order Date" section, there are two date input fields labeled "Dates from \*" and "to \*". Below these fields, there are three dropdown menus for "Delivery Type", "Containing", and "Status". A "Search" button is located at the bottom right of the search area. A link "Clear / start again" is also present.

NHS Online Blood Ordering

Home Create order My profile Administration Search order

Search Order

Pulse number (eg: P123456789)

(OR)

Request number

(OR)

Clear / start again

Delivery Type --select--

Containing --select--

Status --select--

Order Date ☐ Date ordered on ☒ Required delivery date

Dates from \* to \*

Search

There are a number of ways to search on OBOS

- The PULSE number if you have it
- The OBOS number (Request number)
- Delivery Type (this includes NHSBT Adhoc-Free option)
- Containing specific product types (platelets, washed red blood cells etc..)
- Status of the request (dispatched, deleted etc..)
- Date ordered on
- Required delivery date

# Searching SSO

**SSO Patient Search** (Only orders directly created by hospitals will be shown)

[Clear / start again](#)

Forename	<input type="text" value="Granny"/>	DOB	<input type="text" value=""/>
Surname	<input type="text" value=""/>	NHS Number	<input type="text" value=""/>

**Search**

Search results for forename **Granny**

OBOS no.	Pulse no.	Date Ordered ▼	Time Ordered	Ordered By	Requested Date	Requested Time	Delivery	Current Status	SSO
83951	L00703331	10-Jun-2016	16:43	Craig Wilkes	13-Jun-2016	09:00	OBOS Late	Received from system	✱
83952	L00703332	10-Jun-2016	16:43	Craig Wilkes	14-Jun-2016	09:00	OBOS Late	Received from system	✱
83953	L00703333	10-Jun-2016	16:43	Craig Wilkes	15-Jun-2016	09:00	OBOS Late	Received from system	✱
83954	L00703334	10-Jun-2016	16:43	Craig Wilkes	16-Jun-2016	09:00	OBOS Late	Received from system	✱
83955	L00703335	10-Jun-2016	16:43	Craig Wilkes	17-Jun-2016	10:00	OBOS Late	Received from system	✱

You can also search SSO orders created by hospitals (that have transferred across to NHSBT having being assigned a Pulse number) using any individual criteria or combination of the following:



- Forename
- Surname
- DOB
- NHS Number

# Searching Standing Orders

Standing order search (Only orders directly created by hospitals will be shown)

[Clear / start again](#)

Standing Order Number \*

Dates from    
to  

Frequency 

All  
All  
Future Only

Search

Standing order search (Only orders directly created by hospitals will be shown)

[Clear / start again](#)






Standing Order Number \*

Dates from    
to  

Frequency 

All


Search

OBOS no.	Pulse no.	Date Ordered	Time Ordered	Ordered By	Requested Date	Requested Time	Delivery	Current Status
 87670	L02159012	26-Apr-2019	12:30	Craig Wilkes	26-Apr-2019	11:30	OBOS Late	Received from system
 87671	L02159013	26-Apr-2019	12:30	Craig Wilkes	27-Apr-2019	13:45	Del Stock	Received from system
 87672	L02159014	26-Apr-2019	12:30	Craig Wilkes	28-Apr-2019	13:45	OBOS Late	Received from system
 87673	L02159015	26-Apr-2019	12:30	Craig Wilkes	29-Apr-2019	11:30	Del Stock	Received from system
 87674	L02159016	26-Apr-2019	12:30	Craig Wilkes	30-Apr-2019	11:30	Del Stock	Received from system




- search using a standing order number. This can be for all orders or only future orders to be generated from that standing order using 'Future Only'
- This will generate orders as shown below. Using the date range will narrow the search if required. Users can then click on the order to view and duplicate individual orders or cancel, amend future orders.

# Monitoring Standing Orders

### Order Summary

Current Orders	Draft Orders (2)	Standing Orders	Queued Orders (0)	
Pulse No.	Date Ordered	Time Ordered	Ordered By	Requ
 L02158925	26-Apr-2019	10:49	Hospital Admin	26-Apr

### Order Summary

Current Orders	Draft Orders (2)	Standing Orders	Queued Orders (0)	
Pulse No.	Date Ordered	Time Ordered	Ordered By	Rec
 L02158925	26-Apr-2019			26-A
 L02158929	26-Apr-2019			28-A
 L02158920	26-Apr-2019	10:44	Hospital User	27-A

One or more standing order(s) will expire in 4 days. Please review.


When a standing order is approaching its end date a bell icon will be displayed on the standing order tab on the home page.

Hovering over the icon will show an advisory message.

Users can view the details of the order by selecting the 'Amend schedule or ordered product' link

# Monitoring Standing Orders

The expiry details of each order can be seen by hovering over the icon.

4085	<a href="#">Amend schedule or ordered product</a>			26-Apr-2019	28-Apr-2019	 Del: Stock
Next deliveries						
4090	<a href="#">Amend schedule or ordered product</a>			26-Apr-2019	29-Apr-2019	
Next deliveries						


Prev ◀ 1 2 3 4 ▶ Next

The standing order will expire in 2 days.  
Please review.

It is recommended that standing orders that have not future delivery dates are removed as part of good housekeeping. If you are required to keep all standing orders the page can be filtered to only show active orders as shown below.

## Order Summary



Last Updated at 3:08 PM [Refresh to update again](#)

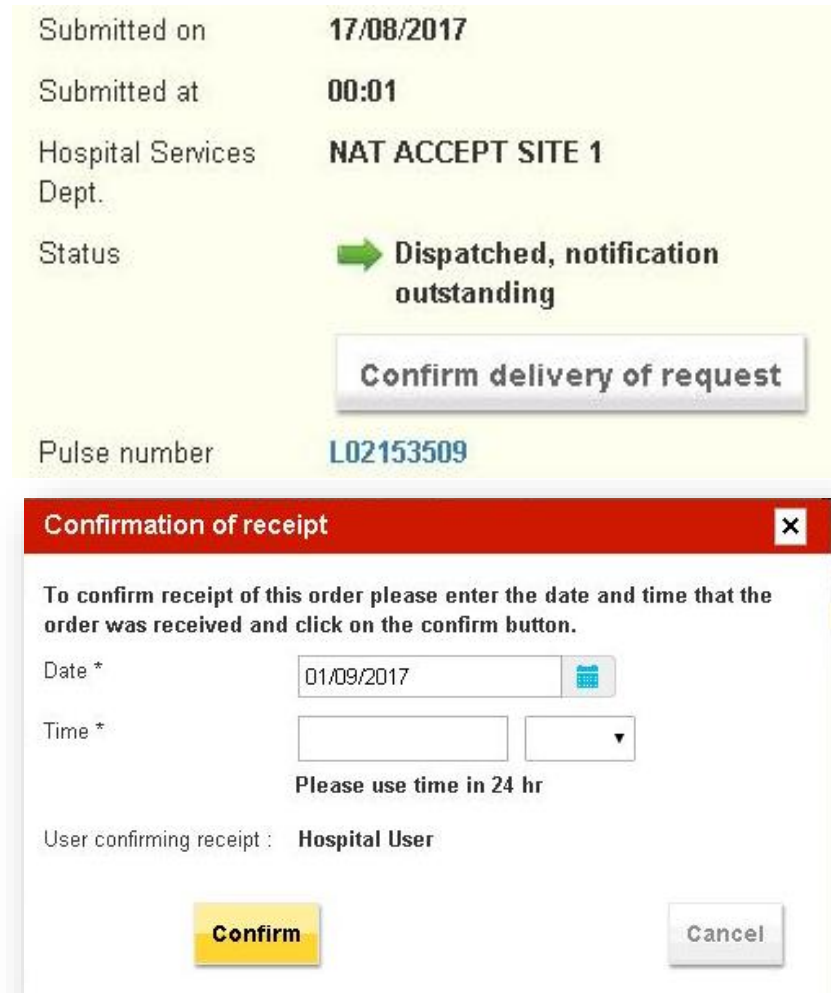
Current Orders		Draft Orders (2)		Standing Orders		Queued Orders (0)		All Orders	
Schedule ref		Patient name/ID	Rec	Start date	End date	Delivery type	SSO		
4115	<a href="#">Amend schedule or ordered product</a>			10-May-2019	13-May-2019	Del: Stock			
Next deliveries									

# Reconciling an Order



# Confirming Receipt of an Order

- From the home page or search order function, locate the Pulse number of the order you wish to confirm.
- Click the pulse number to see the order details.
- Click the  button below the status.
- This will produce a pop-up box.
- Please complete the boxes with the correct information and click .





The screenshot displays the NHS OBOS interface. The top section shows order details for a submitted order on 17/08/2017 at 00:01, from the NAT ACCEPT SITE 1. The status is 'Dispatched, notification outstanding'. Below this is a button labeled 'Confirm delivery of request'. The pulse number is L02153509. A pop-up box titled 'Confirmation of receipt' is overlaid on the bottom right. It contains a message asking the user to enter the date and time of receipt. The date is set to 01/09/2017, and the time is set to 00:00. The user is identified as 'Hospital User'. There are 'Confirm' and 'Cancel' buttons at the bottom of the pop-up.

Submitted on	17/08/2017
Submitted at	00:01
Hospital Services Dept.	NAT ACCEPT SITE 1
Status	➔ Dispatched, notification outstanding
<button>Confirm delivery of request</button>	
Pulse number	L02153509

**Confirmation of receipt** ✕

To confirm receipt of this order please enter the date and time that the order was received and click on the confirm button.

Date \*  

Time \*  

Please use time in 24 hr


User confirming receipt : Hospital User

Confirm Cancel

# Correct time and date


- An error message will appear if a date prior to the order being submitted or beyond the current date is entered.
- The date must be between when the order was submitted and the current date.
- After receipt the status will appear as “Notification Received”
- Please aim to reconcile orders within 7 days of delivery.

Submitted at	00:01
Hospital Services Dept.	NAT ACCEPT SITE 1
Status	 Notification received
Pulse number	L02153509



**Confirmation of receipt**

To confirm receipt of this order please enter the date and time that the order was received and click on the confirm button.

Date \*  

Time \*

Please use time in 24 hr

*Date entered must be in between Order Date and Current Date*

User confirming receipt : Hospital User

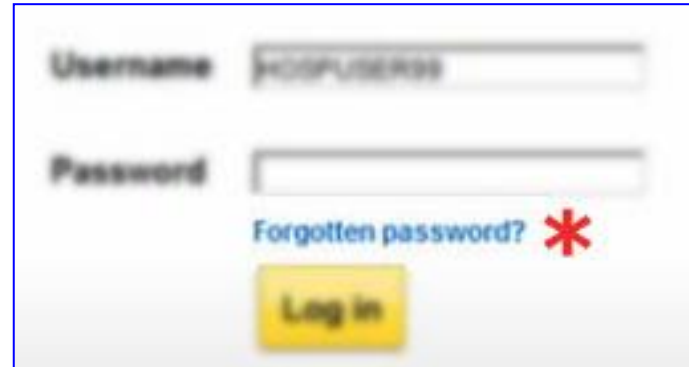
**Confirm** **Cancel**



# Failed Log In Attempts and Forgotten Passwords

# Forgotten Passwords

- If you forget your password it is possible to reset your password by clicking on the forgotten password link on the front page.



The image shows a login interface. It has two input fields: 'Username' and 'Password'. Below the 'Password' field is a link that says 'Forgotten password?' followed by a red asterisk symbol. At the bottom of the form is a yellow button labeled 'Log in'.

- The new password will be emailed to the email address you gave when the account was first set up.
- If you can't get into this email account you'll need to talk to your local administrator.

# Forgotten Passwords



The screenshot shows a web form titled 'Step 1' with the instruction 'To reset your password please provide your username'. It features a 'Username' label next to a text input field. Below the input field is a yellow 'Next' button. At the bottom of the form, there is a line of text: 'For support call the NHSBT Service Desk on 0113 214 8777'.

- Note: the system sends out fairly complex passwords so it is useful to be able to open your email address on the same PC as OBOS so it can be copy and pasted in.
- Forgotten usernames will need to be referred to your local administrator which will be a senior member of transfusion laboratory staff.

# Forgotten Passwords

The screenshot displays a two-step password reset interface for NHSBT. Step 1, titled 'Step 1 To reset your password please provide your username', shows a 'Username' field with the text 'NHSBTADMIN99' and a 'Next' button. Step 2, titled 'Step 2 To reset your password please answer your security question', shows a security question 'where to give blood in Birmingham' and an answer field with 'New Street'. A yellow button labeled 'Reset password & save' is at the bottom right of Step 2. A footer note at the bottom of the interface reads: 'For support call the NHSBT Service Desk on 0113 214 8777'.

- You will be asked for a security question when you first set up your account.
  - This question will need to be answered to reset your password.
- IF you can't remember the answer to the security question the local administrator will need to reset your account.

# Failed Log In Attempts

Log in failed. You have 4 attempts remaining.

Username

Password

[Forgotten password?](#)

Log in

Log in failed. You have 3 attempts remaining.

Username

Password

[Forgotten password?](#)

Log in

Log in failed. You have 2 attempts remaining. Please click on the Forgotten password link if you have forgotten your password.

Username

Password

[Forgotten password?](#)

Log in

Log in failed. Your account will be locked after the 5th incorrect attempt. Please try the Forgotten password link or contact the OBOS administrator for your hospital.

Username

Password

[Forgotten password?](#)

Log in

# Failed Log In Attempts

**Your account has been locked. Please contact the OBOS administrator for your hospital to unlock your account.**

**Username**

**Password**

[Forgotten password?](#)

**Log in**



# Administration

Home

Create order

My profile

Administration

Search order

# Adjust The Home Page

## Order Summary

Last Updated at 1:21 PM [Refresh to update again](#)

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (0)		
	Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
	L00146481	06-May-2014	13:19	Admin Admin	07-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146482	06-May-2014	13:19	Admin Admin	08-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146483	06-May-2014	13:19	Admin Admin	09-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146480	06-May-2014	13:18	Admin Admin	06-May-2014, 15:00	Del:Stock	➡ Received from external system	
	L00146479	06-May-2014	11:56		07-May-2014, 16:00	Del:Stock	⬇ Waiting for Issue	✳
	L00146478	06-May-2014	09:35	Alex Smith	06-May-2014, 22:00	Del:Stock	➡ Notification outstanding	
	L00146477	06-May-2014	00:01	a banerjee	09-May-2014, 21:21	Collect	➡ Received from external system	
	L00146476	05-May-2014	00:05	a banerjee	08-May-2014, 21:21	Collect	➡ Received from external system	
	L00146475	05-May-2014	00:04	a banerjee	08-May-2014, 01:10	Ad Hoc	➡ Received from external system	

## NHS Online Blood Ordering

Home Cre

### Current Orders display range

Days Before\*

Days After\*

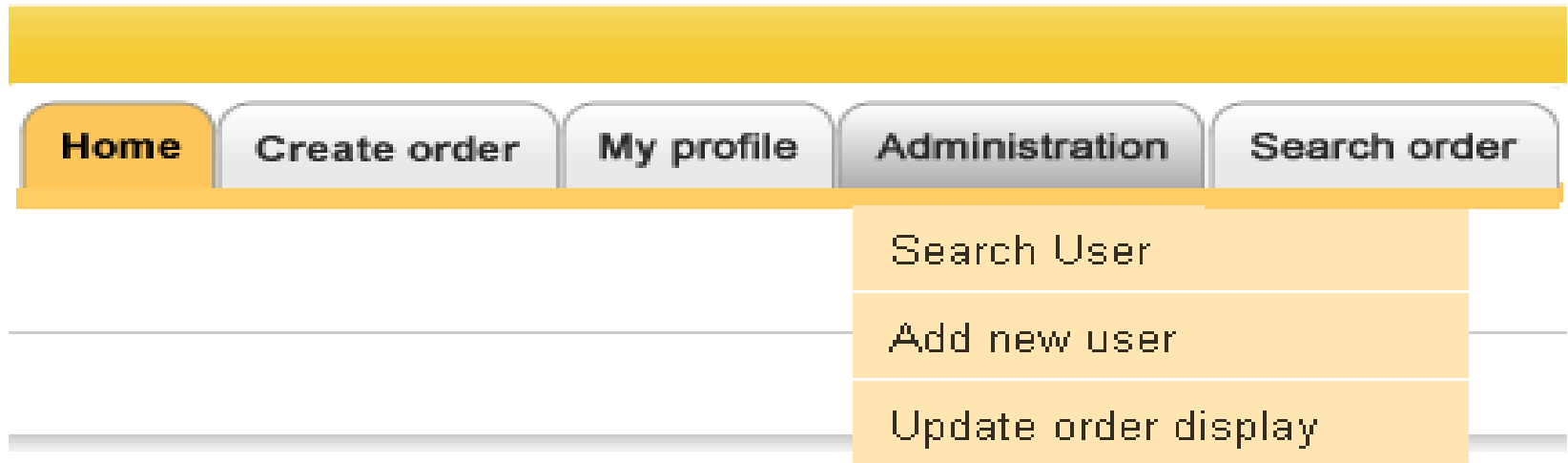
Note: Display Range will be changed for the selected hospital on clicking 'Save'.

Locally configurable to display a 15 day period from required date (max 14 days in advance)

# Three types of hospital account exist

- **Reconciliation User**
  - Can reconcile orders only
  - Can **NOT** create/cancel/amend orders
- **Hospital user**
  - Can place orders and standing orders
  - Can amend or delete orders and standing orders
  - Can update own profile
  - Can search for orders
- **Hospital administrator**
  - Can create accounts, activate users and reset passwords in addition to the functionality of a hospital user

# Adding a New User



- From the administration tab select 'Add new user'.

# Hospital Administrators: Adding New Users

**NHS Online Blood Ordering**

Home Create order My profile **Administration**

New / update user

User information

Username \* DONALDDUCK

Firstname \* Donald

Surname \* Duck

Contact information

Email address \* donald.duck@basildon.nhs.uk

Role and training

Hospital job title \* BMS

OBOS training date 17/12/2009

Assign this role \* ☒ Hospital user ☐ Hospital administrator ☐ NHSBT administrator

Hospital mapping and permissions




All Hospital

Freeman Hospital, Newcastle  
The John Radcliffe Hospital, Oxford

Add to user ↓ Make default ✖ Remove from user ↑

- Enter the information into the boxes provided and select role as either hospital user or hospital administrator.
- Email addresses can only be associated with one username. If a user moves hospitals out side of the Trust please ensure the account is deactivated.




# Adding New Users

- Select the required hospitals from the list and click [Add to user](#)  if required.
- Select a default hospital by highlighting as shown and then clicking on [Make default](#) .
- When details are correct click on .
- Username and password will be emailed to the email address provided
- Passwords require changing every 90 days. A reminder email will be sent 10 days before the password expires on the live system, if left unchanged a second email will be sent 5 days before expiry. If the deadline is missed, you will be prompted to change the password next time you log in.

Hospital mapping and permissions


All Hospital

Darent Valley Hospital  
Basildon Hospital  
Charing Cross Hospital  
The John Radcliffe Hospital, Oxford

[Add to user](#)  [Make default](#)  [Remove from user](#) 

Hospitals assigned to this user  
(select one as default hospital)

Freeman Hospital, Newcastle  
Royal Brompton Hospital  
Stoke Mandeville Hospital



# Activating/Inactivating and Re-setting Passwords

- The lower part of the new/update user screen for existing users offers the options to reset passwords, unlock users, and to activate/ inactivate users.

The screenshot displays the user management interface for NHS OBOS. At the top, a dropdown menu shows 'The John Radcliffe Hospital, Oxford'. Below it are three links: 'Add to user' with a downward arrow, 'Make default' with a star icon, and 'Remove from user' with an upward arrow. A section titled 'Hospitals assigned to this user (select one as default hospital)' contains a list box with three entries: 'Freeman Hospital, Newcastle(default)', 'Royal Brompton Hospital', and 'Stoke Mandeville Hospital'. The 'User status' section has a 'Change status' label and two radio buttons: 'Inactivate user' (unselected) and 'Activate user' (selected). The 'User Password' section features a yellow 'Reset password' button. The 'Unlock user' section features a yellow 'Unlock user' button. At the bottom, there are 'Cancel' and 'Save' buttons.

# Automatic deactivation of account

- You should deactivate any user accounts when the user leaves a hospital/Trust they no longer need to order components for. This will remove the possibility of accessing the wrong account and placing orders for the wrong location.
- If an account has not been accessed for 9 months, it will automatically be deactivated. User will receive prior email notification giving them the option to log in to the account to stop it being deactivated.
- These accounts can be reactivated by any user with administrator level access.



# Searching New Users

**NHS Online Blood Ordering**

Home Create order My profile **Administration** Search order

**User Search**

Username

Firstname

Surname   
Enter 3 letters to get all surnames starting with those letters.

Email address

Include these roles \*

- ☒ Hospital user
- ☒ Hospital administrator
- ☒ NHSBT administrator

Search results for user name **HOSPUSER99**, roles **Hospital User, Hospital Administrator, NHSBT Administrator**

Username	Firstname	Surname	Role	Status
<a href="#">HOSPUSER99</a>	Hospital	User	Hospital User	Active

- Access user search via the administration tab.
- Enter search details and select search (part details may be used)
- To view or edit a user click on the username in blue on the search results

# Training/Live System E-mails

- Two separate emails one confirming the chosen Username and one containing the system generated password
- **From:** no-reply@nhsbt.nhs.uk [\[mailto:no-reply@nhsbt.nhs.uk\]](mailto:no-reply@nhsbt.nhs.uk)
- **Subject:** OBOS Credentials

## Examples:

- Your username to log into the Online Blood Ordering System (OBOS) is: Apli0001
- Your password to log into the Online Blood Ordering System (OBOS) is: **&cq=r}\*Sj(O=&-**

# OBOS Training

## OBOS Training System

Practice orders, User Guide and copy of this presentation on the H&S website

Welcome to NHS Online Blood Ordering System

\*\*\* Welcome to the OBOS Training Environment \*\*\*

Username

Password

[Forgotten password?](#)

Your search here

[Contact your administrator](#)

Hospital and Science Website

HOSPITALS AND SCIENCE

Home / Commercial and Customer Service / OBOS

## OBOS

### Latest version

This is 8.3.1, which was released on the training site on 10 October 2019 and on the live site on 27 October. Version changes are summarised in the release notes and detailed in the user guide and training presentation.

- [Login to the live site](#)
- [Login to the training site](#)

### Documentation

- [User guide](#)
- [Training presentation](#)
- [Release notes](#)
- [Practice orders](#)

When OBOS is unavailable please use an [order form](#) and fax to your Hospital Services department.

### User help and support

Please contact an OBOS administrator in your hospital or Trust with any queries. If you experience a system performance issue please contact your hospital IT department first, to check there are no issues, before emailing [OBOS@nhs.uk](mailto:OBOS@nhs.uk)

### Administrator help and support

On Line Blood Ordering System (OBOS) Practice Orders

There are 8 practice orders, please refer to the training site.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Create Order 1

Product	Volume	Requirements (Urg)	Notes
FFP	0.5	1	
Platelets	1	1	
CRP	1	1	
Albumin	1	1	

Create Order 2

Product	Volume	Requirements (Urg)	Notes
FFP	0.5	1	
Platelets	1	1	
CRP	1	1	
Albumin	1	1	

Create Order 3

Product	Volume	Requirements (Urg)	Notes
FFP	0.5	1	
Platelets	1	1	
CRP	1	1	
Albumin	1	1	

Create Order 4

Product	Volume	Requirements (Urg)	Notes
FFP	0.5	1	
Platelets	1	1	
CRP	1	1	
Albumin	1	1	

# The End

OBOS@nhsbt.nhs.uk