

## Online Blood Ordering System (OBOS)



Welcome to NHS Online Blood Ordering System

\*\*\*Welcome to OBOS. The On-line Blood Ordering System\*\*\*

Username

Password

[Forgotten password?](#)

[Log in](#)

Hospital and Science Website

Blood and Transplant

For support please contact your administrator 10.1.0

**This User Guide is applicable to OBOS versions  
numbered 10.X.X**

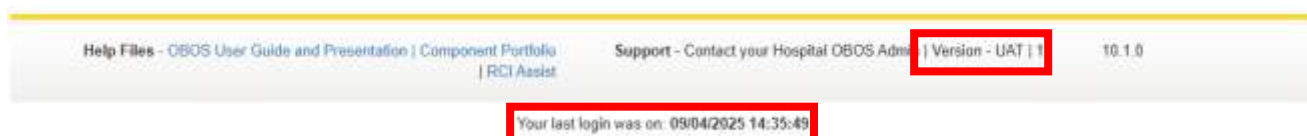
---

**Table of Contents.**

Contents	Page
<a href="#">Introduction</a>	3
<a href="#">Logging onto OBOS.</a>	3
<a href="#">Logging Off.</a>	5
<a href="#">Forgotten passwords/password expiry.</a>	6
<a href="#">Quick system overview</a>	7
<a href="#">Placing an order using OBOS.</a>	9
<a href="#">Additional information</a>	13
<a href="#">Creating a Standing order.</a>	20
<a href="#">Transfusion Date – Platelet Standing Order</a>	24
<a href="#">Monitoring Standing Orders</a>	26
<a href="#">Cancelling standing orders (Partial/Complete).</a>	27
<a href="#">Placing a SSO (Specialist Stock Order)</a>	29
<a href="#">First time orders</a>	32
<a href="#">Subsequent orders</a>	35
<a href="#">Reviewing and tracking SSO (Specialist Stock Order)</a>	38
<a href="#">Specialist Stock Standing Orders</a>	39
<a href="#">Using OBOS when Pulse is unavailable.</a>	40
<a href="#">Amending an order once it has been sent.</a>	41
<a href="#">Saving a request as a draft.</a>	47
<a href="#">Duplicating a request.</a>	48
<a href="#">Cancelling a request or order.</a>	49
<a href="#">Tracking orders.</a>	51
<a href="#">Searching Orders</a>	52
<a href="#">Reconciling Orders on OBOS</a>	54
<a href="#">Using filters on the order summary tabs</a>	55
<a href="#">Component substitutions.</a>	56
<b>Appendix One.</b>	
<a href="#">Administration</a>	58
<a href="#">Hospital administrators</a>	58
<a href="#">Updating Order Display</a>	58
<a href="#">Adding new users.</a>	59
<a href="#">Searching for users.</a>	62
<a href="#">Activating/Inactivating accounts.</a>	63
<a href="#">Resetting passwords and unlocking accounts</a>	64
<a href="#">Updating options within my Profile.</a>	64
<a href="#">NHSBT administrators</a>	66
<a href="#">.Adding an announcement to OBOS.</a>	67
<a href="#">Updating Bank holidays</a>	69
<b>Appendix Two.</b>	
<a href="#">Icons used in the OBOS system</a>	70

## Introduction [\[back to top\]](#)

The Online Blood Ordering System (OBOS) has been developed by NHSBT, hospitals and external suppliers to enable hospitals to order blood components online. Orders placed in this way will go directly into the NHSBT computer system, Pulse and hospitals will be able to view the progress of their orders within NHSBT.



The OBOS “footer” includes links to the corresponding OBOS User Guide and Presentation, the NHSBT component portfolio and RCI Assist. The “footer” indicates which version of OBOS has been accessed, which system e.g., Live or Training and the date and time of your last log in (UAT is the NHSBT user acceptance testing site for internal use only).

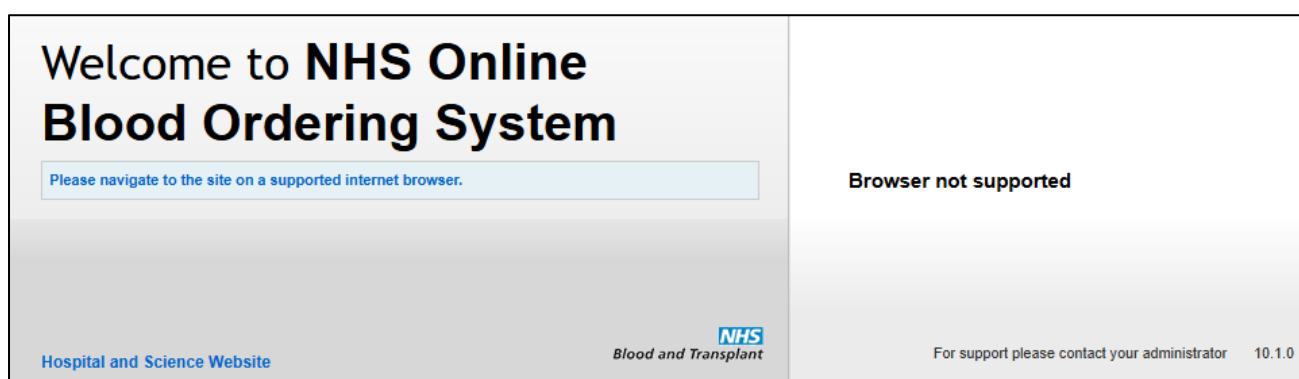
If you have any queries regarding the use of OBOS in your hospital, please contact your hospital administrator or transfusion laboratory manager. Any comments or feedback on the system or this user guide are welcomed as they allow us to continually develop to meet user needs and can be sent to [OBOS@nhsbt.nhs.uk](mailto:OBOS@nhsbt.nhs.uk)

**Please Note:** be aware of the normal functionality of the computer mouse scroll wheel. The functionality varies slightly depending on which internet browser version you are using. It is important that you do not inadvertently change a selection for any of the drop-down menus using the mouse scroll wheel – **check all selections before selecting “Send order”**.

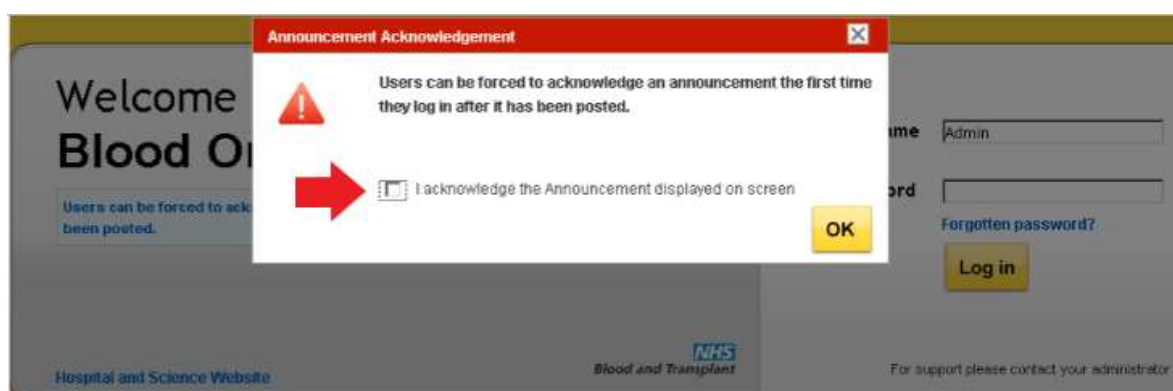
OBOS is designed to work on desktop PC's as well as mobile devices. Due to this responsive design and the various screen sizes available on phones and tablets you will notice changes to the layout. All functions are still available and perform in the same way to previous versions.

## Logging onto OBOS [\[back to top\]](#)

OBOS is only accessible via supported web browsers. If you try to log in via an unsupported browser for following message will appear:



Once you have connected to the web service the log in screen shown below will appear. On the left, there is an area where any announcements from NHSBT will be shown and on the right are the boxes to type in your username and password.



NHSBT can set up announcements so that the first time a user logs in after an announcement has been posted they must acknowledge it.

Underneath the announcements area, there is a direct link to the Hospital and Science website where you can access additional OBOS training materials.

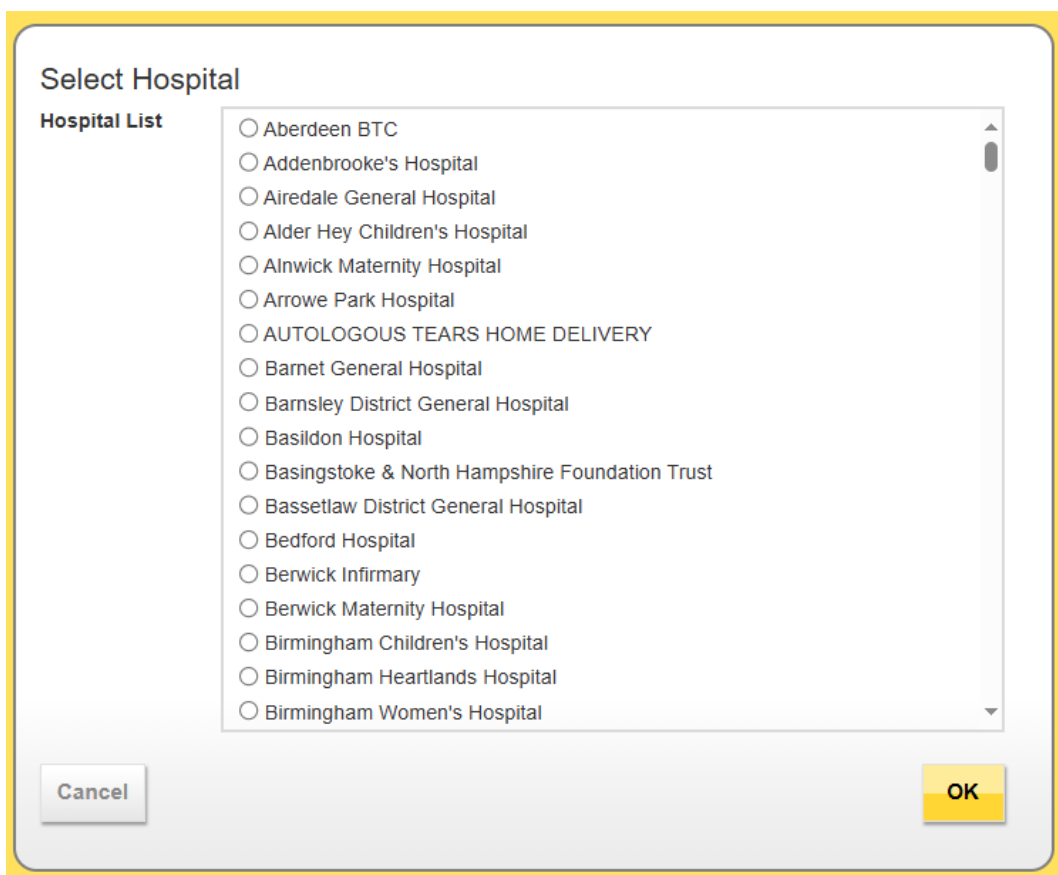


When your account is set up your username and password will be sent to you via e-mail. When you log onto OBOS for the first time the screen shown below will appear and you will be asked to change your password and set up a security question. Both passwords and security question answers are case sensitive. Rules apply to passwords, and these are listed on the screen.

## Update my password

Username	Harp0026		
Old password *	<input type="password"/>	Your password should be:	<ul style="list-style-type: none"> <li>• 7-14 characters long</li> <li>• at least one special character</li> <li>• at least one capital letter</li> <li>• at least one number</li> </ul>
New password *	<input type="password"/>		
Confirm New password *	<input type="password"/>		
Your security question and answer is required to reset your password if you forget.			
Your security question *	<input type="text" value="Mothers maiden name"/> Eg: Your Mother's Maiden name?		
Your answer *	<input type="text"/>		
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>	

If your account is set up for multiple hospitals, you may need to select the hospital you wish to order for and click on OK as shown below.



Alternatively, one hospital may have been set up as your default location in which case you will be taken straight to the home page for that hospital.

The top line of the OBOS screens contains information on your name and the hospital you are currently viewing/placing orders for, log off facility and the ability to switch to any other hospital site you have access to.

Craig Wilkes [Log off](#) Royal Shrewsbury Hospital - H036 [Change](#)

## Logging Off [\[back to top\]](#)

There is an automatic 'time out' after 20 minutes. Your session will be discontinued, and you will be returned to the login screen.

To log off at any time click on 'Log Off' after your name in the top left of any OBOS screen.

## Forgotten passwords/password expiry [\[back to top\]](#)

If you try to log in using the incorrect password you have four attempts, on the fifth incorrect attempt the account will be locked. The following prompts are displayed to indicate the remaining attempts. Once locked, your account can be unlocked by your hospital OBOS administrator account holder(s).

<p><b>Log in failed. You have 4 attempts remaining.</b></p> <p><b>Username</b> <input type="text" value="wayn0001"/></p> <p><b>Password</b> <input type="password"/></p> <p><a href="#">Forgotten password?</a></p> <p><b>Log in</b></p>	<p><b>Log in failed. You have 3 attempts remaining.</b></p> <p><b>Username</b> <input type="text" value="wayn0001"/></p> <p><b>Password</b> <input type="password"/></p> <p><a href="#">Forgotten password?</a></p> <p><b>Log in</b></p>
<p><b>Log in failed. You have 2 attempts remaining. Please click on the Forgotten password link if you have forgotten your password.</b></p> <p><b>Username</b> <input type="text" value="wayn0001"/></p> <p><b>Password</b> <input type="password"/></p> <p><a href="#">Forgotten password?</a></p> <p><b>Log in</b></p>	<p><b>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.</b></p> <p><b>Username</b> <input type="text" value="wayn0001"/></p> <p><b>Password</b> <input type="password"/></p> <p><a href="#">Forgotten password?</a></p> <p><b>Log in</b></p>
<p><b>Your account has been locked. Please contact the OBOS administrator for your hospital to unlock your account.</b></p> <p><b>Username</b> <input type="text" value="wayn0001"/></p> <p><b>Password</b> <input type="password"/></p> <p><a href="#">Forgotten password?</a></p> <p><b>Log in</b></p>	

On the log in screen “forgotten password?” appears in blue on the right-hand side, if selected you will be asked to enter your username, your security question will appear and when answered you can re-set your password. A new password will be sent to the e-mail address associated with the account. If you cannot remember your security answer you will need to contact **your** hospital administrator to re-set your password.

<p><b>Step 1</b></p> <p>To reset your password please provide your username</p> <p><b>Username</b> <input type="text" value="harp0026"/></p> <p><a href="#">Next</a></p>	<p><b>Step 2</b></p> <p>To reset your password please answer your security question</p> <p>Your security question Mothers Maiden name:</p> <p><b>Your answer</b> <input type="text"/></p> <p><b>Reset Password</b></p> <p><small>For support please contact your administrator 10.1.0</small></p>
--	---

## Quick system overview [\[back to top\]](#)

### Homepage and Tabs

The homepage contains order summary screens for current, draft, standing and queued orders.



### Create order tab

The “create order” tab has four options; Create an order, Create a standing order, Create a specialist stock order, Create a specialist stock standing order.



### My Profile Tab

All account holders can access the “my profile” to update your profile or password.



### Administration Tab

Hospital administrator will have an additional tab to; search user, Add new user and update order display.

NHSBT administrator have two additional options, Add announcement and update bank holiday.





There are different types of accounts available, the different access levels for each account type will dictate which functions are available and which tabs will appear.

- **Hospital Administrator** - Create/Activate/Deactivate/Unlock accounts, reset passwords and Create/Amend/Delete/Search and Reconcile orders.
- **Hospital User** - Create/Amend/Delete/Search and Reconcile orders.
- **Reconciliation user** - Search and Reconcile orders only.
- **NHSBT administrator** – Access all areas.
- **NHSBT user** – Create/Activate/Deactivate/Unlock accounts, reset passwords and add announcements.
- **NHSBT announcement user** – add announcements.

## Search order

The “search order tab” allows you to search for orders.

Search Order

Pulse number

(OR)

Request number

(OR)

Delivery Type

Containing

Status

Order Date ☐ Date ordered on

Required delivery date ☐

Dates from

To

[Clear / start again](#)

[Search](#)

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

Forename

Surname

DOB

NHS Number

[Clear / start again](#)

[Search](#)

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

Standing Order Number

Frequency

Dates from

To

[Clear / start again](#)

[Search](#)

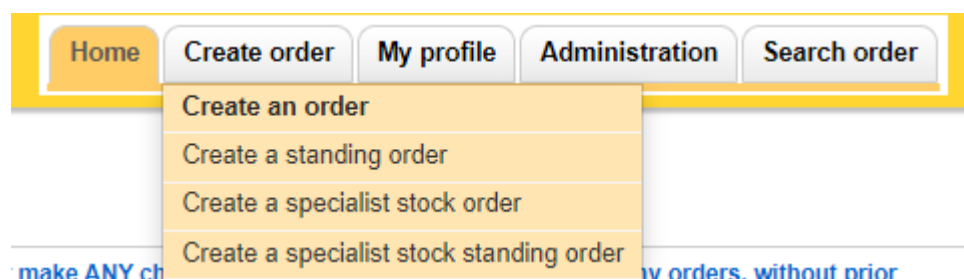
You can “return to search results” after viewing an individual order.



<b>Red Cells</b> Red blood cells	<b>O Pos</b>	Requested: 2 Allocated: none Issued: none	Blood Char neg for: none	Patient:
Notes:				



## Placing standard order using OBOS [\[back to top\]](#)



### Delivery information

From the home screen select the create order option and select the delivery method required (the default is >blank<) Select the delivery date required by clicking on the calendar icon and highlighting the date required or type the date into the required date box in the format dd/mm/yyyy.

**Del Stock:** For a routine delivery.

A 'delivery slot matrix' will be presented with the delivery times for that day.

Delivery Information	
Delivery method *	Del:Stock
Required date *	09/07/2014
Required time *	HH:MM

Delivery slots for Wednesday :	
10:00	22:00
14:00	
18:00	

If you choose a delivery for the same day, you are placing the order you may find that a delivery slot is 'greyed out', even though that time has not passed, this is due to the cut off time for that slot has passed.

Delivery Information	
Delivery method *	Del:Stock
Required date *	08/07/2014
Required time *	HH:MM

Delivery slots for Tuesday :	
10:00	22:00
14:00	
18:00	

### Additional non-scheduled deliveries

#### Ad-Hoc

Select the delivery date required by clicking on the calendar icon and highlighting the date required or type the date into the required date box in the format dd/mm/yyyy.

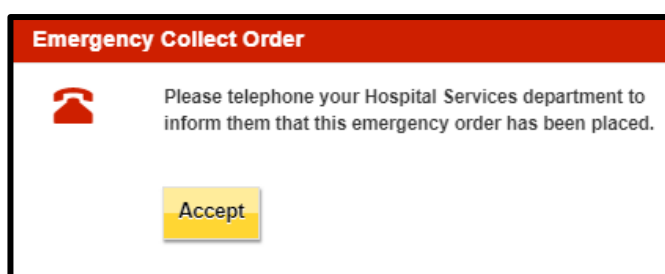
The time will be auto populated based on the Current time + pick and pack time + delivery time. Please do not alter the pre-populated time offered, to a time less than what is offered, this is the **earliest** NHSBT can deliver that order. However, this time can be extended.

## Collect

Select the delivery date required by clicking on the calendar icon and highlighting the date required or type the date into the required date box in the format dd/mm/yyyy. The time will be auto populated based on the Current time + pick and pack time, again please don't alter this time.

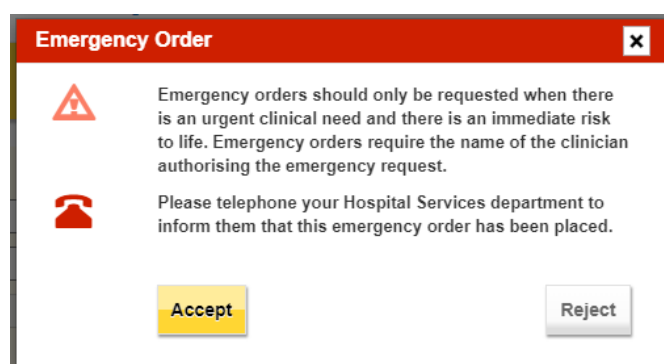
## Emergency Collect

Select the delivery date required by clicking on the calendar icon and highlighting the date required the time will be auto populated based on the current time + pick and pack time + emergency delivery time. On selection of this delivery option, you **must** telephone Hospital Services to inform them that this order has been placed.



## Emergency

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.



Additional information will be requested as shown on the screen below. Enter the name of the requesting clinician, click on one of the justifications for a blue light delivery (the system will only allow you to select one). If selecting other, type the reason into the free text box.



**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

**Delivery Information**

Delivery method \* Emergency

Required date \* 11/04/2025

Required time \* HH:MM 13:56

**Emergency Order Details**

Managing Clinician\* Patient name/ ID

Justification \*

- ☐ Emergency Pod Issue
- ☐ Other haemorrhage
- ☐ GI bleed
- ☐ Obstetric haemorrhage
- ☐ Phenotyped units
- ☐ Any other reason
- ☐ Ruptured AAA
- ☐ RTA/Trauma
- ☐ Surgical bleeding (in theatre/post Op)
- ☐ Severe coagulopathy
- ☐ Thrombocytopenia

NOTE: Please use the pre-populated time offered, this is the **earliest** NHSBT can deliver that order. However, this time can be extended.

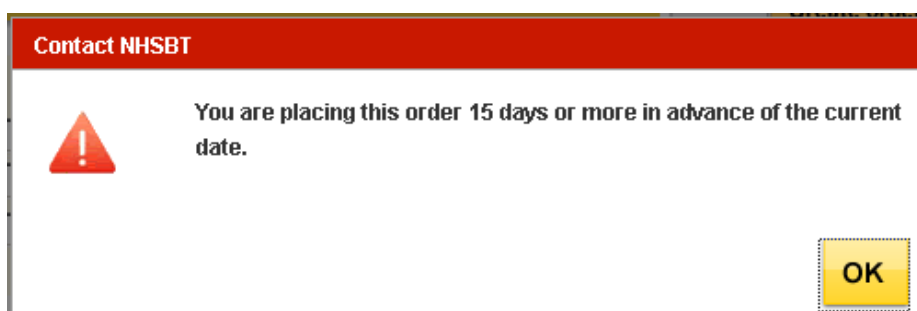
## OBOS Late

An OBOS Late delivery type will appear if you start to populate an order, and it is not completed within 5 minutes causing you to miss the cut off time for that order it will automatically convert to an OBOS Late order. It is recommended that the product selection is completed first with the delivery type and time second.


If a OBOS Late is created the Hospital Services user will be prompted to contact the requesting hospital to decide which delivery type is required to fulfil the order (Del: Stock, Ad Hoc, Emergency etc.)

## Ordering in advance

If selecting a date over 15 days in advance the following warning message will be shown:



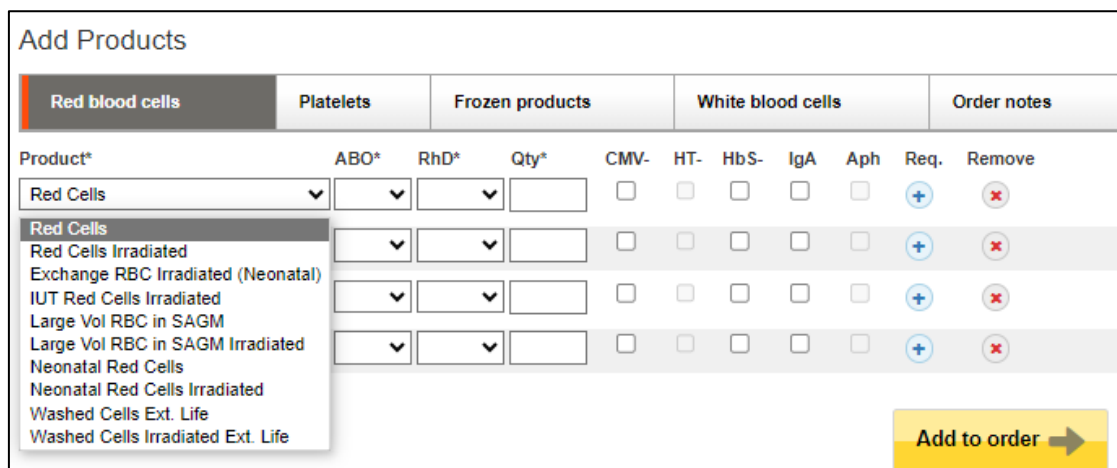
**Contact NHSBT**

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

OK

## Component Selection

Select the component type required by clicking on the red cell, platelet, frozen products, or white blood cells tabs under 'add products'. The order notes tab on this line contains a free text box to add information that applies to the whole order. Enter the product required from the drop-down list as shown below.




Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	Req.	Remove
Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 674 1150 703" type="button" value="+"/>	<input data-bbox="1209 674 1230 703" type="button" value="x"/>
Red Cells Irradiated				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 725 1150 754" type="button" value="+"/>	<input data-bbox="1209 725 1230 754" type="button" value="x"/>
Exchange RBC Irradiated (Neonatal)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 777 1150 806" type="button" value="+"/>	<input data-bbox="1209 777 1230 806" type="button" value="x"/>
IUT Red Cells Irradiated				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 828 1150 857" type="button" value="+"/>	<input data-bbox="1209 828 1230 857" type="button" value="x"/>
Large Vol RBC in SAGM				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 880 1150 909" type="button" value="+"/>	<input data-bbox="1209 880 1230 909" type="button" value="x"/>
Large Vol RBC in SAGM Irradiated				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 931 1150 960" type="button" value="+"/>	<input data-bbox="1209 931 1230 960" type="button" value="x"/>
Neonatal Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 983 1150 1012" type="button" value="+"/>	<input data-bbox="1209 983 1230 1012" type="button" value="x"/>
Neonatal Red Cells Irradiated				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 1034 1150 1064" type="button" value="+"/>	<input data-bbox="1209 1034 1230 1064" type="button" value="x"/>
Washed Cells Ext. Life				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 1086 1150 1115" type="button" value="+"/>	<input data-bbox="1209 1086 1230 1115" type="button" value="x"/>
Washed Cells Irradiated Ext. Life				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input data-bbox="1129 1137 1150 1167" type="button" value="+"/>	<input data-bbox="1209 1137 1230 1167" type="button" value="x"/>

**Add to order** ➔

For red cells and platelets, the default product will be the standard component and will appear at the top, followed by the standard irradiated component. The rest of the list will be in alphabetical order.

Select the ABO and Rh requirements from the drop-down lists and enter a quantity in the Qty\* box as shown above. Additional requirements for CMV, HT, HbS, IgA and Apheresis (Aph) can be added by checking the boxes available. Please be aware that some of these components will be in short supply and should only be requested when necessary. For some components where these requirements form part of the product specification these boxes may be greyed out and ticked. Where an option is not available the box will be greyed out e.g., HT for group AB FFP. For frozen components there is no RhD type option, as all requests will default to Rh pos when added to the order but Rh neg components may be supplied by NHSBT. Substitution will be automatic and will not be accompanied by a telephone call. All other substitutions will be accompanied by a telephone call.

**Note:** All components manufactured from UK donations are now tested for HEV and therefore the HEV box has been removed (previous version had the box present but greyed out).

Any additional requirements such as phenotyped red cells and date required for platelets can be added using the supplementary screens provided by clicking on the req. button . These screens are described later in this section.

After selecting your required component and completing the necessary fields; ABO, Rh, quantity and additional requirements – the request line is complete and can be added to the order by clicking on the Add to order button.

**Add to order** ➔

## Order preview

The information for that request line is then shown in the order preview area as shown on the right-hand side in the example below. If the information is incorrect then it can be amended by clicking on the blue 'Amend' in the order preview screen. The individual component will then be returned to the 'add products' section and can then be amended by selecting the correct information or removed by clicking on the remove button

**NOTE: Items on the left-hand side will NOT be sent, all items must be included on the right-hand side.**

Continue to add components as required. If additional lines are required, this can be added by clicking on the blue '+Add line' to the left of the yellow 'Add to order' button. Different component types can be added to the same order.

To make it easy to identify component types in the order preview area each different component type has a stripe to the left of it in a different colour in the order preview area as shown above. Red cells have a red stripe, platelets blue, frozen products yellow and white blood cells grey.


## Additional information [\[back to top\]](#)



Additional requirements for each order line are available in the 'Req.' screens. When clicking on the 'Req.' button a new screen opens which allows additional information to be added specific to each product type. The requirements screens are different for each component type.

Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	Req.	Remove
Red Cells				<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"/>		

Additional requirements that are available for different product type include:

1. RhK phenotypes options
2. Tick here if order is for a
  - Sickle Patient (selecting this box will automatically select the HbS- box)
  - Thalassaemic Patient (selecting this will NOT automatically select the HbS- box)
3. Select Blood Characteristics
4. Patient information (Do not include clinical information)
5. Line Notes (specific to the order line, do not include clinically significant information in the line notes).



Once data has been added, this screen can be minimised again by clicking on the  under Req.

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA Aph Req. Remove
Red Cells				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  
<div> <div>1</div> <div>Phenotypes(Negative for these antigens)</div> <div><input type="checkbox"/> C <input type="checkbox"/> E <input type="checkbox"/> (c) <input type="checkbox"/> (e) <input type="checkbox"/> K</div> </div> <div> <div>2</div> <div>Tick here if order is for a Sickle Patient</div> <div><input type="checkbox"/></div> </div> <div> <div>2</div> <div>Tick here if order is for a Thalassaemic Patient</div> <div><input type="checkbox"/></div> </div>				
<div> <div>3</div> <div>Select Blood Chars</div> <div>Selected Blood Characteristics (Negative for these antigens)</div> </div> <div> <div>4</div> <div>Patient information</div> <div>Patient name / ID</div> <div></div> </div>				
<div> <div>5</div> <div>Notes: Please select from drop-down box (one comment only)</div> <div>Select Comment</div> </div> <div> <div>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.</div> <div>(max 500 characters)</div> </div>				

### 1) RhK phenotype (Red cells only)

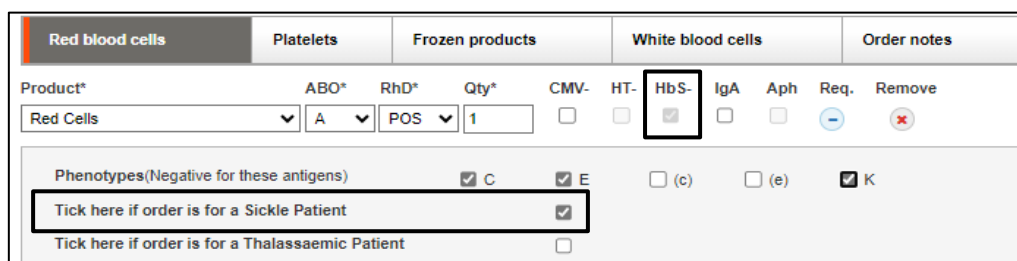
Allows you to select the clinically significant phenotypes required for the order.

**Note:** selection is negative for that antigen

Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	Req.	Remove
Red Cells				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<div> <div>Phenotypes(Negative for these antigens)</div> <div><input type="checkbox"/> C <input type="checkbox"/> E <input checked="" type="checkbox"/> (c) <input type="checkbox"/> (e) <input checked="" type="checkbox"/> K</div> </div>										

## 2) Selection of patient type (Red cells only):

Selecting the sickle cell patient option (red box 2) will automatically select the HbS- box and the user will be unable to untick this whilst the sickle cell patient remains selected. If unticked HbS- will remain ticked.



Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	Req.	Remove
Red Cells	A	POS	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="-"/>	<input type="button" value="x"/>

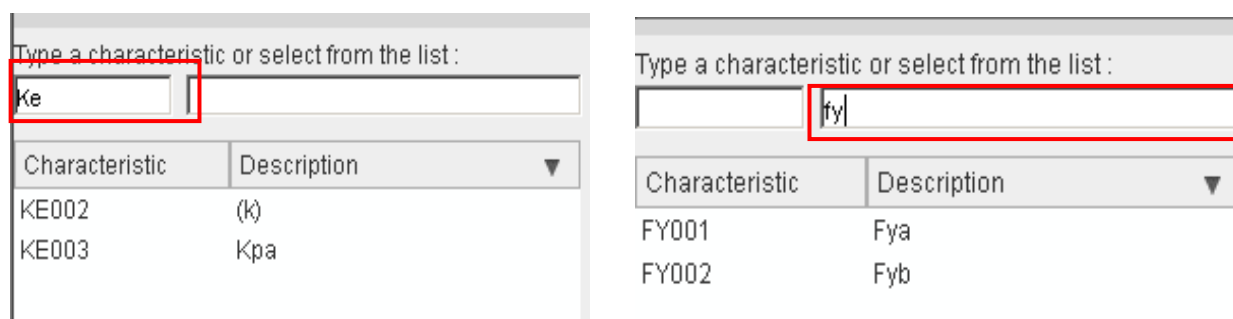
Phenotypes(Negative for these antigens) ☒ C ☒ E ☐ (c) ☐ (e) ☒ K

☒ Tick here if order is for a Sickle Patient

☐ Tick here if order is for a Thalassaemic Patient

## 3) Select Blood Characteristics (Red cells only)

Additional clinically significant red cell phenotypes can be selected as negative for specific antigens by clicking on “Select Blood Chars”. This will open the phenotypes ‘pop-up’ box. You can search by either blood char code or blood char description.



Type a characteristic or select from the list :


Ke

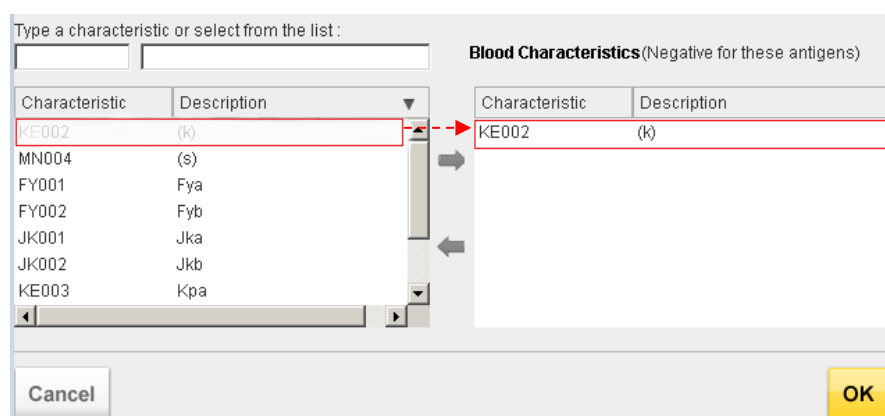
Characteristic	Description
KE002	(k)
KE003	Kpa

Type a characteristic or select from the list :

fy

Characteristic	Description
FY001	Fya
FY002	Fyb

Select the phenotype you require in the left-hand panel, then click the  icon to move it across to the right-hand panel.



Type a characteristic or select from the list :

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

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

Characteristic	Description
KE002	(k)

Cancel OK

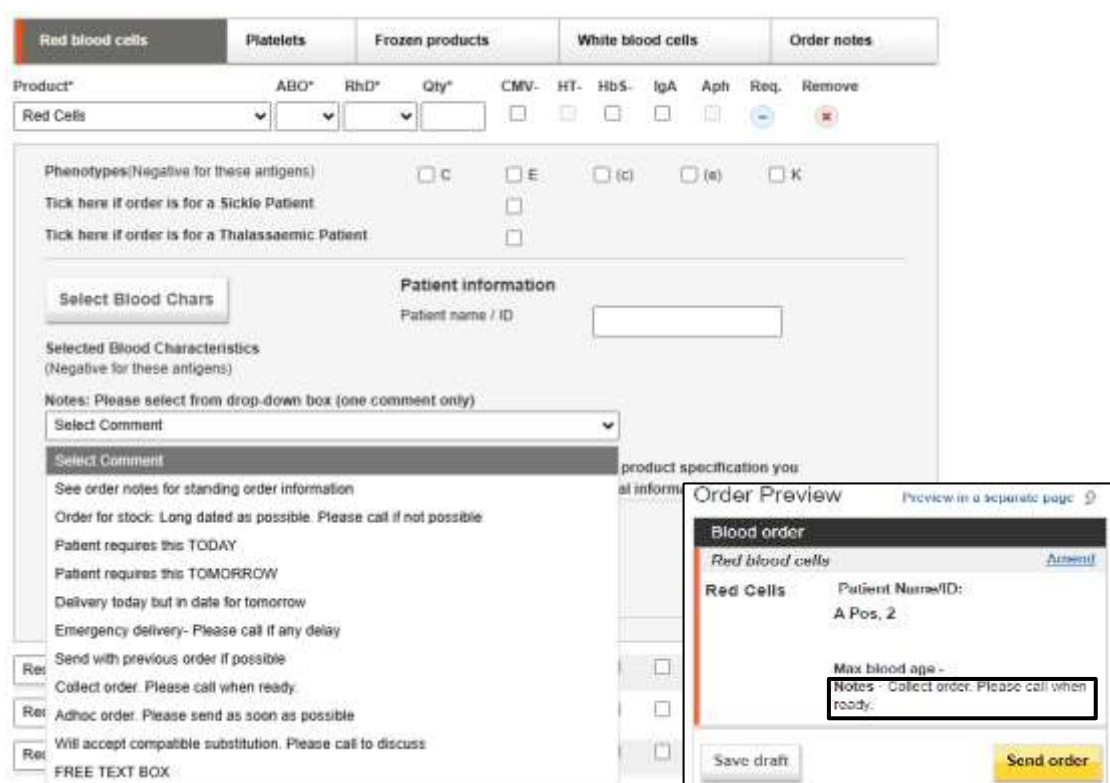


#### 4) Patient information: Patient Name/ID (available for all components)

This is a free text option. Please refer to your Trust policy on providing patient identification data and note that the patient's name or ID entered will appear on the dispatch note and, in the EDN, (Electronic Dispatch Note) data file.

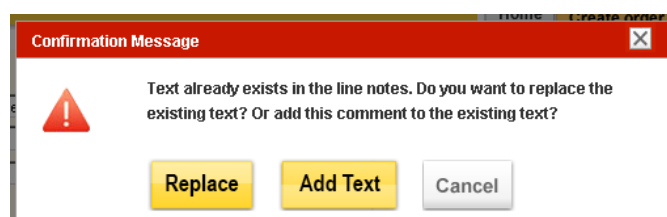
#### 5) Line notes (available for all components)

If the individual request requires additional notes, select the most appropriate option from the dropdown list. Again, these can be seen in the order preview on the right-hand side of the screen when the add to order button is clicked



† **Please Note: No clinically significant information like phenotype requirements. Patient demographics or transfusion dates should be entered into the 'Free text box'. Please use the tick boxes and dedicated fields for such requirements.**

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 below options to 'Replace' the comment or 'Add Text' to add additional comment(s) will be displayed.



## Maximum blood age on day of delivery (Red cells components only)

Max blood age is the maximum age the red cell unit(s) are required to be to match clinical need e.g., entering 6 indicates blood less than 7 days old is required. Following the 'Joint Statement on the removal of maximum age requirements for red cell transfusion to patient including those with Haemoglobinopathies' published in November 2023 the ability to specify max life is restricted and will only be available to a limited number of hospitals. Refer to the Clinical guidelines page on the Hospitals and Science website for statement. [NHSBT clinical guidelines - Hospitals and Science - NHSBT](#)

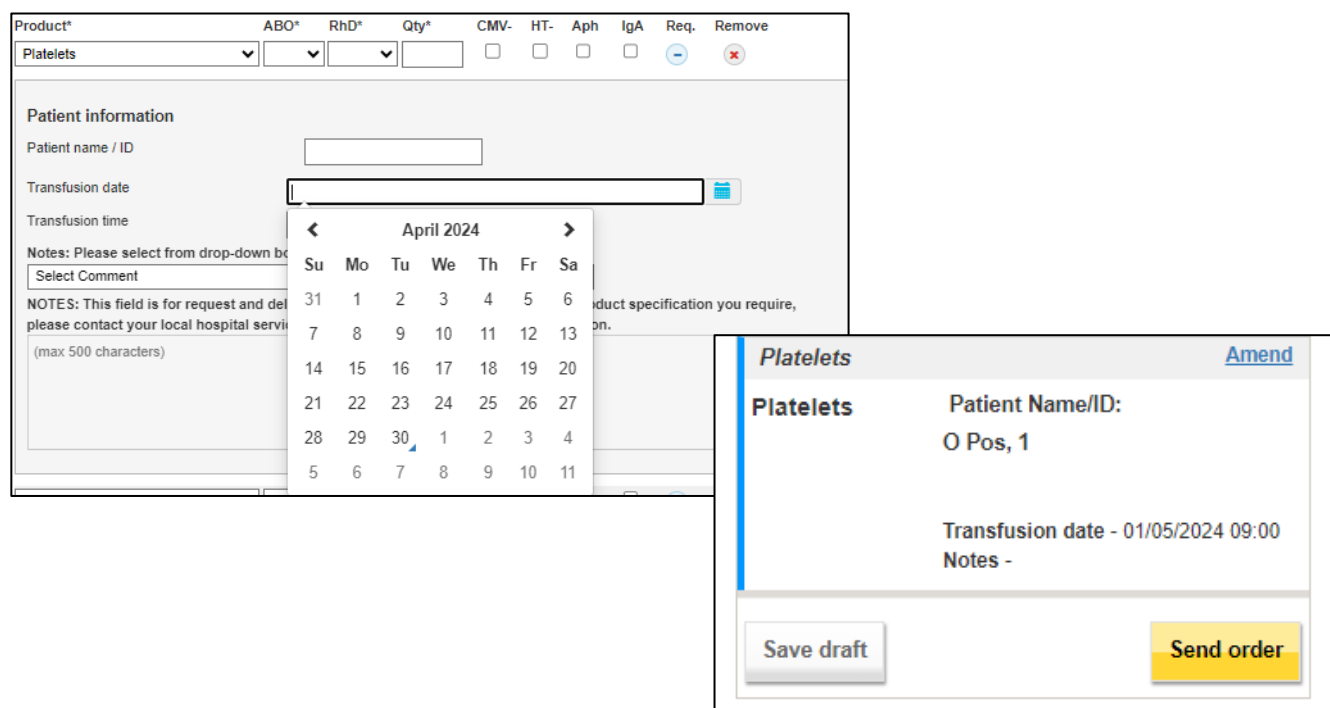
The max life field option is available for Large Volume Transfusion (LVT) and Neonatal Red cells. There is no blood max age box for components where max age is part of the component specification e.g., the shelf life for exchange units is always within 5 days of the bleed date. Refer to Component portfolio for more information [Portfolio and prices - Hospitals and Science - NHSBT \(blood.co.uk\)](#).

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA Aph Req. Remove
Neonatal Red Cells	A	POS	1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> - <input checked="" type="checkbox"/>
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 type="checkbox"/> Tick here if order is for a Thalassaemic Patient <input type="checkbox"/>				
<div>Select Blood Chars</div> <div>Selected Blood Characteristics (Negative for these antigens)</div>		<div>Patient information</div> <div>Patient name / ID <input type="text"/></div> <div>Maximum blood age on day of delivery</div> <div> <div>Please specify maximum blood age only if necessary. By default, blood supplied will be less than 23 days old.</div> <div><input type="text"/> days</div> </div>		

Specify maximum age of components if clinically required

## Transfusion date and time (specific components)

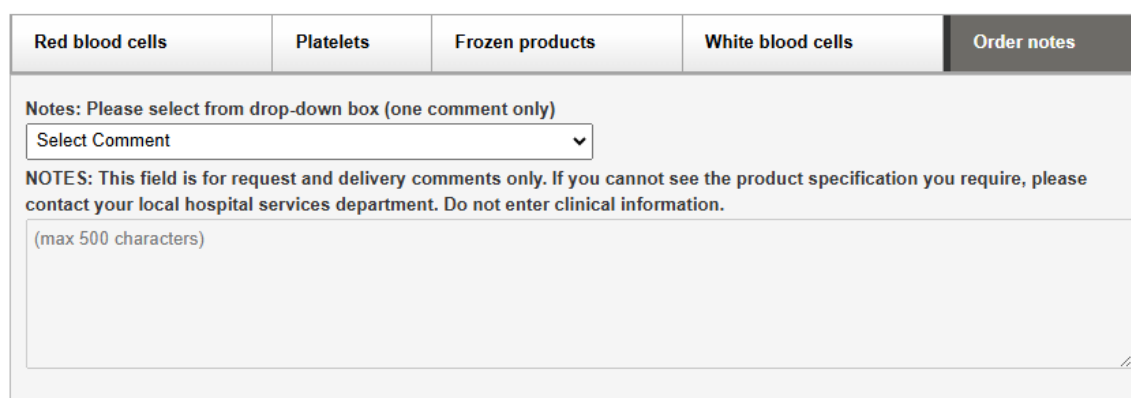
For platelets and certain specialist products (including washed red cells, IUT units, granulocytes) there is a transfusion date and time field. If a transfusion date is entered, the product will not expire until at least 23:59 of this date. This can be seen in the order preview on the right-hand side of the screen once the add to order button is clicked.



## Order notes

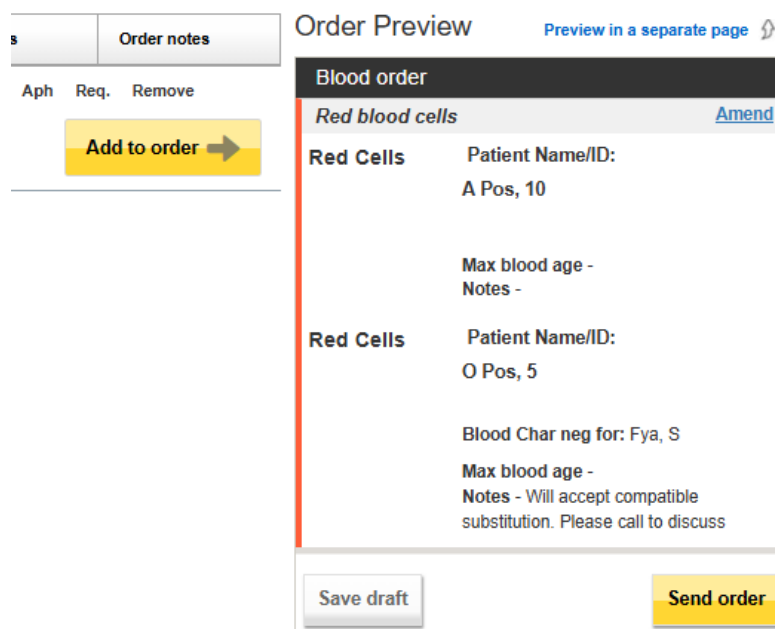
Order notes<sup>†</sup> may be added for the whole order using the order notes tab as shown below. Notes entered here will apply to the **whole order**. Same dropdown options are available.

### Add Products



## Order Preview

Once the 'add to order' button is clicked any additional information entered will also be displayed in the order preview. An example screen below shows two order lines, one for 10 A+ red cells and one for 5 O+ red cells with additional phenotype requirements (i.e., negative for Fya and S) and a dropdown option in the line notes.



## Send order.

Once an order is complete it can then be sent to NHSBT by clicking on the **Send order** button. An order confirmation will be received also shown below. This will display both the OBOS request number and the Pulse order number. The blue OBOS request and Pulse numbers are active links.

Required date	<b>11/09/2012</b>	Submitted by	<b>Craig Wilkes</b>
Required time	<b>22:00</b>	Submitted on	<b>10/09/2012</b>
<b>Request Information</b>		Submitted at	<b>15:10</b>
OBOS request	<b>50351</b>	Hospital Services Dept.	<b>NAT ACCEPT SITE 1</b>
		Status	<b>➡ Received from external system</b>
		Pulse number	<b>L00054406</b>

## Order has been sent

Order information
PULSE number <b>L00054406</b>
Current order status <b>Received from external system</b>

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

From the confirmation screen, you can click on 'view order details' at the bottom right-hand side to check the details as shown below. This screen also has a print order option, which can be used to print out a copy of an OBOS order and fax/emailed to Hospital Services if the link between OBOS and Pulse is not working.

Note: If a user attempts to send or save an empty order, the following error message will appear.



This order contains no order lines, please add order lines by selecting 'Add to order' before saving or sending.

## Reviewing an order

At any point by clicking on '[preview in a separate page](#)', it is possible to view the order in a separate window as shown below. Return to the order screen by clicking on '[preview with order form](#)' in blue on the right-hand side of the screen.

Delivery Information		Order Information	
Delivery method	Del:Stock	Hospital name	Arrowe Park Hospital
Required date	11/09/2012	Submitted by	Craig Wilkes
Required time	22:00	Submitted on	10/09/2012
		Submitted at	15:10
Request Information		Hospital Services Dept.	NAT ACCEPT SITE 1
OBOS request	50351	Status	➔ Received from external system
		Pulse number	L00054406

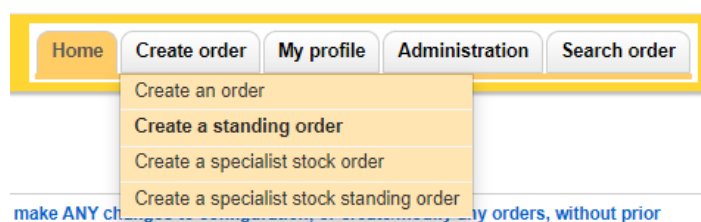
Del:Stock Order For 11/09/2012; 22:00 PULSE ORDER: L00054406

 [Print Order](#)  [Preview with order form](#)

<b>Red Cells</b>	<b>O Pos</b>	Requested: <b>1</b>		
<i>Red blood cells</i>		Allocated: <b>none</b>	Blood Char neg for: <b>none</b>	Patient:
		Issued: <b>none</b>		
		Notes:		

## Creating a Standing order [\[back to top\]](#)

From the home page create order tab select 'Create a standing order' or 'Create a specialist stock standing order'. There is no option to select emergency delivery or emergency collect for a standing order.

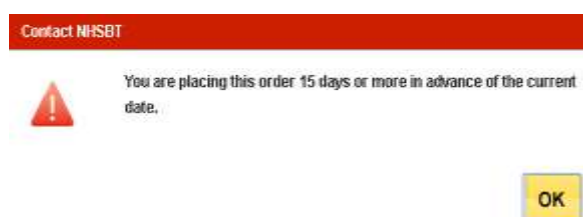


## Delivery method

Select a delivery method and start date, the start time option will be unavailable. In the standing order delivery schedule shown below select the frequency of the order from the drop-down list: Every week; Every alternative week; Every 3 weeks or Every 4 weeks.

Delivery Information		Standing Order Delivery Schedule	
Delivery method *	Del:Stock	Frequency *	Every week
Start date *		On *	<input type="checkbox"/> Every week <input type="checkbox"/> Every alternate week <input type="checkbox"/> Every 3 weeks <input type="checkbox"/> Every 4 weeks
End date		<input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur	Please check to see if your hospital services dept. delivers on the days selected <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
If no end date is selected the standing order will continue until further notice		Time Required	

When selecting a date over 15 days in advance this warning message will be shown.



Where applicable, please include an end date for standing orders and routinely review them to confirm any necessary updates to requirements or delivery schedules. Please check that routine deliveries are available from your usual schedule for standing orders otherwise ad hoc deliveries may be used.

When choosing the **Del:Stock** delivery type, select the days you wish the standing order to be delivered and select a time from the 'delivery slot matrix'

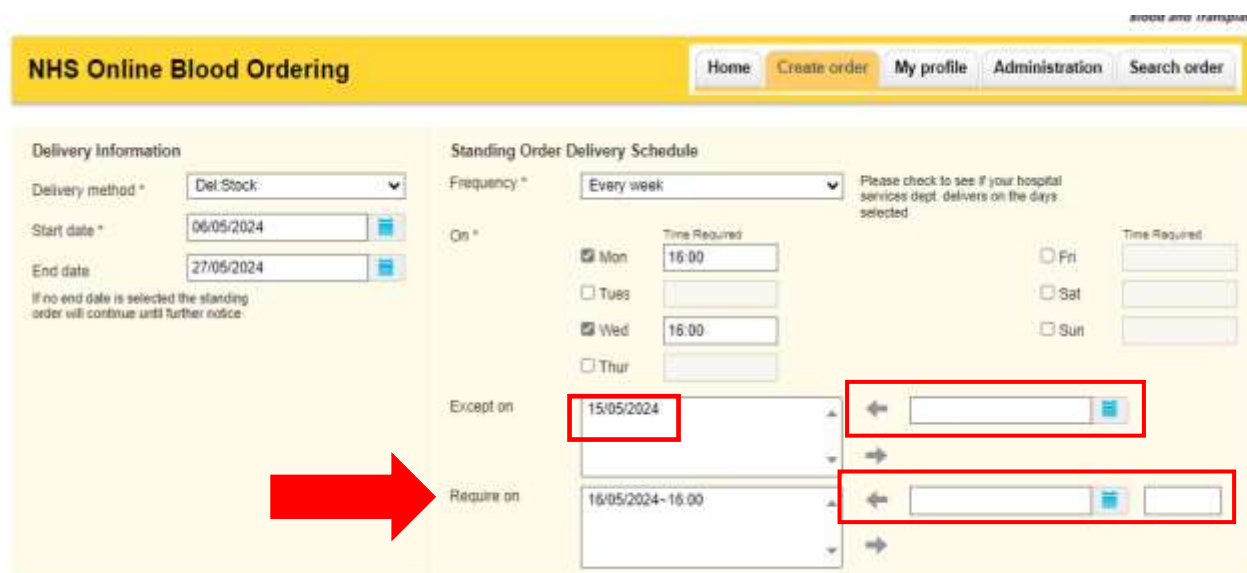
Delivery Information		Standing Order Delivery Schedule	
Delivery method *	Del:Stock	Frequency *	Every week
Start date *	06/05/2024	On *	<input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thur
End date	20/05/2024	Time Required	11:30 11:30 16:00
If no end date is selected the standing order will continue until further notice		Delivery slots for Wednesday : <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	

When choosing the **Ad Hoc** or **Collect** delivery types, select the days you wish the standing order to be delivered /collected and manually enter the time for each day.

Delivery Information		Standing Order Delivery Schedule	
Delivery method *	Ad Hoc	Frequency *	Every week
Start date *	06/05/2024	On *	<input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thur
End date	20/05/2024	Time Required	10:00 10:00
If no end date is selected the standing order will continue until further notice		<input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	

## Exception dates

Exception dates can be added to the standing order by selecting and moving an alternative date 'Except on' box and a new date can be added into the 'Required on' box i.e., 'Except on' a Bank Holiday Monday could be 'Require on' the following Tuesday. Using the calendar icon and then use the ← arrow to move selected dates into the 'except on' box as shown below. Dates moved into the 'except on' box in error can be removed using the → arrow. The 'required on' option requires a time to be selected/added.

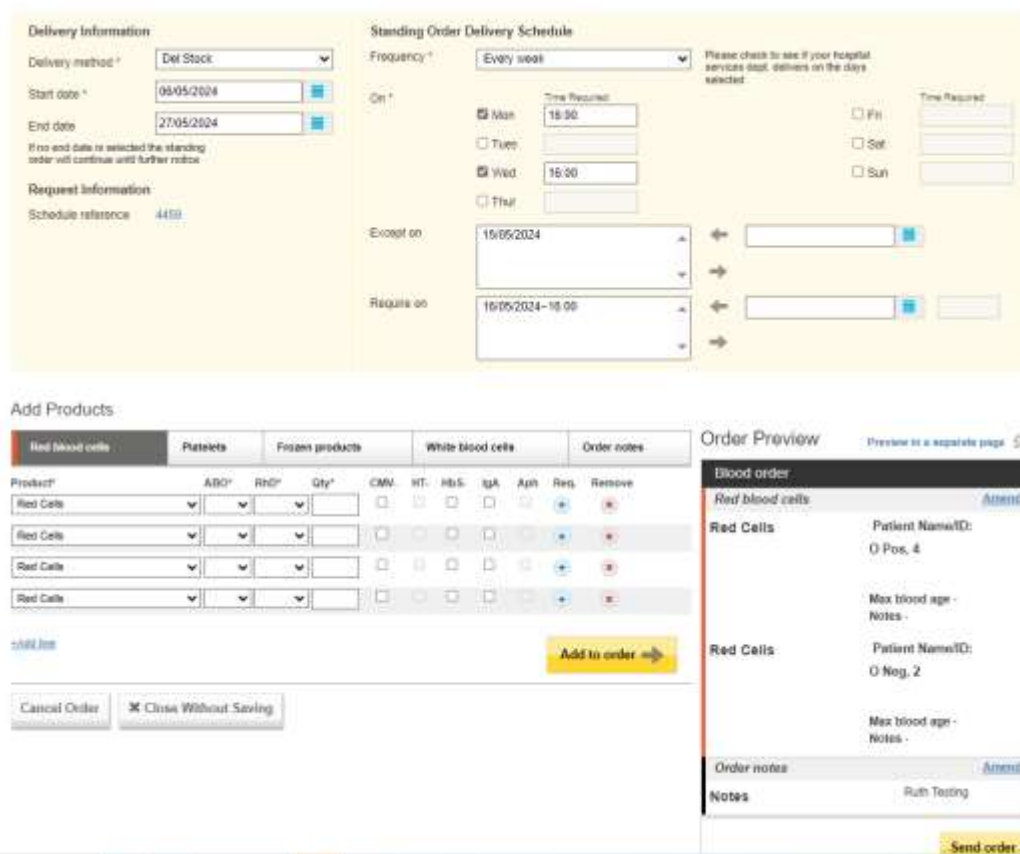


Component request lines, special requirements, patient names, and order messages are added to a standing order in the same way as when creating a single order. Orders can be previewed on the left-hand side before sending the order.

Up to three patient names can be displayed on each standing order schedule. If you include more than three patients per schedule the additional names will not be displayed.

**Please Note:** Specialist Stock Standing Orders will only cover one patient and their name will not appear on the general standing order page.





**Delivery Information**

Delivery method:

Start date:

End date:

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

**Request Information**

Schedule reference: 4459

**Standing Order Delivery Schedule**

Frequency:

On:

☒ Mon 15:00

☐ Tue

☒ Wed 15:30

☐ Thur

☐ Fri

☐ Sat

☐ Sun

Exception on: 15/05/2024

Require on: 15/05/2024 - 15:00

**Add Products**

Product	ABO*	RhD*	Qty*	CMV	HT	HbS	IgA	Aph	Req	Remove
Red Cells										
Red Cells										
Red Cells										
Red Cells										

**Order Preview**

**Blood order**

**Red blood cells**

Red Cells Patient NameID: O Pos, 4

Red Cells Max blood age: Notes

Red Cells Patient NameID: O Neg, 2

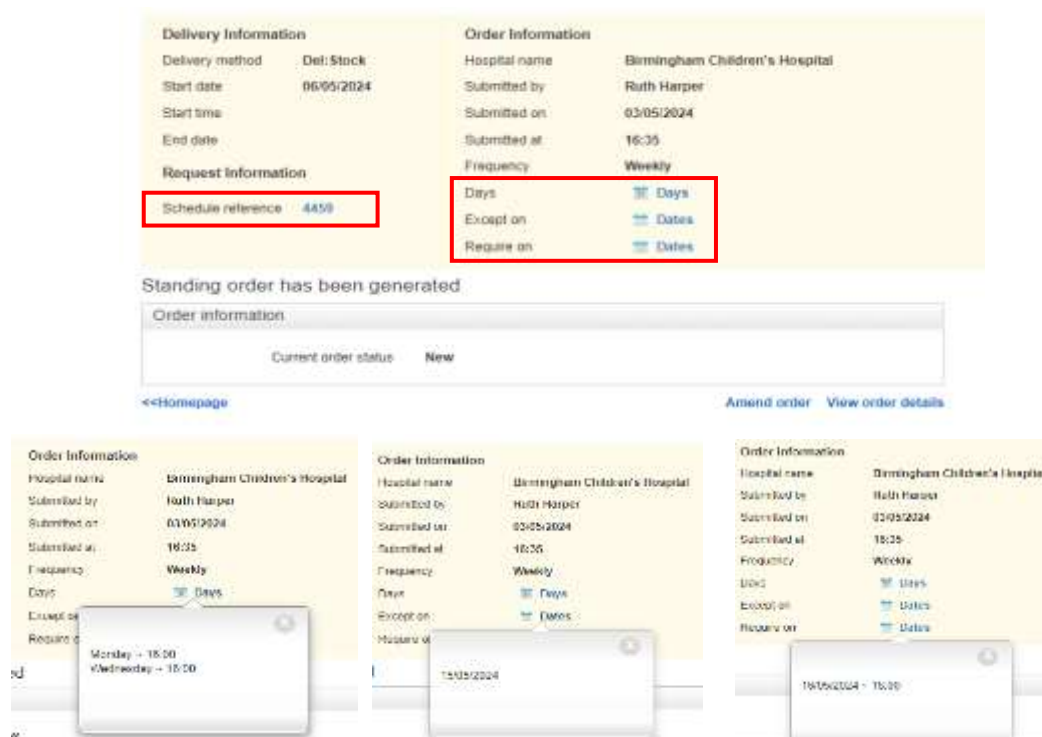
Red Cells Max blood age: Notes

**Order notes**

Notes Ruth Testing

**Send order**

Once the order is complete click 'send order' to register the standing order, an order confirmation page will appear showing that a standing order has been generated and allows the delivery days and exception dates to be viewed by clicking on the blue icons as shown below. An OBOS schedule reference is listed on the left-hand side of the screen:



**Delivery Information**

Delivery method: Del Stock

Start date: 06/05/2024

Start time:

End date:

**Request Information**

Schedule reference: 4459

**Order Information**

Hospital name: Birmingham Children's Hospital

Submitted by: Ruth Harper

Submitted on: 03/05/2024

Submitted at: 16:35

Frequency: Weekly

Days:

Exception on:

Require on:

**Standing order has been generated**

**Order information**

Current order status: New

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

**Order Information**

Hospital name: Birmingham Children's Hospital

Submitted by: Ruth Harper

Submitted on: 03/05/2024

Submitted at: 16:35

Frequency: Weekly

Days:

Exception on:

Require on:

**Order Information**

Hospital name: Birmingham Children's Hospital

Submitted by: Ruth Harper

Submitted on: 03/05/2024

Submitted at: 16:35

Frequency: Weekly

Days:

Exception on:

Require on:

**Order Information**

Hospital name: Birmingham Children's Hospital

Submitted by: Ruth Harper

Submitted on: 03/05/2024

Submitted at: 16:35

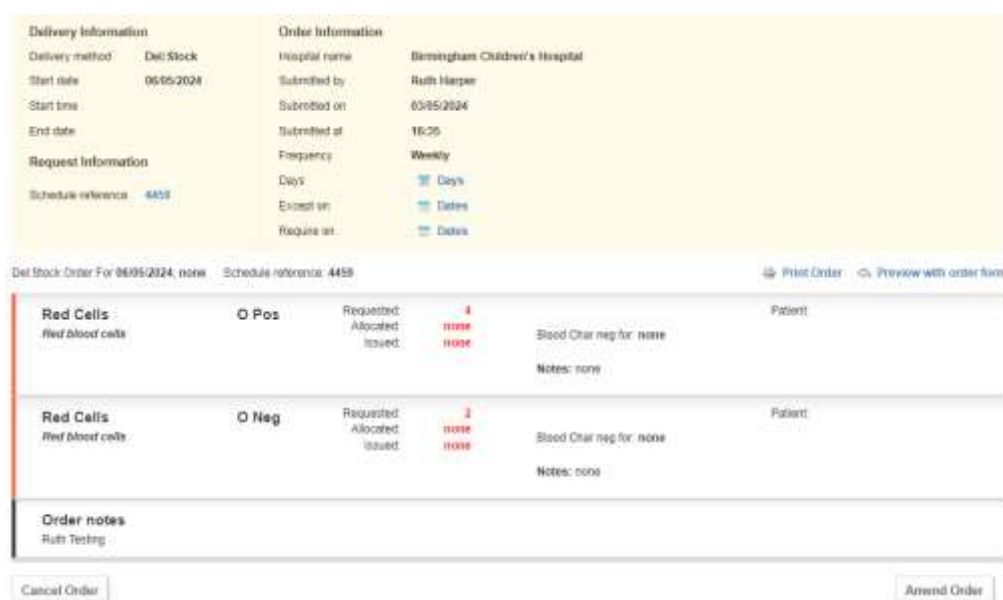
Frequency: Weekly

Days:

Exception on:

Require on:

By clicking on the OBOS schedule reference the detail of the content of the standing order can be viewed. From this screen it is possible to 'print', 'amend' or 'cancel' the standing order.



**Delivery Information**

Delivery method: Del Stock  
 Start date: 05/05/2024  
 Start time:  
 End date:  
 Request Information  
 Schedule reference: 4458

**Order Information**

Hospital name: Birmingham Children's Hospital  
 Submitted by: Ruth Harper  
 Submitted on: 05/05/2024  
 Submitted at: 16:25  
 Frequency: Weekly  
 Days: ☒ Days  
 Except on: ☒ Dates  
 Requires an: ☒ Dates

Del Stock Order For 06/05/2024, none Schedule reference: 4458 [Print Order](#) [Preview with order form](#)

Red Cells	O Pos	Requested	Allocated	Issued	Blood Char req for	Notes
Red blood cells	O Pos	4	none	none	none	none
Red Cells	O Neg	Requested	Allocated	Issued	Blood Char req for	Notes
Red blood cells	O Neg	2	none	none	none	none

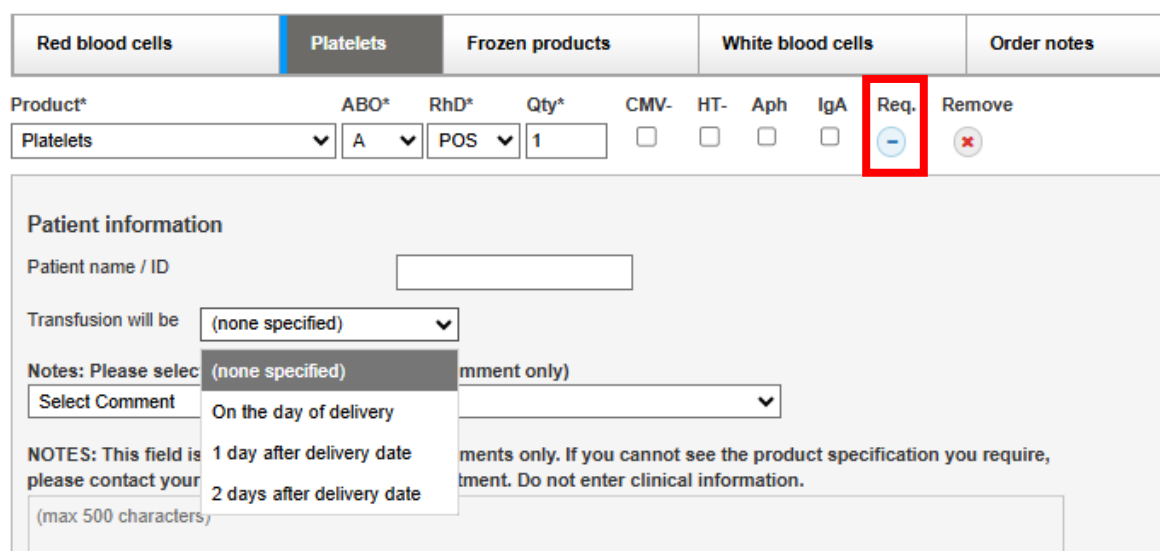
**Order notes**  
 Ruth Testing

[Cancel Order](#) [Amend Order](#)

## Transfusion Date – Platelet Standing Orders [\[back to top\]](#)

When creating a platelet standing order users can specify when after delivery the transfusion will occur to ensure adequate shelf life on the component(s). If no specific instruction is required, this will default to 'None Specified' and NHSBT will supply based on FIFO (First in First Out).

Expand the order by selecting the Req. option then select if required either; on the day of delivery, 1 day after delivery or 2 days after delivery date:



**Red blood cells** **Platelets** **Frozen products** **White blood cells** **Order notes**

Product\* ABO\* RhD\* Qty\* CMV- HT- Aph IgA **Req.** Remove

Platelets A POS 1 ☐ ☐ ☐ ☐ ☒ ☒

**Patient information**

Patient name / ID

Transfusion will be (none specified)

Notes: Please select (none specified)

Select Comment

NOTES: This field is 1 day after delivery date

please contact your 2 days after delivery date

(max 500 characters)

## Viewing Standing orders

From the home page standing orders can be viewed using the 'standing order' tab, shown below and will display orders that are due in the next 36 days.

### Order Summary

Last Updated at 4:38 PM [Refresh to update again](#)

Current Orders

Draft Orders (0)

Standing Orders

Queued Orders (1)

Active Orders

Schedule ref	Patient name/ID	Required time	Start date	End date	Delivery type	SSO
4459 <a href="#">Amend schedule or ordered product</a>			06-May-2024	27-May-2024	Del Stock	
Next deliveries						
1. 06-May-2024	4. 16-May-2024	7. 27-May-2024				
2. 08-May-2024	5. 20-May-2024					
3. 13-May-2024	6. 22-May-2024					

Standing order schedules which have a start date up to 365 days from current date will now appear on the standing order tab on the home screen. However, delivery dates will only start to populate the schedule within 20 days of the required date. OBOS will automatically send an instance of a standing order to Pulse when it becomes due for delivery in eight days' time (or within the next eight days for new standing orders).

At this point the next deliveries date will disappear from the Next deliveries section and the order will appear on the current orders section of the home page together with the Pulse order number that has been assigned to it. From this point on, this instance of a standing order can be edited and updated in the same way as stand-alone single orders.

### Order Summary

Last Updated at 4:38 PM [Refresh to update again](#)

Current Orders

Draft Orders (0)

Standing Orders

Queued Orders (1)




Active Orders

Schedule ref	Patient name/ID	Required time	Start date	End date	Delivery type	SSO
4459 <a href="#">Amend schedule or ordered product</a>			06-May-2024	27-May-2024	Del:Stock	
<div>Next deliveries</div> <div> <div>1. 13-May-2024</div> <div>4. 22-May-2024</div> <div>2. 16-May-2024</div> <div>5. 27-May-2024</div> <div>3. 20-May-2024</div> </div>						

### Order Summary

Last Updated at 5:05 PM [Refresh to update again](#)

Current Orders				Draft Orders (0)	Standing Orders	Queued Orders (1)		
	Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
	L02100693	03-May-2024	16:47		03-May-2024, 20:00	Ad Hoc	⬇️ Awaiting allocation (external)	
🔄	L02100691	03-May-2024	16:40	Ruth Harper	06-May-2024, 16:00	Del:Stock	➡️ Received from external system	
🔄	L02100692	03-May-2024	16:40	Ruth Harper	08-May-2024, 16:00	Del:Stock	➡️ Received from external system	

	L02100692	03-May-2024	16:40	Ruth Harper	08-May-2024, 16:00	Del Stock	 Received from external system
	Standing Reference Number 4459		16:40	Ruth Harper	06-May-2024, 16:00	Del Stock	 Received from external system

## Monitoring Standing Orders [\[back to top\]](#)


## Order Summary

Current Orders

Draft Orders (2)

Standing Orders


Queued Orders (0)

	Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Request
	L02158925	26-Apr-2019	10:49	Hospital Admin	26-Apr-2019


## Order Summary


Current Orders

Draft Orders (2)

Standing Orders 

Queued Orders (0)

	Pulse No.	Date Ordered ▲	Reorder
	L02158925	26-Apr-2019	26-Apr-2019



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

In the standing orders tab the orders due to expire will be identified with the bell icon.

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

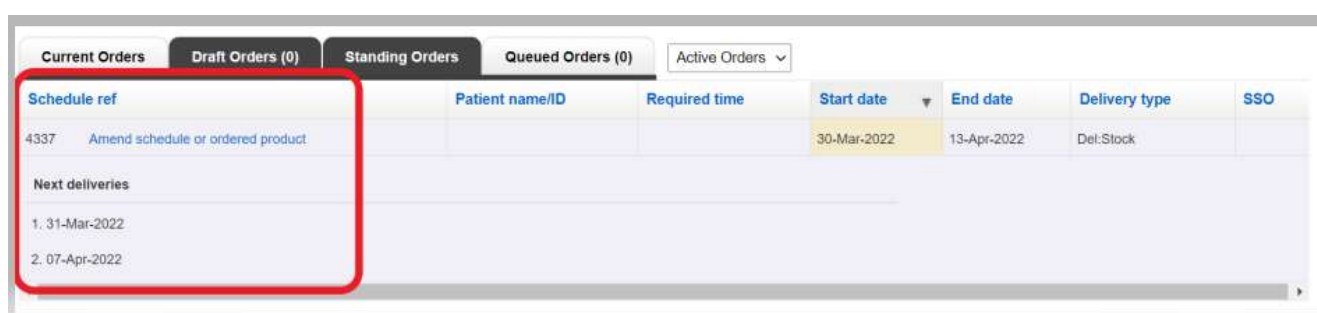


It is recommended that standing orders that have no future delivery dates are removed as part of good housekeeping. If you are required to keep all standing orders the page can be filtered to only show active orders as shown below.



## Cancelling Standing Orders (Partial/Complete) [\[back to top\]](#)

Enter the standing order via the standing order tab and select the 'Amend schedule or ordered product' option.



Follow the onscreen instructions to cancel the schedule. When cancelling you will be required to confirm changes(s) and give a reason.

Cancel order
✕

**Please confirm that you want to cancel this standing order.**

This will cancel

- all order lines not currently shown on the Home Page
- all product types(all tabs)

Any orders generated by this standing order that have been sent to Pulse and appear on the home page **will not** be cancelled. These Orders will need to be cancelled Individually.

No, don't cancel

Cancel order

**NOTE:** This will only cancel future orders related to that standing order schedule that have not transferred to the homes page. Individual order moves over to the home page and sent to NHSBT to be processed eight days prior to delivery.

To cancel any order(s) that have moved to the home page and over to NHSBT you can either:

a) Find all the individual orders associated with standing order

	Pulse No.	Date Ordered	Time Ordered
	L02174244	30-Mar-2022	12:12
Standing Reference Number 4337			09:24

b) Under the 'Search Order' tab search for all orders associated with the standing order number and amend/delete each order displayed

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


Standing Order Number \*


Frequency: All

OBOS no.	Pulse no.	Date Ordered	Time Ordered	Qi
90166	L02174244	30-Mar-2022	12:12	Cn
90167	L02174245	30-Mar-2022	12:12	Cn

Again, when cancelling/amending any order the user will be required to confirm change(s) and give a reason. This alert will inform you that this will only cancel this order (instance) of the standing order.



**Cancel order** 

**Please confirm that you want to cancel this order.**

This will cancel

- all order lines not currently shown on the Home Page
- all product types(all tabs)

Contact person :

Cancel Reason :

This will only cancel this instance of the standing order. To cancel the standing order schedule please click on the standing order tab from the home page.

**No, don't cancel** **Cancel order**

HLA platelet orders are cancelled in the same way as above, should you have any problems contact the H&I Platelet Desk on 020 895 72814 Mon-Fri 09:00 to 17:00

### Placing an SSO (Specialist Stock Order) [\[back to top\]](#)

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

**NOTE:** The SSO tab should only be used for patients approved to receive HLA/HPA selected products. If you're uncertain whether the patient has previously received matched products, please check with H&I or review any accessible shared care documentation before using the first-time order request.

For HPA selected blood product orders contact H&I department to discuss the request. Place orders for HPA-1a and 5a negative components via the SSO tab and follow up with a confirmation telephone call.

HLA selected Red Cell orders please contact the H&I department to discuss the request.

From create order tab select the 'Create a specialist stock order' option:

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

- Create an order
- Create a standing order
- Create a specialist stock order**
- Create a specialist stock standing order



Complete the delivery method, required date and time as shown in [Placing an order using OBOS](#).

**Delivery Information**

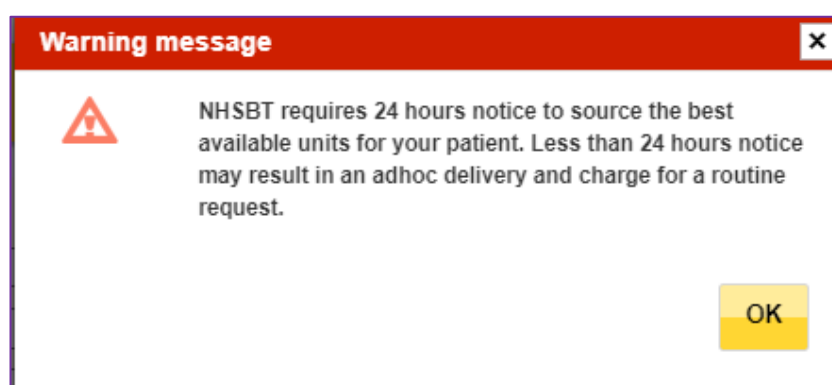
Delivery method \*

Required date \*


Required time \*

Delivery slots for Monday :  
11:30  
16:00

NHSBT requires at least 24 hours' notice to source the best available units for your patient. An advisory message will appear of each order. Clicking OK, will allow you to create an order.



However, if the request is <24 hours for a Del:Stock or Collect deliveries, the below message will appear, prompting you to change the order type, required date or time required before you can proceed.


Please choose a delivery time that meets the required 24 hour notice period for this specialist product type.


**Delivery Information**

Delivery method \*

Required date \*

Required time \*

If requests are < 8 hours for Ad Hoc deliveries, the below message will appear, again promoting you to change order time/date before the order can be submitted.


Please choose a delivery time that meets the required 8 hour notice period for this specialist product type.

**Delivery Information**

Delivery method \*

Required date \*

Required time \*

## Product selection

### 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"/>

There is an option to select either red cells or platelets:

The 'Order type' drop down menus are restricted to the type of product available.

HPA for red cells	Red cells	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>
	Platelets	<input type="radio"/>	<input type="text"/>	<input type="text"/>
HLA, HLA/HPA or HPA for platelets	Red cells	<input type="radio"/>	<input type="text"/>	<input type="text"/>
	Platelets	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>

## Platelet orders

From the 'Product' menu select the product type requested

Red cells	<input type="radio"/>	<input type="text"/>	<input type="text"/>
Platelets	<input checked="" type="radio"/>	HLA	<input type="text"/>

HLA SELECTED PLATELETS ONE ADULT DOSE  
 HLA SELECTED PLATELETS NEONATAL DOSE  
 HLA SELECTED PLATELETS ONE ADULT DOSE IN PAS

If the product selected is authorised to allow first time orders the following screen will appear. (HLA and HLA/HPA platelets only)

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"/>	HLA	HLA SELECTED PLATELETS ONE ADULT DOS

**First time orders** [\[back to top\]](#)

If you have been advised to order HLA or HLA/HPA products for a patient following an H&I referral, select the first-time order button and the page below will open:

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

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

HLA\*

**Patient Information**

Forename\*

Surname\*

DOB\*

NHS Number\*

Recipient Code

Patient ABO

Patient RhD

*Tick here if NHS number is not available* ☐

Hospital No:

Transfusion date

Transfusion time

**Notes**  
(max 500 characters)

**1st Time Order Information**

Sex (assigned at birth)\*

Diagnosis\*

Rationale\*

Patient CMV Status\*

Post increment count for last Plt transfusion < 10 x 10<sup>9</sup>/L?

Clinician Name\*

Clinician Telephone\*

Clinician Email

Clinician Bleep

All Mandatory fields are marked with an (\*), any mandatory fields missed will be highlighted and need completion before you can proceed. The NHS number is preferred as this is unique to the patient. If the patient does not have an NHS number tick the box stating it is not available and supply the Hospital number. Other fields are not mandatory but beneficial.

**1<sup>st</sup> Time order information**

**1st Time Order Information**

Sex (assigned at birth)\*

Diagnosis\*

Rationale\*

Patient CMV Status\*

Post increment count for last Plt transfusion < 10 x 10<sup>9</sup>/L?


Clinician Name\*

Clinician Telephone\*

Clinician Email

Clinician Bleep

*Please enter Patient Sex (assigned at birth).*

**Add to order** 

All mandatory fields in the 1<sup>st</sup> time order information section have dropdown options, please complete this with as much detailed as possible.

Sex (assigned at birth)*	Please Select
Diagnosis*	Please Select
Rationale*	Male
	Female

Diagnosis*	Please Select
Rationale*	Please Select
Patient CMV Status*	Aplastic Anaemia
	Acute Leukaemia
	Chronic Myeloid Leukaemia
	Haemoglobinopathy
	Kidney disease
	Lymphomas
	Myelodysplastic syndrome
	Other Leukaemia's
	Platelet disorders
	Trauma
	Solid tumours
	Unknown

Rationale*	Please Select
Patient CMV Status*	Please Select
	Chemo
	Post Chemo
	Post BMT
	ATG
	Prophylactic
	Other

Patient CMV Status*	Please Select
	Please Select
	Positive
	Negative
	Unknown

**Note:** Recipient Code, Patient ABO and Patient RhD fields are not mandatory, but are required details when requesting products for a neonate or foetus that do not have their own mandatory details, but the mother's details are used instead.

Recipient Code	
Patient ABO	
Patient RhD	


Patient RhD	
Tick here if NHS number	
Hospital No:	POS
	NEG

Recipient Code	
Patient ABO	
Patient RhD	Patient
	Baby of patient
	Foetus of patient
Tick here if NHS number	
Patient ABO	
Patient RhD	
Tick here if NHS number	
Hospital No:	O
	A
	B
	AB

When your order is complete 'Add to Order' will move the details over to the right-hand side and all details entered can be viewed in the Order Preview.

Order Preview

[Preview in a separate page](#) 

**Blood order**

**Platelets** [Amend](#)


Platelets	A POS, 1
Irradiated	Forename: Testing
HLA	Surname: Donne
	D.O.B.: 08/04/2024
	NHS No.: 111111111
	Recipient Code.:
	ABO.:
	RhD.:
	Hospital No.:
	Sex (assigned at birth): Male
	Patient CMV Status: Negative
	Diagnosis: Acute Leukaemia
	Rationale: Chemo
	Transfusion date:
	Notes:

Save draft
Send order

Once the order is sent an order confirmation will be received as shown below. This will show both the OBOS request number and the Pulse order number. All blue text are active links allowing you to view and amend orders.

**NHS Online Blood Ordering**

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

Delivery Information	Order Information	Patient Information
Delivery method: Del:Stock	Hospital name: Birmingham Children's Hospital	Forename: Testing
Required date: 01/05/2024	Submitted by: Ruth Harper	Surname: Donne
Required time: 16:00	Submitted on: 29/04/2024	D.O.B.: 08/04/2024
	Submitted at: 14:34	NHS Number: 111111111
	Hospital Services Dept: NAT ACCEPT SITE 1	Hospital Number:
	Status:  Received from external system	Recipient Code:
	Pulse number: 1.02100580	Sex (assigned at birth): Male
		Patient CMV Status: Negative

Order has been sent

Order information

PULSE number: 1.02100580

Current order status: Received from external system

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

**Note:** When the order is completed, it will be sent to H&I for consultant authorisation. If the request is authorised, it will be processed, and the order will be fulfilled. Progress

of an order can be monitored via the home page, see section on monitoring order progress. If the request is not authorised, you will be contacted by H&I.

### Subsequent orders [\[back to top\]](#)

For patients that have received specialist products previous and are known to H&I please select 'Order for Known Patient'

#### 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"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Platelets	<input checked="" type="radio"/>	<div style="border: 1px solid #ccc; height: 20px; width: 100%; background-color: #f0f0f0;">HLA</div>		<div style="border: 1px solid #ccc; height: 20px; width: 100%; background-color: #f0f0f0;">HLA SELECTED PLATELETS ONE ADULT DOS</div>

1st Time Order

Order for Known Patient

Once clicked the page below will appear:

#### Add Products

Specialist products

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

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

HLA

☐

☐

#### Patient Information

Forename\*

Surname\*

DOB\*

NHS Number\*

Recipient Code

Patient ABO

Patient RhD

Tick here if NHS number is not available

☐

Hospital No:

Transfusion date

Transfusion time

#### Notes

(max 500 characters)

Add to order

Note: The same data fields are present and should be completed as discussed in the 1<sup>st</sup> time ordering, with the mandatory options indicated (\*). The only difference is the 1<sup>st</sup> time order information section is not present as these details have been linked with the patient.

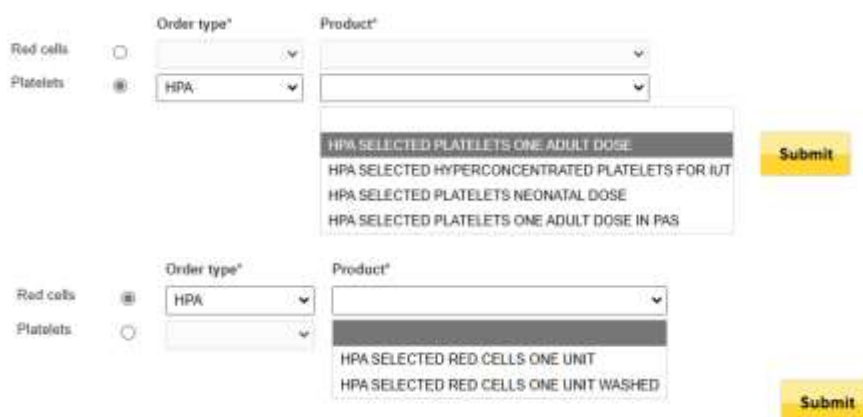
## HLA selected Red Cells.

HLA matching of red cells is not a service currently available routinely in NHSBT. Please contact H&I to discuss if you require ordering HLA selected Red Cells.

A minimum of 48 hours' notice is required to supply HLA selected Red Cells.

## HPA blood component orders

Orders for HPA blood components should be discussed with H&I before creating an order. When HPA is selected in the order type only a 'Submit' button is available.



The screenshot displays two identical order entry forms. Each form has radio buttons for 'Red cells' and 'Platelets'. In the first form, 'Platelets' is selected, and the 'Order type' dropdown is set to 'HPA'. The 'Product' dropdown is open, showing four options: 'HPA SELECTED PLATELETS ONE ADULT DOSE', 'HPA SELECTED HYPERCONCENTRATED PLATELETS FOR IUT', 'HPA SELECTED PLATELETS NEONATAL DOSE', and 'HPA SELECTED PLATELETS ONE ADULT DOSE IN PAS'. A yellow 'Submit' button is visible to the right. In the second form, 'Red cells' is selected, and the 'Order type' dropdown is also set to 'HPA'. The 'Product' dropdown is open, showing two options: 'HPA SELECTED RED CELLS ONE UNIT' and 'HPA SELECTED RED CELLS ONE UNIT WASHED'. A yellow 'Submit' button is visible to the right.

A warning will appear when the submit button is selected, please allow at least 24 hours to allow for the best matched components to be provided for the patient. With HPA products other than HPA-1a and 5b Negative, ideally allow 4-7 working days:

### Warning message



HPA 1a and 5b negative typed products are banked at a limited number of blood centres. Orders with less than 24 hours notice may require an Ad hoc delivery. Orders for specific HPA products other than HPA-1a and 5b negative units need to be ordered in advance, ideally more than 4-7 working days.


OK

For HPA selected red cells the following screen appears, giving the options of selecting specific phenotypes and fields for mandatory information (please indicate HPA requirements in the notes box):



Specialist products

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

Order Type*	Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph Clear
HPA					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Phenotypes(Negative for these antigens)

☐ Rh C
 ☐ Rh E
 ☐ Rh c
 ☐ Rh e
 ☐ K

Tick here if order is for a Sickle Patient

☐

Tick here if order is for a Thalassaemic Patient

☐

Select Blood Chars

Selected Blood Characteristics  
(Negative for these antigens)

Patient Information

Forename\*

Surname\*

DOB\*

NHS Number\*

Recipient Code

Patient ABO

Patient RhD

Tick here if NHS number is not available

☐

Hospital No.

Transfusion date

Transfusion time


Notes







Add to order ➔

## HPA selected Platelets

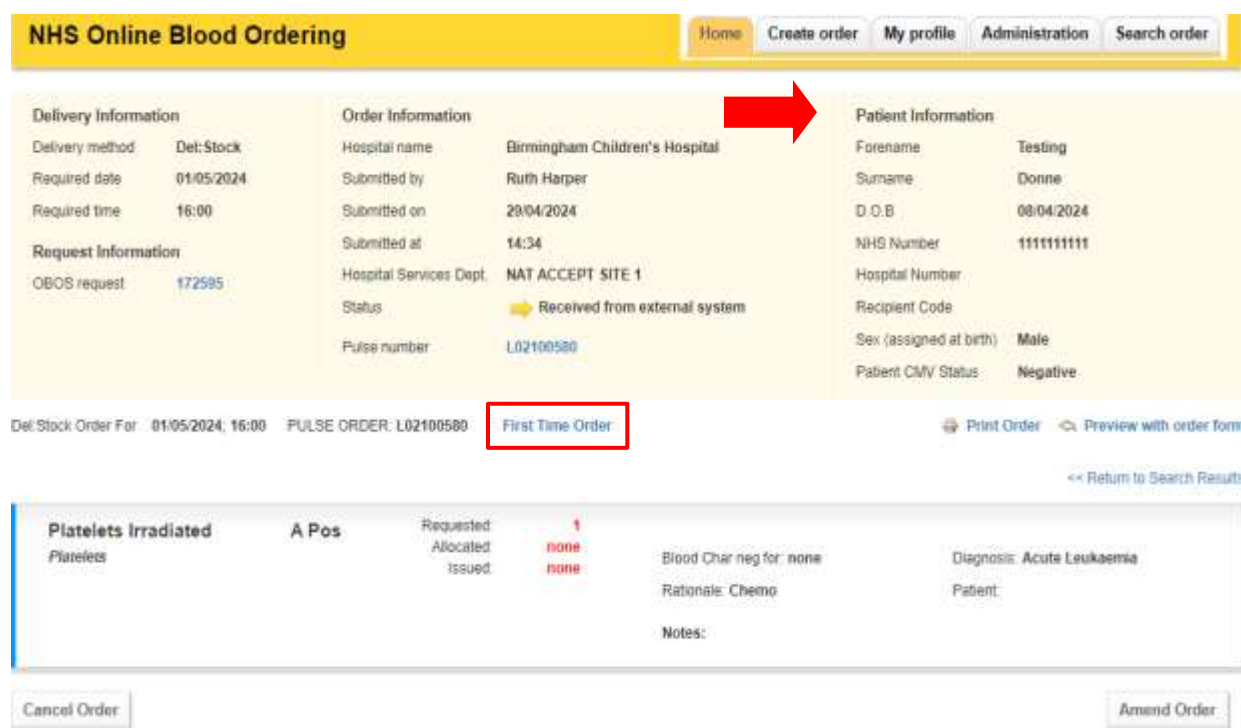
The same fields for HLA and HLA/HPA platelets appear and completed in the same manner.

## Reviewing/tracking Specialist Stock Order (SSO) [\[back to top\]](#)

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.

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (1)	
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO 
L02101032	08-May-2024	17:00	Andrew Hasso	09-May-2024, 10:00	Ad Hoc	 Received from external system	
L02101029	08-May-2024	16:53	Andrew Hasso	09-May-2024, 10:00	Ad Hoc	 Received from external system	
L02101006	08-May-2024	14:12		08-May-2024, 22:00	Ad Hoc	 Awaiting authorisation (SSO)	
L02101010	08-May-2024	14:31		08-May-2024, 22:04	Ad Hoc	 Awaiting patient link (SSO)	

Where patient information exists for that Specialist Stock Order, this will be visible in the upper right-hand panel. 1<sup>st</sup> time orders are identifiable by the 'First Time Order' blue wording seen on the overview screen.




The screenshot shows the NHS Online Blood Ordering interface. At the top, there are navigation tabs: Home, Create order, My profile, Administration, and Search order. The main content area is divided into three panels: Delivery Information, Order Information, and Patient Information. A red arrow points from the Order Information panel to the Patient Information panel. The Patient Information panel shows details for a patient named Testing Donne, born 08/04/2024, with NHS Number 1111111111. Below the panels, there is a section for 'First Time Order' (highlighted with a red box) and a 'Cancel Order' button. The bottom section shows the order details for 'Platelets Irradiated' (A Pos) with a status of 'none' and a 'Blood Char neg for: none'.

Specialist Stock Orders not created in OBOS do not have an OBOS request number. These specialist stock orders have been created by H&I staff following receipt of a faxed paper order from the hospital.

## Specialist Stock Standing Orders [\[back to top\]](#)


Select the option to “Create a Specialist Stock Standing Order” then follow the process for creating a standing order on page 21. The additional patient information will be requested as in a normal specialist stock order described above.


**Note:** Due to the need to review all patients and treatment effectiveness the end date for specialist stock, standing orders **cannot** be more than one month from the start date.

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

**Delivery Information**

Delivery method \* Del:Stock

Start date \* 10/05/2019 

End date \* 24/07/2019 

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

**Standing Order Delivery Schedule**

Frequency \* Every week

On \* 
☒ Mon  
☐ Tues  
☐ Wed
 

Time Required

11:30

## Transfusion Date – Platelet: Specialist Stock Standing Orders

When creating a platelet standing order users can specify when after delivery the transfusion will occur to ensure adequate shelf life on the component(s). If no specific instruction is required, this will default to ‘None Specified’ and NHSBT will supply based on FIFO (First In First Out). Once the product is selected the ‘Transfusion will be’ dropdown appears with the options shown below

### Add Products


Specialist products

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

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

HLA


Platelets Irradiated

☐
☐


**Patient Information**

Forename\*

Surname\*

DOB\*  

NHS Number\*

Recipient Code

Patient ABO

Patient RhD

Tick here if NHS number is not available

Hospital No:

**Notes**

(max 500 characters)

Transfusion will be (none specified)

(none specified)

On the day of delivery

1 day after delivery date

2 days after delivery date

## Using OBOS when Pulse is unavailable. [\[back to top\]](#)

If an order cannot be sent to PULSE, then it will appear in the queued orders screen accessed via the home page as shown below. This tab has the number of queued orders at any time shown in brackets on the tab heading. On this tab the request number is the OBOS number as no PULSE request number will be allocated whilst the link between Pulse and OBOS is down. Status will be shown as queued.

**NHS Online Blood Ordering**

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

**Announcements**  
[Announcements from NHSBT will appear here](#)

**Order Summary**

Last Updated at 11:18 AM [Refresh to update again](#)

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (11)		
Request No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO	
<a href="#">41549</a>	18-May-2012	21:01	Dave Wong	21-May-2012 EVE	Del:Stock	Queued		
<a href="#">41862</a>	19-May-2012	21:04	Dave Wong	22-May-2012 EVE	Del:Stock	Queued		
<a href="#">42219</a>	20-May-2012	21:01	Dave Wong	23-May-2012 EVE	Del:Stock	Queued		

OBOS will continue to try to send queued orders to Pulse every few minutes until successful. If a queued request needs to be placed urgently then by clicking on the OBOS request number, the OBOS request screen can be accessed as shown below.

The 'print order' option can be found on the right-hand side of this screen and the printed order can be faxed/mailed to Hospital Services to be processed urgently. Faxed/mailed orders must be accompanied by a telephone call to ensure hospital services staff has received them.

**Note:** Due to essential regular maintenance OBOS will be unavailable on a Sunday between 03.00 and 03.20.

**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>03/11/2011</b> Required time <b>AM</b> <b>Request Information</b> OBOS request <a href="#">28557</a>	<b>Order Information</b> Hospital name <b>The John Radcliffe Hospital, Oxford</b> Submitted by <b>NHSBT Administrator</b> Submitted on <b>02/11/2011</b> Submitted at <b>21:06</b> Status <b>Queued</b>
---	--

Del:Stock Order For **03/11/2011; AM**    OBOS Request: **28557**

[Print Order](#)

**Please Note:** Any additions to an order are recorded against the PULSE request number and will not be changed in the original OBOS request. The example below shows 10 O pos red cells are ordered generating OBOS request 172672 and Pulse order number L02101049.

Page 41 of 71

OBOS request	172672	Hospital Services Dept.	NAT ACCEPT SITE 1
Status	Received from external system		
Pulse number	L02101049		

Order has been sent

Order information	
PULSE number	L02101049
Current order status	Received from external system

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

Clicking on 'Amend order' moves an individual component type back into the Add Products screen so that you can make changes. An order can also be amended by clicking on the Pulse number on the Home Page and then the grey 'Amend order' button. A reason for the change must be selected from the drop-down list.

In the example, shown below, 5 A Pos red cells were added. When the amended order is sent the new confirmation received contains the same OBOS and Pulse numbers.

## Add Products

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA Aph Req. Remove
Red Cells	A	POS	5	<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"/>
Red 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"/> <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"/> <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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Reason for Change \*

- Hospital request delivery type or time change
- Cut-Off - Late Order
- Hospital requested update or change to order
- No longer required by hospital
- Technical Problem i.e. manufacturing delay
- VMI not required

[+Add line](#)
[Cancel Order](#)
[Close Window](#)
[Send order](#)

## Order Preview

[Preview in a separate page](#)

Blood order	
Red blood cells	<a href="#">Amend</a>
Red Cells	Patient Name/ID: O Pos, 10
	Max blood age - Notes -
<a href="#">Send order</a>	

OBOS request	172672	Hospital Services Dept.	NAT ACCEPT SITE 1
Status	Received from external system		
Pulse number	L02101049		

Order has been sent

Order information	
PULSE number	L02101049
Current order status	Received from external system

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

The Pulse order now contains the additional red cells; however, the OBOS request retains the original request information. See below: The Pulse order reflects the changes.

Delivery Information		Order Information	
Delivery method	Del:Stock	Hospital name	Birmingham Children's Hospital
Required date	13/05/2024	Submitted by	Ruth Harper
Required time	11:30	Submitted on	10/05/2024
<b>Request Information</b>		Submitted at	16:42
OBOS request	172672	Hospital Services Dept.	NAT ACCEPT SITE 1
		Status	Received from external system
		Pulse number	L02101049

Del:Stock Order For 13/05/2024, 11:30 PULSE ORDER: L02101049 [Print Order](#) [Preview with order form](#)

Red Cells	O Pos	Requested:	Allocated:	Issued:	Blood Char neg for:	Patient:
Red blood cells		10	none	none	none	
					Notes:	
Red Cells	A Pos	5	none	none	none	
Red blood cells					Notes:	

[Cancel Order](#) [Amend Order](#)

The OBOS request retains the original order details –

**NHS Online Blood Ordering** [Home](#) [Create order](#) [My profile](#) [Administration](#) [Search order](#)

Delivery Information		Order Information	
Delivery method	Del:Stock	Hospital name	Birmingham Children's Hospital
Required date	13/05/2024	Submitted by	Ruth Harper
Required time	11:30	Submitted on	10/05/2024
<b>Request Information</b>		Submitted at	16:42
OBOS request	172672	Hospital Services Dept.	NAT ACCEPT SITE 1
		Status	Received from system
		Pulse number	L02101049

Del:Stock Order For 13/05/2024, 11:30 OBOS Request: 172672 [Print Order](#) [Preview with order form](#)

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

[Duplicate Request](#) [Amend Order](#)






If an order has a delivery type of 'OBOS Late' the delivery method, date, or time will not be able to be amended until it has been assigned one of the following delivery types by NHSBT Hospital Services: Ad Hoc, Emergency, Del: Stock, Collect or Emergency Collect

#### Delivery Information

Delivery method	<b>OBOS Late</b>
Required date	<b>12/05/2015</b>
Required time	<b>15:30</b>

### Split Orders

Pulse numbers are listed to the left-hand side of the screen. In the far-left hand column an icon  indicates that an OBOS request has been split by NHSBT into several Pulse orders. This is usually done to facilitate order preparation, either by separating products into different types or by separating products that will not be available until later.

	Pulse No.	Date Ordered	Time Ordered
	P01680824	12-Mar-2025	11:57
	P01680823	12-Mar-2025	11:56


By clicking on the icon, the original Pulse order numbers can be viewed. By clicking on the PULSE number coloured blue, it is possible to view the order content as in the example shown below.



In the screenshot below, you can see that order P01680823 has been split into two. The red cells ordered remains on order number P01680823 and a component has been allocated to that order line. The Frozen components requests show as split and re-assigned.

Pulse number: **P01680823** 

Del Stock Order For: 12/03/2026, 17:45 PULSE ORDER: P01680823  [Print Order](#)  [Preview with order form](#)

<b>Neonatal Red Cells</b> <i>Red blood cells</i>	<b>O Neg</b>	Requested: Allocated: Issued:	<b>P01680823</b> <b>P01680824</b>	HbS- neg for: K, Rh C, Rh E	Patient:
<b>Fresh Frozen Plasma, LD</b> <i>Frozen products</i>	<b>A Pos</b>	Requested: Allocated: Issued:	<b>11</b> <b>none</b> <b>none</b>	Blood Char neg for: none	<b>Split &amp; Reassigned:</b>   Patient:
<b>Cryo Pooled, LD</b> <i>Frozen products</i>	<b>O Pos</b>	Requested: Allocated: Issued:	<b>4</b> <b>none</b> <b>none</b>	Blood Char neg for: none	<b>Split &amp; Reassigned:</b>   Patient:

By clicking on the blue links in the pop-up box you can navigate to see that the Frozen components order has been split into order P01680824 – shown below. All split orders retain the original OBOS request number.

Pulse number: **P01680824** 

Del Stock Order For: 12/03/2026, 17:45 PULSE ORDER: P01680824  [Print Order](#)  [Preview with order form](#)

 <b>Fresh Frozen Plasma, LD</b> <i>Frozen products</i>	<b>A Pos</b>	Requested: Allocated: Issued:	<b>8</b> <b>none</b> <b>none</b>	HT- Blood Char neg for: none	Patient:
<b>Cryo Pooled, LD</b> <i>Frozen products</i>	<b>O Pos</b>	Requested: Allocated: Issued:	<b>4</b> <b>4</b> <b>4</b>	Blood Char neg for: none	Patient:

When an order is split in Pulse, the 'split' portion of the order will go back to a status of 'awaiting allocation'. Users will now be able to amend / cancel the order if the products have not been allocated in Pulse.

**NOTE:** Users may notice that when an order is split, the details displayed on screen for the part of the order moved to the new split order may display differently.

In the example below the original order shows certain blood characteristics for AB Pos K, E, (c) units

Red Cells Red blood cells	AB Pos	Requested: Allocated: Issued:	1 none none	Blood Char neg for: K, E, (c) Max blood age: 10 days Notes: none	Patient:
Red Cells Red blood cells	B Neg	Requested: Allocated: Issued:	3 none none	Blood Char neg for: K, C, E Max blood age: 10 days Notes: greater than 300mls	Patient:

The AB units were split from the original order to a new order as shown below. The K, E, (c) are no longer displayed.

Red Cells Red blood cells	B Neg	Requested: Allocated: Issued:	3 3 3	Blood Char neg for: K, Rh C, Rh E Max blood age: 11 days Notes: greater than 300mls	Patient:
Red Cells Red blood cells	AB Pos	Requested: Allocated: Issued:	1 none none	Blood Char neg for: none Max blood age: 10 days Notes:	Split & Reassigned: 0-0 T01133156

These blood characteristics are carried over to the new split order which can be seen by viewing the newly created part of the order, as seen below.

Del:Stock Order For 08/02/2022, 12:45 PULSE ORDER: T01133156 << Return to Search Results Print Order

Red Cells Red blood cells	AB Pos	Requested: Allocated: Issued:	1 1 1	Blood Char neg for: K, Rh E, Rh c Max blood age: 10 days Notes:	Patient:
------------------------------	-----------	-------------------------------------	-------------	---	----------

## Saving a request as a draft [\[back to top\]](#)

If a request is compiled in advance of when it is required, additional components may be added later or if you are interrupted in the middle of completing a request then a request may be saved as a draft by clicking on the 'save draft' button to the left of the send order button.

The screenshot shows the OBOS interface for creating a blood order. On the left, there are tabs for 'Red blood cells', 'Platelets', 'Frozen products', 'White blood cells', and 'Order notes'. Below these are fields for 'Product\*', 'ABO\*', 'RhD\*', 'Qty\*', and checkboxes for 'CMV', 'HT', 'HbS', 'IgA', 'Aph', 'Req.', and 'Remove'. There are three rows of 'Red Cells' with dropdown menus for ABO and RhD, and input fields for quantity. An 'Add line' link is at the bottom left. A yellow 'Add to order' button is at the bottom right. On the right, an 'Order Preview' panel shows 'Blood order' details: 'Red blood cells', 'Exchange RBC Irradiated (Neonatal)', 'Patient Name/ID: O Pos, 2', 'CMV-HT-HbS-', 'Transfusion date - 13/03/2025 16:00', and 'Notes - Emergency delivery- Please call if any delay'. At the bottom of the preview panel, a 'Save draft' button is highlighted with a red box, and a 'Send order' button is to its right. A 'Close Without Saving' button is at the bottom left of the main form area.

A confirmation screen shown below will appear showing that the order has been saved as a draft. An OBOS request number will be allocated but no Pulse number will be allocated as the order will not have been sent to NHSBT.

Delivery Information		Order Information	
Delivery method	Emergency Collect	Hospital name	Birmingham Children's Hospital
Required date	13/03/2025	Submitted by	Ruth Harper
Required time	12:09	Submitted on	13/03/2025
<b>Request Information</b>		Submitted at	11:26
OBOS request	173239	Status	<span style="background-color: yellow; border: 1px solid black; border-radius: 50%; padding: 2px;">D</span> Draft

### Order has been saved as Draft

Order information	
OBOS request number	173239
Current order status	Draft

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

Draft orders can be accessed via the draft orders tab on the home screen as shown below. The counter next to draft orders indicates how many draft orders have been saved. To re-enter the order, click on the OBOS request number in blue on the left-hand side of the screen.

Order Summary							
Last Updated at 11:26 AM <a href="#">Refresh to update again</a>							
Current Orders	Draft Orders (1)	Standing Orders	Queued Orders (0)				
Request No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
173239	13-Mar-2025	11:26	Ruth Harper	13-Mar-2025 12:09	Emergency Collect	<span style="background-color: yellow; border: 1px solid black; border-radius: 50%; padding: 2px;">D</span> Draft	

The request can then be amended, duplicated, cancelled, or sent as required.

Cancel order

Duplicate Request

Amend order

Send order

### Duplicating a request [\[back to top\]](#)

It is possible to create a duplicate of a request that has been placed previously. A duplicate request button exists on draft or completed OBOS request screens. Click on the 'duplicate request' button located at the bottom of the screen.

Delivery Information		Order Information	
Delivery method	Emergency Collect	Hospital name	Birmingham Children's Hospital
Required date	13/03/2025	Submitted by	Ruth Harper
Required time	12:09	Submitted on	13/03/2025
<b>Request Information</b>		Submitted at	11:26
OBOS request	173239	Status	 Draft

Emergency Collect Order For 13/03/2025, 12:09 OBOS Request: 173239 [Print Order](#) [Preview with order form](#)

<b>Exchange RBC</b>	<b>O Pos</b>	Requested: <b>2</b>	CMV, HT, HbS:
<b>Irradiated (Neonatal)</b>		Allocated: <b>none</b>	Blood Char neg for: none
Red blood cells		Issued: <b>none</b>	Patient:
			Transfusion Date: 13/03/2025 16:00
Notes: Emergency delivery- Please call if any delay			

Cancel Order

Duplicate Request

Amend Order

Send order

A new request screen will appear as shown below with an information box indicating that some fields, for example date and time required will need to be re-entered. All request lines will need to be edited for any changes to patient details, transfusion dates and notes and re-added to the new order using the 'add to order' button. A yellow surround to the product tab indicates that there are lines in that tab to review. Once all details have been updated and all lines required added the new request can be submitted by clicking on the 'send order' button. This new order will then be allocated a new OBOS request number and a new Pulse order number.

**Please amend the highlighted fields.**  
All patient details, transfusion dates and order notes have been removed.  
Please enter these again if required.

**Delivery Information**

Delivery method \*

Required date \*

Required time \* HH:MM

**Add Products**

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
Product*	ABO*	RhD*	Qty*	CMV HT- HbS- IgA Aph Req. Remove
Exchange RBC Irradiated (Neonate)	O	POS	2	<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 line](#) [Add to order](#)

**Order Preview**

Blood order

## Cancelling a request or order [\[back to top\]](#)

Orders can be cancelled on OBOS up to the point at which NHSBT start to process the request and can be done by accessing the order, selecting 'Cancel order' and following the on-screen instructions.

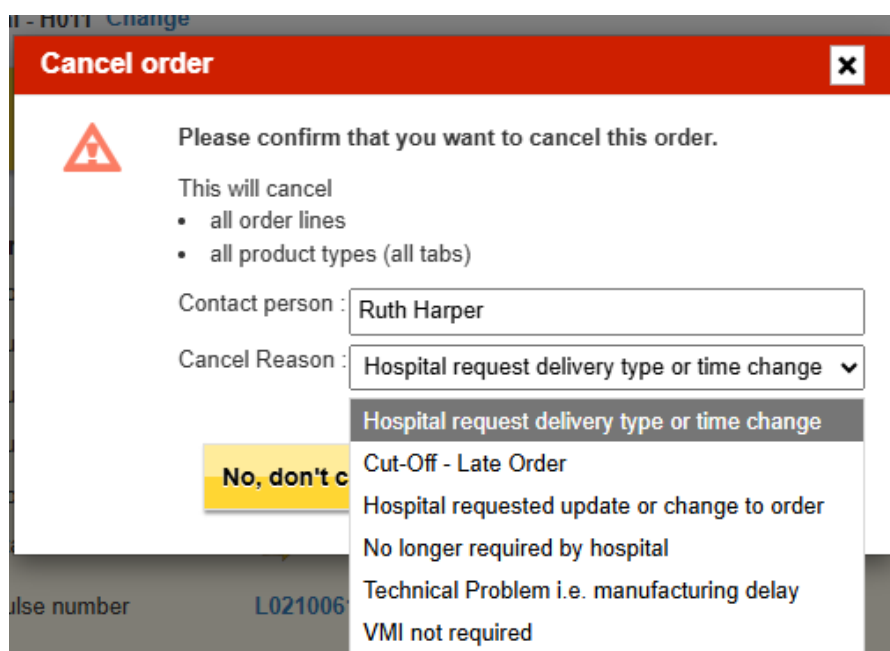
Pulse number L02100616

Ad Hoc Order For 11/03/2025, 16:53 PULSE ORDER: L02100616 [Print Order](#) [Preview with order form](#)


Red Cells	O Pos	Requested	Allocated	Issued	Blood Char neg for	Patient
Red blood cells			none	none	none	

Notes:

When cancelling or amending an order the user will be asked to confirm the actions and select a reason for the change.



**Cancel order** [X]

 Please confirm that you want to cancel this order.

This will cancel

- all order lines
- all product types (all tabs)

Contact person :


Cancel Reason :

**No, don't c**

- Hospital request delivery type or time change
- Cut-Off - Late Order
- Hospital requested update or change to order
- No longer required by hospital
- Technical Problem i.e. manufacturing delay
- VMI not required

Pulse number **L021006**

When the order is being processed the order is locked and the cancel order button will not appear, to cancel please contact your local Hospital Services department.

<b>Request Information</b> OBOS request: 173159 Schedule reference: 4537	Submitted at: 12:40 Hospital Services Dept: NAT ACCEPT SITE 1 Status:  Locked by another user Pulse number: L02100529
--	---

Ad Hoc Order For: 30/01/2025: 12:00 PULSE ORDER: L02100529

[Print Order](#) [Preview with order form](#) [Return to Search Results](#)

<b>Red Cells</b> Red blood cells	<b>O Pos</b>	Requested: 1 Allocated: none Issued: none	Blood Char neg for: none	Patient:
Notes:				
















[Amend Order](#)

HLA platelet orders are cancelled in the same way as above, should the order be locked please contact the H&I Platelet Desk on 020 895 72814 Mon-Fri 09:00 to 17:00 or your local Hospital Service department out of hours.



## Tracking orders [\[back to top\]](#)

From the home page users can see the progress of orders as below. A list of OBOS icons and headings is available in appendix two.

-  Received from external system – indicates that NHSBT have received the order, and a Pulse order number had been allocated.
-  Awaiting allocation – indicates that staff at NHSBT have viewed the order but have not yet allocated specific donations to fulfil the order.
-  Waiting for issue – indicates that units have been allocated to the order, but the order has not yet been prepared.
-  Partially issued – indicates that some components have been issued but the order is not yet complete.
-  Locked by another user – indicates that staff at NHSBT are currently viewing the order.
-  Preparation in progress – indicates that staff at NHSBT are currently issuing components to the order.
-  Prepared awaiting dispatch – indicates that the order is complete but had not yet left NHSBT
-  Notification Outstanding dispatched – indicates that the order has been dispatched from NHSBT, but hospital have not confirmed receipt at the hospital.
-  Notification received – indicates that confirmation of receipt has been received by NHSBT and the process is complete. Once orders reach this stage, they will no longer appear on the home page but can be searched for using the search function.
-  Unfulfilled – no components are available to undertake the order.
-  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.
-  Awaiting assignment (SSO) – indicates H&I staff have not yet allocated specific donations to fulfil the order.
-  Awaiting authorisation (SSO) – indicates H&I staff have not yet submitted the order to be issued.
-  Awaiting acknowledgement (SSO) – indicates H&I have submitted the order ready for issue
-  To be updated by the hospital – indicates the specialist stock order received from OBOS cannot be processed. H&I staff have returned the order for it to be amended or cancelled by the hospital.

## Searching Orders [\[back to top\]](#)

Home
Create order
My profile
Administration
Search order

### Search Order

1

Pulse number

(OR)

2

Request number

(OR)

3

Delivery Type

Order Date ☐ Date ordered on  
☒ Required delivery date

Dates from \*

Containing

to \*

Status

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

4

Forename   
 Surname

DOB    
 NHS Number

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

5

Standing Order Number \*   
 Frequency

Dates from    
 to

You can search **Non-Specialist Stock Orders** using:

- 1) Pulse number **OR**
- 2) OBOS request number **OR**
- 3) Any combination of the below. Using these will also require a date range between 1 day up to a max 31 days.
  - ☐ Delivery Type
  - ☐ Containing (product type)
  - ☐ Status
  - ☐ Date ordered on
  - ☐ Required delivery date

4) Search **Specialist Stock Orders** created by hospitals (not requests created by NHSBT) using any individual or combination of:

- Forename
- Surname
- DOB
- NHS Number




This will show you all orders associated with that patient.

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

[Clear / start again](#)

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

Search results for forename Test

OBO5 no.	Pulse no.	Date Ordered	Time Ordered	Ordered By	Requested Date	Requested Time	Delivery	Current Status	SSO
173149	L02100519	28-Jan-2025	12:22	Ruth Harper	29-Jan-2025	23:00	Ad Hoc	Received from system	
173152	L02100522	28-Jan-2025	12:30	Ruth Harper	29-Jan-2025	12:00	Ad Hoc	Received from system	
173153	L02100523	28-Jan-2025	12:30	Ruth Harper	30-Jan-2025	12:00	Ad Hoc	Received from system	

## 5) Search for Standing Orders

Or search Standing Orders 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'

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

[Clear / start again](#)


Standing Order Number *	<input type="text"/>	Dates from	<input type="text"/>
Frequency	<input type="text" value="All"/>	to	<input type="text"/>
	<input type="text" value="All"/>		
	<input type="text" value="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.

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

[Clear / start again](#)

Standing Order Number *	<input type="text" value="4544"/>	Dates from	<input type="text"/>	
Frequency	<input type="text" value="All"/>	to	<input type="text"/>	

OBOS no.	Pulse no.	Date Ordered	Time Ordered	Ordered By	Requested Date	Requested Time	Delivery	Current Status	SSO
173194	L02100559	31-Jan-2025	14:35	Ruth Harper	01-Feb-2025	14:00	Ad Hoc	Received from system	
173195	L02100560	31-Jan-2025	14:35	Ruth Harper	02-Feb-2025	14:00	Ad Hoc	Received from system	
173196	L02100561	31-Jan-2025	14:35	Ruth Harper	03-Feb-2025	14:00	Ad Hoc	Received from system	
173212	L02100579	31-Jan-2025	15:25	Ruth Harper	04-Feb-2025	12:00	Ad Hoc	Received from system	
173213	L02100580	31-Jan-2025	15:25	Ruth Harper	05-Feb-2025	12:00	Ad Hoc	Received from system	

## Reconciling Orders on OBOS [\[back to top\]](#)

Once a delivery has arrived users can reconcile orders by:

- Selecting the pulse number of your order on the home page **or**
- Searching for the pulse number using the search function **or**
- Search for all orders with status 'Dispatched, notification outstanding' for a particular period (limited to a month period).

Delivery Type <input type="text" value="--select--"/> Containing <input type="text" value="--select--"/> Status <input type="text" value="--select--"/>	Order Date <input type="radio"/> Date ordered on <input checked="" type="radio"/> Required delivery date	Dates from * <input type="text"/> to * <input type="text"/>
---	---	--

SO Patient Search

hospitals will be shown)

standing order se

hospitals will be shown)

Standing C

DOB

NHS Number

Dates from

--select--  
 Received from system  
 Awaiting allocation  
 Awaiting Acknowledgement (SSO)  
 Waiting for issue  
 Partially issued  
 Prepared awaiting dispatch  
**Dispatched, notification outstanding**  
 Queued  
 Notification Received  
 Locked by another user  
 Preparation in progress  
 Deleted  
 Draft  
 Unfulfilled


When the order(s) have been located, select 'Confirm delivery of request'

Delivery Information		Order Information	
Delivery method	Ad Hoc	Hospital name	Birmingham Children's Hospital
Required date	29/01/2025	Submitted by	Ruth Harper
Required time	12:30	Submitted on	28/01/2025
		Submitted at	14:30
Request Information		Hospital Services Dept.	NAT ACCEPT SITE 1
OBOS request	173161	Status	➔ Dispatched, notification outstanding
Schedule reference	4539		
		<input type="button" value="Confirm delivery of request"/>	
		Pulse number	L02100531

A pop-up box will appear asking for the date and time the order was received. Which can be completed using the calendar and entering the time either from the drop-down list or manual entry using hh:mm format.

**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 : Ruth Harper

The account name being used will automatically appear. If the time and/or date entered are before the order was dispatched the below error message will be shown.

Once you have input the required details please click Confirm. The details entered will automatically transfer onto our electronic system and the status of the order will change to Notification received.

### Using filters on the order summary tabs. [\[back to top\]](#)

The four order summary tabs on the home screen can be arranged using the PULSE number, date ordered, time ordered, ordered by, required date and time, delivery, or status. Click on the blue wording and the “▼” icon will appear to indicate the

filter currently applied is in ascending order, click a second time and the "▲" icon will appear to indicate the filter is applied in descending order. Filters applied will remain in place until removed even if the user refreshes the screen or logs out and then logs back in again.

**NHS Online Blood Ordering**

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

Announcements

Announcements from NHSBT will appear here

Order Summary Last Updated at 1:51 PM [Refresh to update again](#)

Current Orders	Draft Orders (0)	Standing Orders	Queued Orders (0)																
<table border="1"> <thead> <tr> <th>Pulse No.</th> <th>Date Ordered ▲</th> <th>Time Ordered</th> <th>Ordered By</th> <th>Required Date and Time</th> <th>Delivery</th> <th>Current Status</th> <th>SSO</th> </tr> </thead> <tbody> <tr> <td> T00030533</td> <td>01-Jun-2012</td> <td>11:14</td> <td>Andy Fincham</td> <td>01-Jun-2012, AM</td> <td>Det:Stock</td> <td> Received from external system</td> <td></td> </tr> </tbody> </table>	Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO	T00030533	01-Jun-2012	11:14	Andy Fincham	01-Jun-2012, AM	Det:Stock	Received from external system				
Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO												
T00030533	01-Jun-2012	11:14	Andy Fincham	01-Jun-2012, AM	Det:Stock	Received from external system													

When using mobile devices, the screen size will depict what columns initially appear. These can be expanded and collapsed using the and buttons.

Order Summary Last Updated at 11:08 AM [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
L02100618	11-Mar-2025	14:40		

Help Files - OBOS User Guide and Presentation | Component Portfolio  
Support - Contact your Hospital OBOS Admin | Version - UAT | 1  
10.1.0

Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time
L02100618	11-Mar-2025	14:40	Ashley Lawley	11-Mar-2025, 16:53

Delivery: Ad Hoc


Current Status: Received from external system

SSO

Help Files - OBOS User Guide and Presentation | Component Portfolio  
Support - Contact your Hospital OBOS Admin | Version - UAT | 1  
10.1.0

## Component Substitutions [back to top](#)

When NHSBT is unable to supply a specific component, substitution of another suitable component will be agreed with the hospital by telephone. Details of the person agreeing the substitution will be held on Pulse and will not be transferred back to OBOS. Hospital staff can enquire by telephone if the name of the person who agreed the substitution is required. Certain substitutions like altering or deleting phenotype including CMV- and HbS- or changing a request from Rh (D) neg to an Rh (D) Pos will require the hospital to amend these orders on OBOS.

Order L02100515 is waiting for issue and contains a substitution indicated by the  icon. In this example in the first line the AB pos RBC requested has not had a component allocated and the second line has an AB neg RBC was allocated although none was requested.

Delivery information		Order information	
Delivery method	Del:Stock	Hospital name	Birmingham Children's Hospital
Required date	29/01/2025	Submitted by	Ruth Harper
Required time	11:30	Submitted on	28/01/2025
<b>Request information</b>		Submitted at	11:54
OBOS request	173147	Hospital Services Dept.	NAT ACCEPT SITE 1
		Status	 Waiting for issue
		Pulse number	L02100515 

Del:Stock Order For 29/01/2025 11:30 PULSE ORDER: L02100515

 Print Order  Preview with order form

&lt;&lt; Return to Search Results

 <b>Red Cells</b> <i>Red blood cells</i>	<b>AB</b> <b>Pos</b>	Requested Allocated	<b>2</b> <b>none</b>	Blood Char neg for: none	Patient:
		Issued:	<b>none</b>	Notes:	
 <b>Red Cells</b> <i>Red blood cells</i>	<b>AB</b> <b>Neg</b>	Requested Allocated	<b>0</b> <b>2</b>	Blood Char neg for: none	Patient:
		Issued:	<b>none</b>	Notes:	

The original request can be viewed by clicking on the OBOS request number. As shown below this will contain only the information from the original request that was sent to Pulse.

Delivery method	Del:Stock	Hospital name	Birmingham Children's Hospital
Required date	29/01/2025	Submitted by	Ruth Harper
Required time	11:30	Submitted on	28/01/2025
<b>Request information</b>		Submitted at	11:54
OBOS request	173147	Hospital Services Dept.	NAT ACCEPT SITE 1
		Status	 Received from system
		Pulse number	L02100515

Del:Stock Order For 29/01/2025 11:30 OBOS Request: 173147

 Print Order  Preview with order form

&lt;&lt; Return to Search Results

<b>Red Cells</b> <i>Red blood cells</i>	<b>AB</b> <b>Pos</b>	Requested Allocated	<b>2</b> <b>none</b>	Blood Char neg for: none	Patient:
		Issued:	<b>none</b>	Notes: none	



## Appendix One.

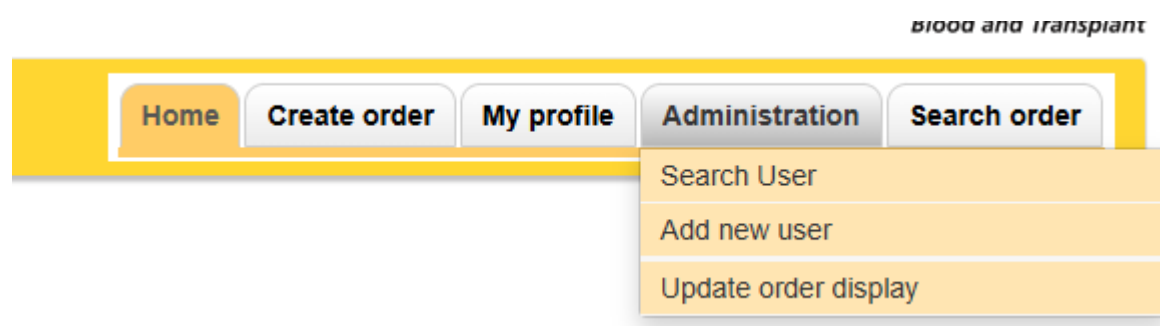
### Administration.

#### Hospital administrators [\[back to top\]](#)

An initial hospital administration account will be set up by NHSBT as part of the go live preparations. The hospital administrator will then be able to set up other hospital administrators and hospital users. Access to this additional functionality is via an administration tab on the home page. It is recommended that hospitals have at least two administrators set up so that they can re-set one another's accounts if they become locked.

#### Updating Order Display [\[back to top\]](#)

Hospital Administrators can configure the length of time orders can be seen on the home page pre and post "today's" date. The maximum time in advance that orders can be seen is 14 days and the maximum range from pre to post "today's" date is 15 days. There is a new option to "Update order display" on the administration tab.



Selecting "Update order display" brings up the following screen

#### Current Orders display range

Days Before *	<input type="text" value="1"/>
Days After *	<input type="text" value="14"/>

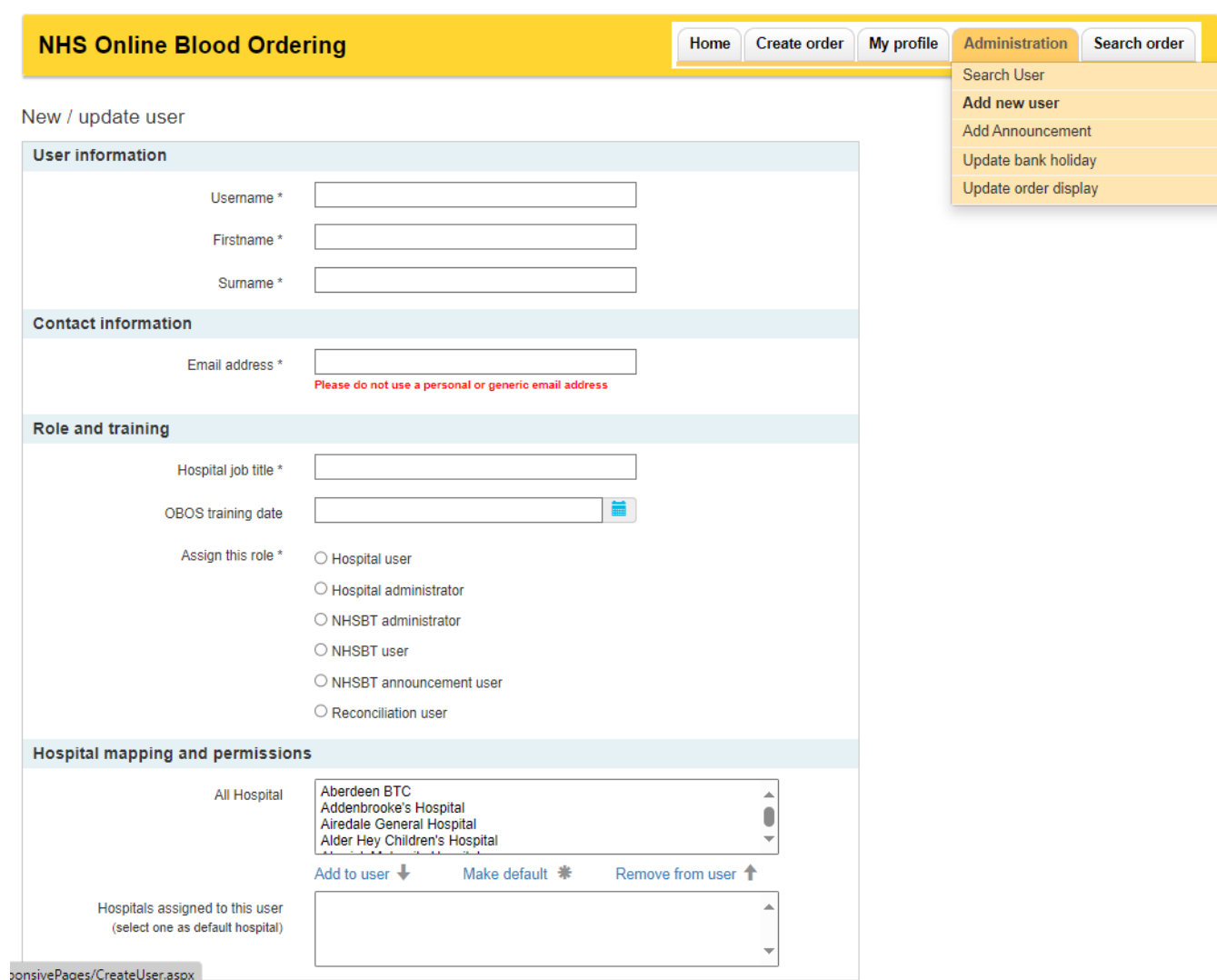
Note: Display Range will be changed for the selected hospital on clicking 'Save'.




Enter "Days Before" and "Days After" the current date as appropriate. Please note standing orders are sent to Pulse **8 days before the delivery date** and their appearance on the OBOS Home page from this point will be dictated by the local configuration.

## Adding new users [\[back to top\]](#)


Select 'Add new user' from the Administration tab and complete the following sections:

- User information,
- Contact information – Please do not use non-public facing domains (e.g. Hotmail.com) or generic emails when setting up an account.
- Role and training. Assign role of hospital user, hospital administrator or Reconciliation user. (NHSBT options not available)



A list of hospitals that can be assigned to this user will appear in 'Hospital mapping and permissions'. This will include all hospitals that the administrator has access to. Select the required hospital from the list and click [Add to user](#) . The first hospital added to the user will be the default hospital the user will access when first logging in. If multiple hospitals are added the default hospital can be changed by highlighting the required hospital and clicking [Make default](#) . When details are correct click on [Save](#) .

If a non-organisational email address (Hotmail, Yahoo, Gmail) is entered an error will appear instructing you to use an organisational email domain. The account will not be created until a suitable email domain has been entered.

 Email address must be organisational domains such as nhs.net or username@hospitalname.nhs.uk. Please refer to the OBOS User Guide for additional information.

New / update user

**User information**

Username \*

Firstname \*


Surname \*

**Contact information**

Email address \*   
Please do not use a personal or generic email address

**Role and training**

Hospital job title \*

OBOS training date 

Assign this role \*

- ☒ Hospital user
- ☐ Hospital administrator
- ☐ NHSBT administrator
- ☐ NHSBT user
- ☐ NHSBT announcement user
- ☐ Reconciliation user


Once all details have been entered correctly, save and a message will be displayed to say that the user was successfully created.

The username and password will be emailed to the email address provided in 2 separate emails from [no-reply@nhsbt.nhs.uk](mailto:no-reply@nhsbt.nhs.uk)

## Accessing different hospitals

To access the other hospitals available to them they will need to click on change in blue at the top of the screen (shown below).

Amy Furness [Log off](#) Furness General Hospital - M205 [Change](#)

  
 Blood and Transplant

NHS Online Blood Ordering

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

Announcements

**\*\* NHBST Online Blood Ordering System - UAT Environment**

Order Summary

☒ Furness General Hospital

☐ Royal Lancaster Infirmary

☐ Westmorland General Hospital

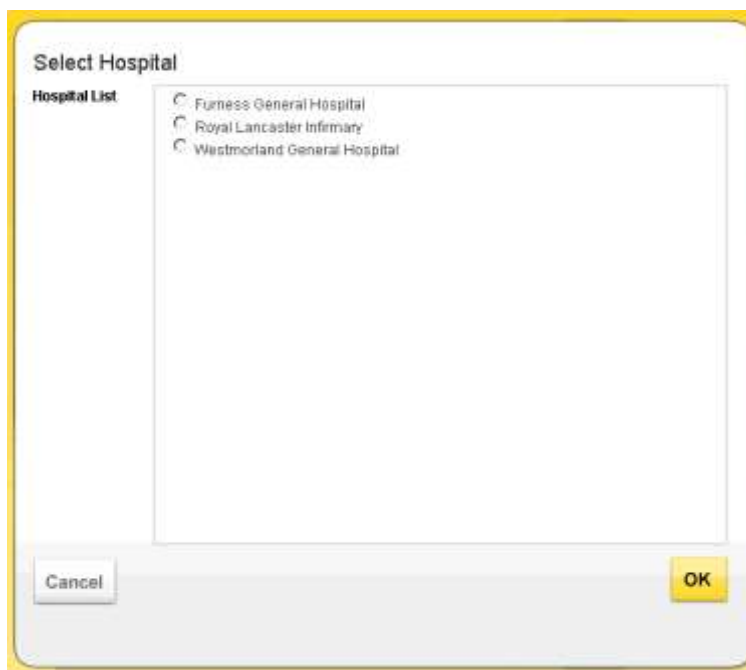
OK

Last Updated at 5:37 PM [Refresh to update again](#)

If you do not want any hospital to be set as default then after adding all the required sites, highlight the hospital showing as “(default)” and remove from user.

Highlight the hospital that was removed in the “All Hospital” box and add back to user.

If no default hospital is entered, then at logging the first screen the user will be shown a screen asking them to select the hospital they wish to see and order for (shown below).



## Searching for users [\[back to top\]](#)

By selecting search user from the administration tab, the screen shown below can be accessed.



Users can be searched for by username, first name, full/first 3 letters of surname or e-mail address.

### 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  
☐ NHSBT user  
☐ NHSBT announcement user  
☒ Reconciliation user

Search results for user name **Harp0028**, roles **Hospital User, Hospital Administrator, Reconciliation User**

Username	Firstname	Surname	Role	Status
Harp0028	Ruth	Harper	Hospital User	Active


Leaving the above details blank and selecting “Hospital user” and/or “Hospital administrator” will show all accounts for the hospital selected. The NHSBT administrator, user and announcement user searches are greyed out for hospital administrators.

The user’s information screen can be opened for editing by clicking on the username in the search results on the right-hand side of the screen. This opens the New/update user screen shown below. There is an option to “Return to Search Results” on the right-hand side. Information can be edited and then saved by clicking on ‘save’ at the bottom of the New/updated user screen.

## New / update user

User information	
Username *	<input type="text" value="Harp0028"/>
Firstname *	<input type="text" value="Ruth"/>
Surname *	<input type="text" value="Harper"/>

Contact information	
Email address *	<input type="text" value="Ruth.harper@nhsbt.nhs.uk"/> <small>Please do not use a personal or generic email address</small>

Role and training	
Hospital job title *	<input type="text" value="CSM"/>
OBOS training date	<input type="text"/> 
Assign this role *	<p><input checked="" type="radio"/> Hospital user</p> <p><input type="radio"/> Hospital administrator</p> <p><input type="radio"/> NHSBT administrator</p> <p><input type="radio"/> NHSBT user</p> <p><input type="radio"/> NHSBT announcement user</p> <p><input type="radio"/> Reconciliation user</p>

**Activating/Inactivating accounts.** [\[back to top\]](#)

At the bottom of the new/update user screen shown below there is an option to inactivate or activate users

User status	
Change status	<p><input type="radio"/> Inactivate user</p> <p><input checked="" type="radio"/> Activate user</p>

**Please note it is important to inactivate accounts when a member of staff leaves or retires. A username can never be deleted from the system because you need to maintain the audit of “who did what and when” but you should prevent staff who no longer work for you ordering on your behalf.**

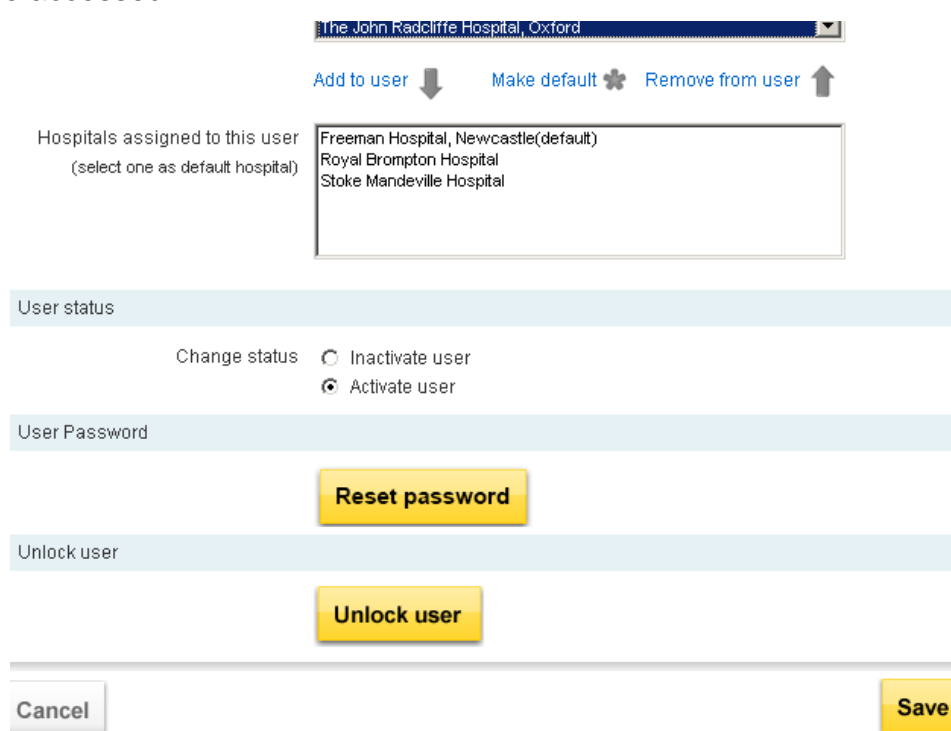
## Automatic deactivation of accounts

If an account has not been accessed for a prolonged period of time, it will automatically be deactivated.

These accounts can be reactivated by any user with administrator level access.

## Resetting passwords and unlocking accounts. [\[back to top\]](#)

An hospital administrator can unlock and reset individual accounts. If they have locked their account through multiple incorrect passwords, the account will need to be unlock first before the account can be accessed.



## Updating options within my profile [\[back to top\]](#)

Two options are offered within 'My profile' tab, update my profile and update my password.



In the 'update my profile' screen, shown below, hospital users can edit and save their first name, surname, e-mail address and job title. Users will need to click on 'save' to update any changes made. Users are not able to change their training date; role or hospitals they are able to access on OBOS. Changes to these items need to be made by a hospital or NHSBT administrator.



Note: Please do not use personal or generic emails, only use organisation/work emails for all OBOS accounts.

### Update my profile

Firstname *	<input type="text" value="Ruth"/>
Surname *	<input type="text" value="Harper"/>
Email *	<input type="text" value="Ruth.Harper@nhsbt.nhs.uk"/> <small>Please do not use a personal or generic email address</small>
Hospital job title *	<input type="text" value="Customer Service"/>
OBOS training date *	
Role	NHSBT Administrator
Hospitals	Edinburgh Jack Copland Centre SNBTS, Inverness BTC, Dundee BTC,

In the update my password screen, shown below, hospital users can change their password or change the security question that they will be prompted to answer if they forget their password. Both passwords and security question answers are case sensitive. Users will need to click on 'save' to update any changes made.

### Update my password

Username

admin

Old password \*

New password \*

Confirm New password \*

Your password should be:

- 7-14 characters long
- at least one special character
- at least one capital letter
- at least one number

Your security question and answer is required to reset your password if you forget.

Your security question \*

Eg: Your Mother's Maiden name?

Your answer \*

Cancel

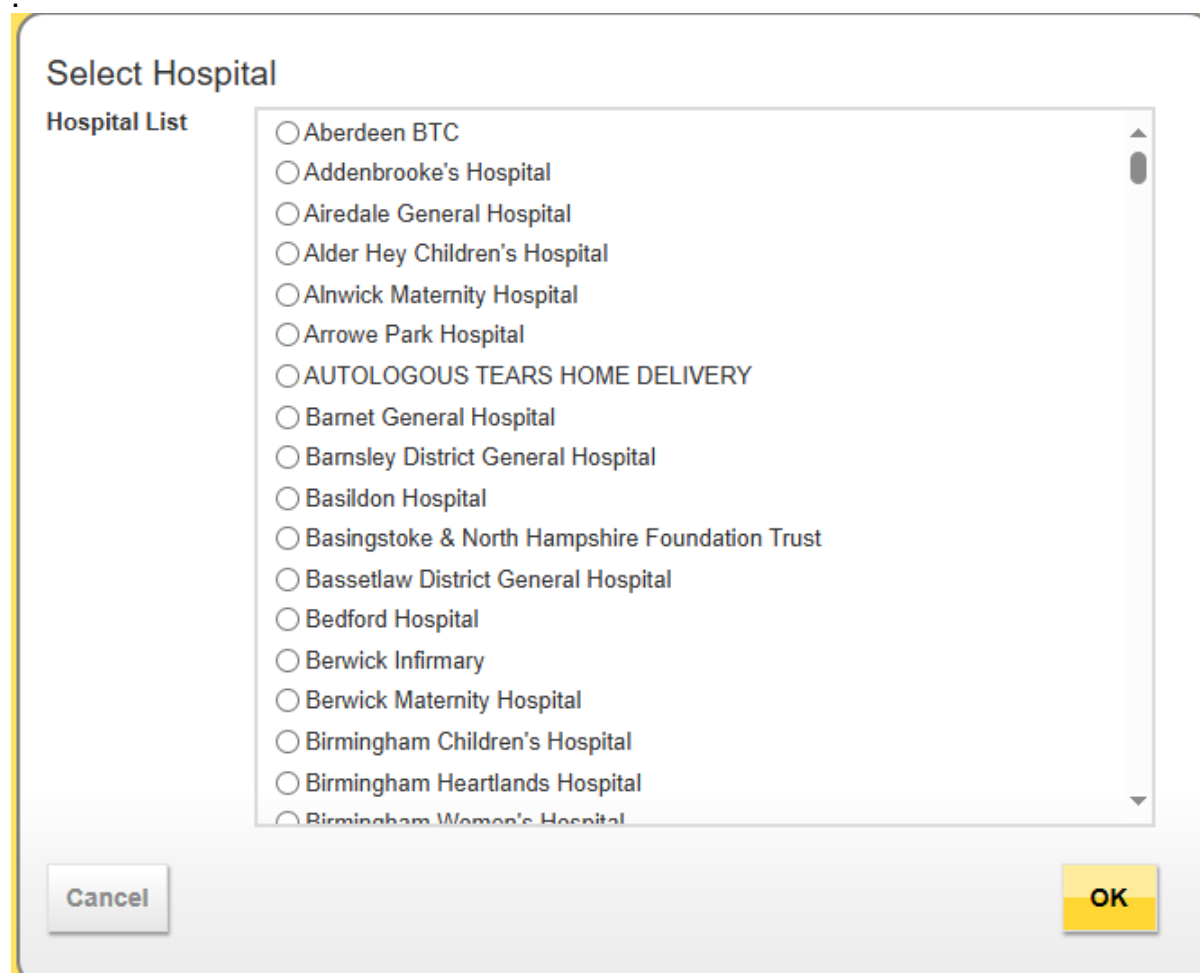
Save

**NHSBT administrators** [\[back to top\]](#)

There are three levels of administration role within NHSBT:

- NHSBT administrator is an overview role limited to only one or two key NHSBT staff.
- NHSBT user: can set up new accounts for hospital staff, unlock users, reset passwords, and add bank holidays and announcements.
- NHSBT announcement user: can update the announcement message only

At login, NHSBT administrators and NHSBT users will be provided with a screen showing all hospitals currently available on OBOS. To add hospital administrators, select the hospital which requires the new administrator to be added. Where the hospital administrator has access to multiple hospital accounts, anyone be selected to set up the account



**Select Hospital**

**Hospital List**

- ☐ Aberdeen BTC
- ☐ Addenbrooke's Hospital
- ☐ Airedale General Hospital
- ☐ Alder Hey Children's Hospital
- ☐ Alnwick Maternity Hospital
- ☐ Arrowe Park Hospital
- ☐ AUTOLOGOUS TEARS HOME DELIVERY
- ☐ Barnet General Hospital
- ☐ Barnsley District General Hospital
- ☐ Basildon Hospital
- ☐ Basingstoke & North Hampshire Foundation Trust
- ☐ Bassetlaw District General Hospital
- ☐ Bedford Hospital
- ☐ Berwick Infirmary
- ☐ Berwick Maternity Hospital
- ☐ Birmingham Children's Hospital
- ☐ Birmingham Heartlands Hospital
- ☐ Birmingham Women's Hospital

**Cancel** **OK**

You will be taken to the hospitals home page where you can select from four administration functions shown below. Search user and add new user functionality is the same as described for hospital administrators.



## Adding an announcement to OBOS [\[back to top\]](#)

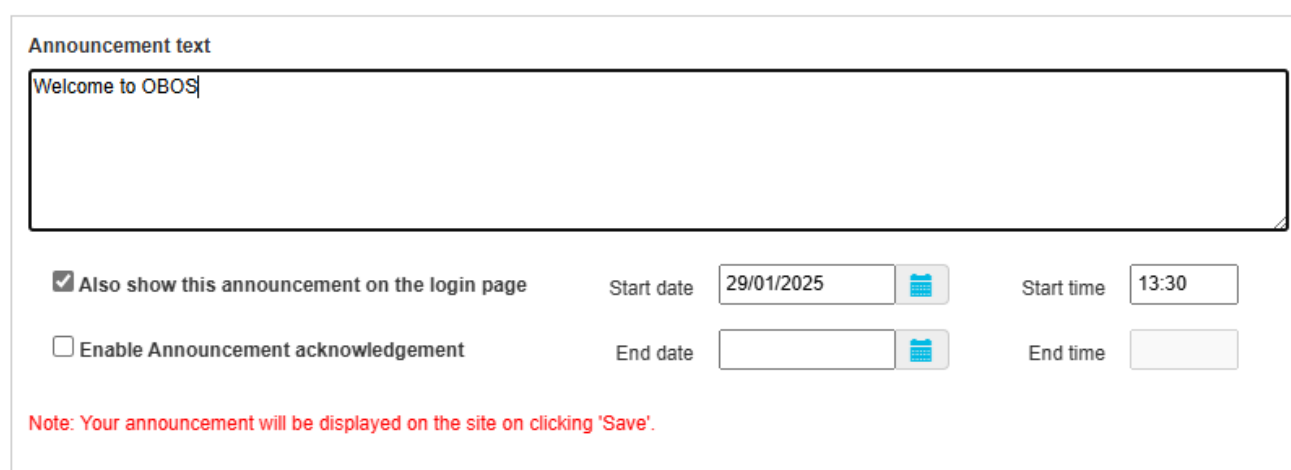
To add an announcement to the log in screen and home page select the 'add announcement option' from the administrator tab. The screen shown below will open. Type the announcement into the announcement text box. Tick the box 'also show this announcement on the homepage'. You can set up announcements so that the first time a user logs in after an announcement has been posted they must acknowledge it. To use this functionality, tick the box 'Enable Announcement Acknowledgement'

Announcements require a 'Start date/time' and an 'End date/time' Select the required dates using the calendar icon and highlighting the required dates or type the dates into the date boxes in the format dd/mm/yyyy. Time should be entered (using 24-hour clock) as shown below. Announcements cannot exceed 1000 characters; excess will be highlighted when clicking 'Save'



**Announcement text cannot exceed 1000 characters.  
Start date and time should be in the future.**

## Add a critical announcement on the homepage



A message confirming the announcement has been saved will be shown. Log out and check that the announcement appears on the login screen:



Welcome to NHS Online Blood Ordering System

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

Username

Password

[Forgotten password?](#)

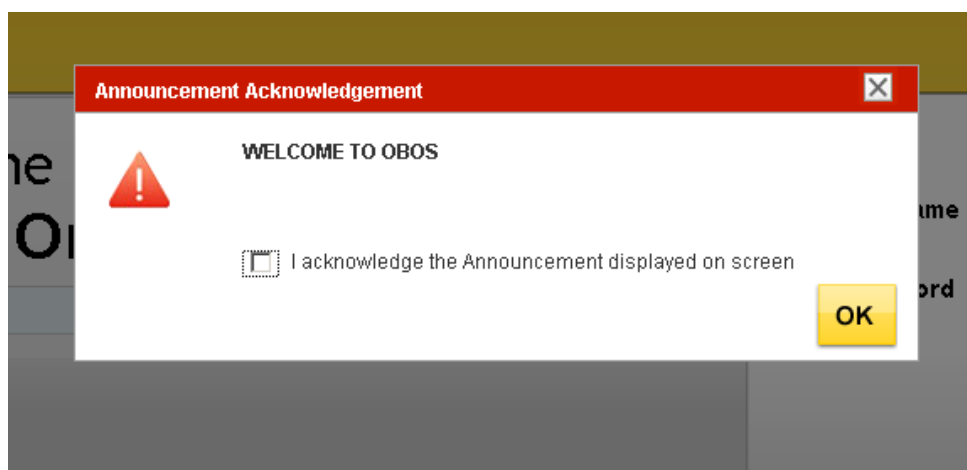
**Log in**

Hospital and Science Website

 Blood and Transplant

For support please contact your administrator 9.0.0

Log back in. If you have enabled 'announcement acknowledgement' you will see the following screen:



**Announcement Acknowledgement**

WELCOME TO OBOS

☐ I acknowledge the Announcement displayed on screen

**OK**

Acknowledge the announcement and then check that it appears on the home page:

## Announcements

**WELCOME TO OBOS**

## Order Summary

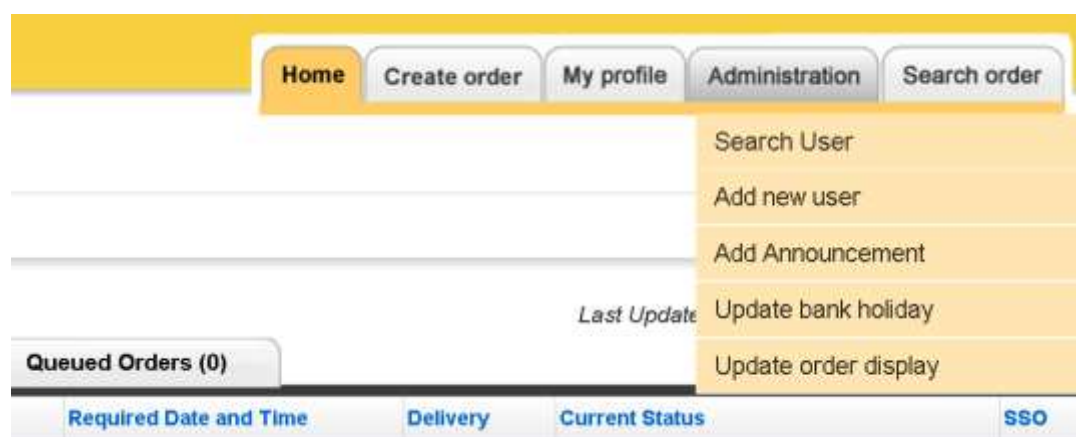
**Current Orders**

**Draft Orders (2)**

**Standing Orders**

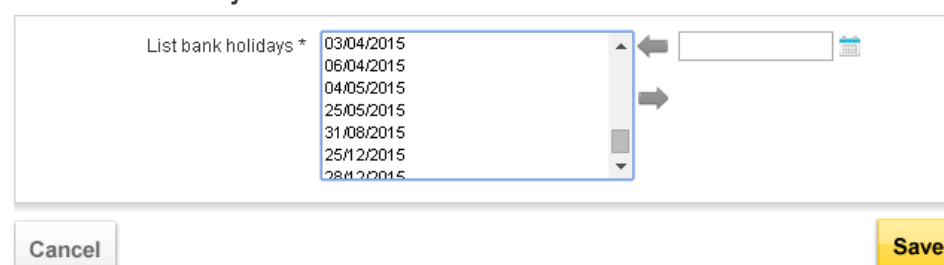
## Updating Bank holidays. [\[back to top\]](#)

From the home screen administration tab select update bank holidays. This will update the whole system regardless of which hospital you are currently logged into.



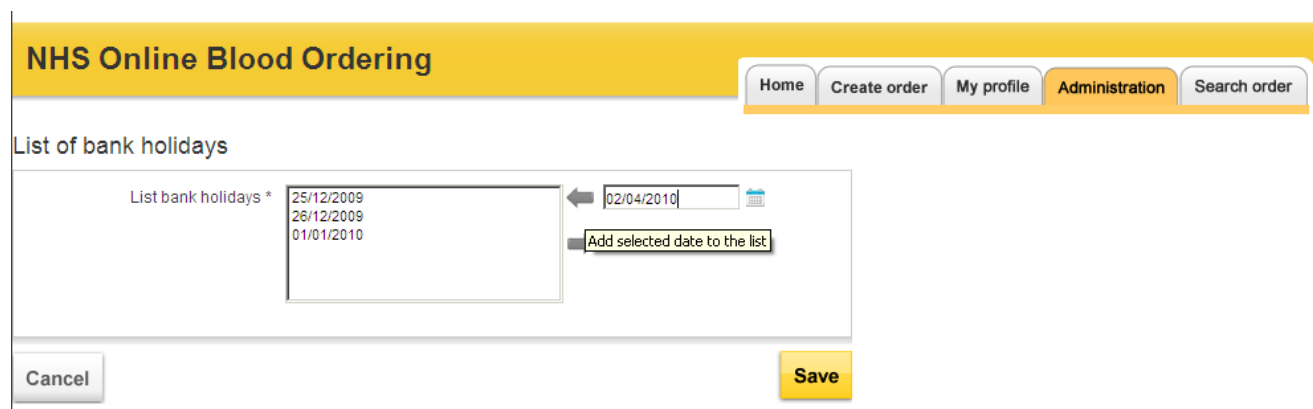
A screen showing a list of bank holidays will open.

### List of bank holidays



The form shows a list of bank holidays with the following dates: 03/04/2015, 06/04/2015, 04/05/2015, 25/05/2015, 31/08/2015, 25/12/2015, and 28/12/2015. There are left and right arrows for adding or removing dates, and a calendar icon. At the bottom, there are 'Cancel' and 'Save' buttons.

To add a date to the bank holiday list, use the calendar to highlight the date and the ← arrow to move selected dates into the list bank holidays box as shown below. Any dates which need to be removed can be removed using the → arrow.























The screenshot shows the 'List of bank holidays' form with the following dates: 25/12/2009, 26/12/2009, and 01/01/2010. A date '02/04/2010' is entered in the input field, and the 'Add selected date to the list' button is highlighted. At the bottom, there are 'Cancel' and 'Save' buttons.

Once dates have been updated click on 'save'. A confirmation message will be shown to indicate that the bank holidays have been saved successfully.

















## Appendix Two [\[back to top\]](#)

### Icons used in the OBOS system

Order Status	Icon
Draft	
Pending	
Queued	
Received from OBOS	
Awaiting Allocation	
Part Allocated	
Waiting for issue	
Awaiting patient link (SSO)	
Awaiting assignment (SSO)	
Awaiting authorisation (SSO)	
Awaiting acknowledgement (SSO)	
To be updated by hospital	
Partially issued	
Prepared awaiting dispatch	
Dispatched	
Notification Received	
Locked by another user	
Preparation in progress	
Deleted/Cancelled	
Unfulfilled	

---

**Icons used in the OBOS system**

Across the application	Icon
Standing orders	
Linked Order	
Substitution	
Success Message	
Error Message	
Information Message	
Print Order	
Expand Order Line	
Collapse Order Line	
Remove Order Line	
Preview with order form	
Background Processing	
Specialist Stock Order	
VMI Order	
Expand/Collapse Section	
Standing Order(s) due to expire	

Any comments or feedback on the system or this user guide are welcomed as they allow us to continually develop to meet user needs and can be sent to [OBOS@nhsbt.nhs.uk](mailto:OBOS@nhsbt.nhs.uk)