

# On-line Blood Ordering System

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 Ver:

# Learning Objectives

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

# Logging on to OBOS

Welcome to NHS Online  
Blood Ordering System

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Username

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[Forgotten password?](#)

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## IMPORTANT

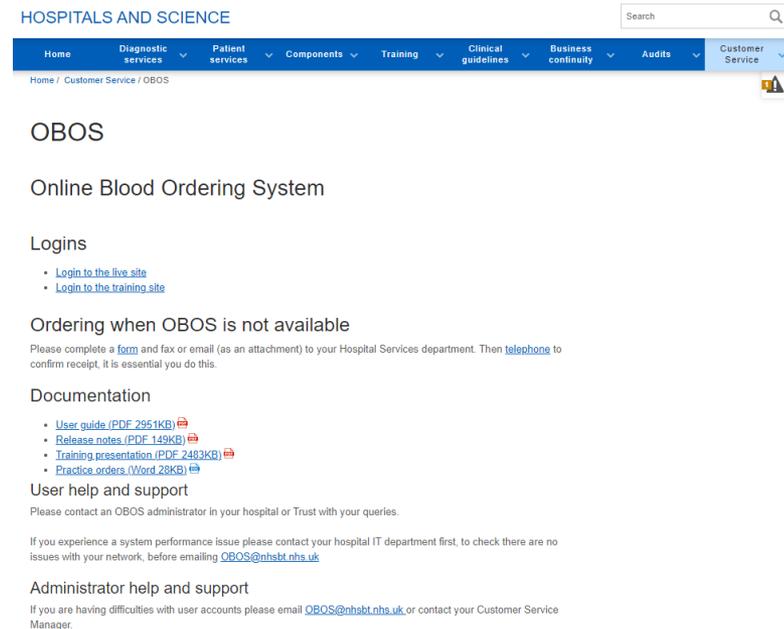
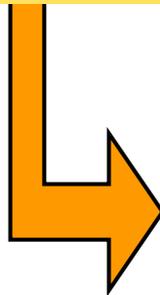
The announcement area will display information posted by NHSBT to inform hospitals of upcoming activities such as planned downtime, reminders of service provision during Bank Holidays or Stock Alerts.

# The Welcome Screen

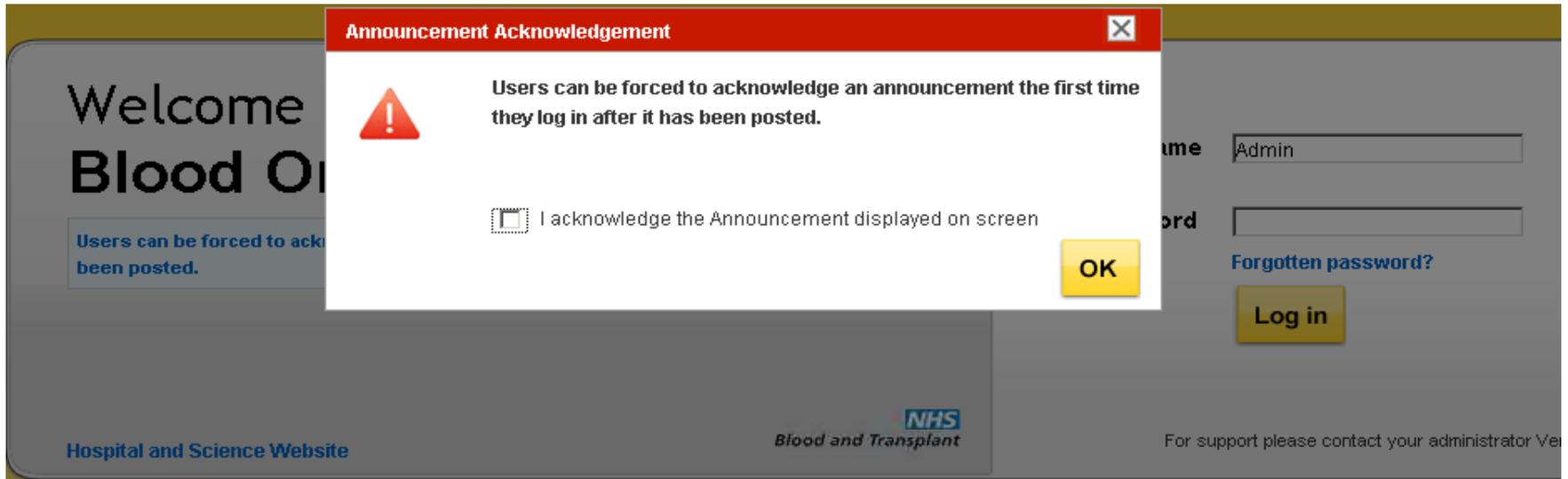
- Direct link to the Hospital & Science website



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

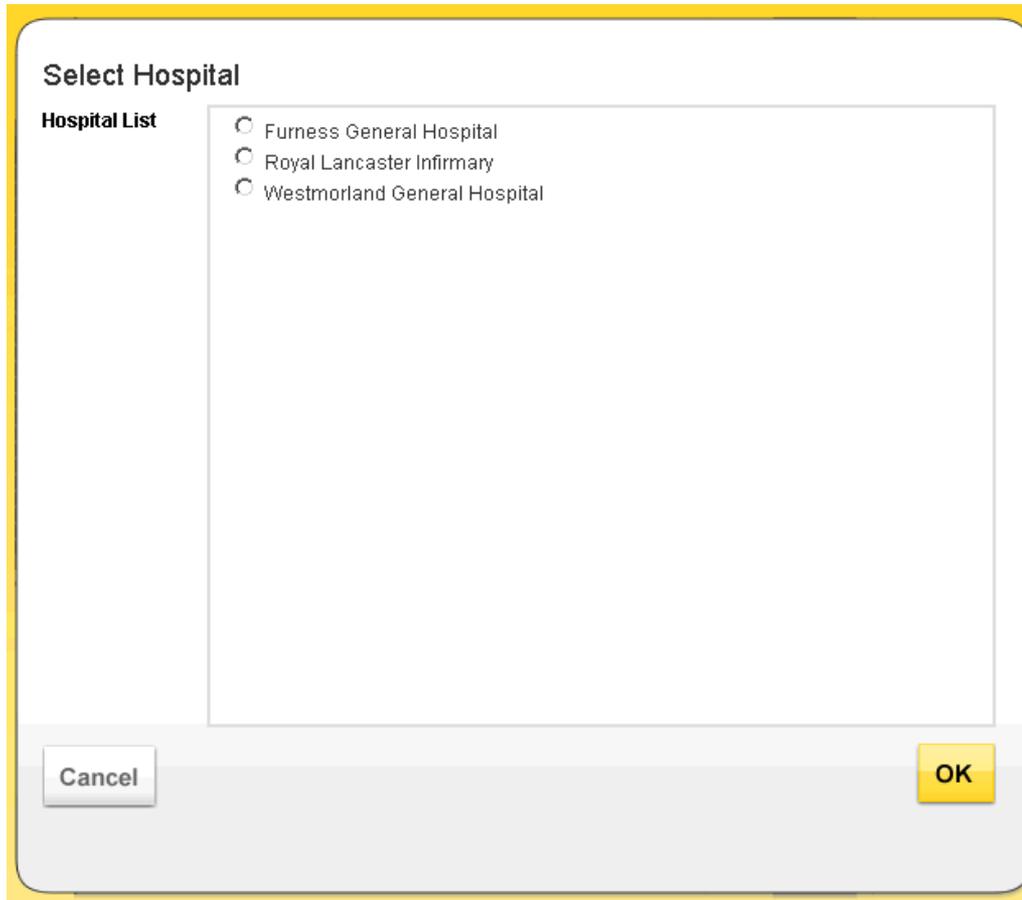


# Logging In



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

# Select Hospital



Select Hospital

Hospital List

- Furness General Hospital
- Royal Lancaster Infirmary
- Westmorland General Hospital

Cancel OK

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

# The Home Page

## NHS Online Blood Ordering

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

### Announcements

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

### Order Summary

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

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

# The Home Page



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

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

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

# The Home Page

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

## NHS Online Blood Order

Home Create order My

### Order Summary

Current Orders	Draft Orders (0)					
Pulse No.	Date Ordered	Time	Orderer	Order Date and Time	Delivery	Comments
	L00055431	14-Aug-2013	00.05	Alex Smith	17-Aug-2013, 20:00	Ad Hoc

OK

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

# The Home Page

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

Current Orders		Draft Orders (2)		Standing Orders		Queued Orders (0)	
	Pulse No. ▲	Date Ordered	Time Ordered	Ordered By	Required Date and Time		
	L02153448	15-Aug-2017	15:14	Hospital User	15-Aug-2017, 16:12		
Delivery    Collect							
Current Status  Received from external system							
SSO							
	 L02153447	15-Aug-2017	15:09	Hospital User	17-Aug-2017, 11:22		
	L02153446	15-Aug-2017	15:03	Hospital User	16-Aug-2017, 16:00		

# The Home Page

Help Files - [OBOS User Guide and Presentation](#) | [Component Portfolio](#)  
| [RCI Assist](#)

Support - Contact your Hospital OBOS Admin | Version - UAT | 1

10.1.0



RCI assist link can be found in the footer of the home page along with other useful links

Version 1.0

 Blood and Transplant

## RCI Assist

RCI Assist is a referral support tool which guides users when processing samples in the hospital transfusion laboratory to ensure appropriate investigation of patients requiring red cell transfusion support. The referral support tool contains decision points to either refer cases to Red Cell Immunohaematology (RCI) or resolve in-house, and is supported with pop up information to improve staff confidence.

 Please [select here](#) to read disclaimer before use.

I confirm I have read the disclaimer

[Start](#)

# Creating a Standard Order

Home

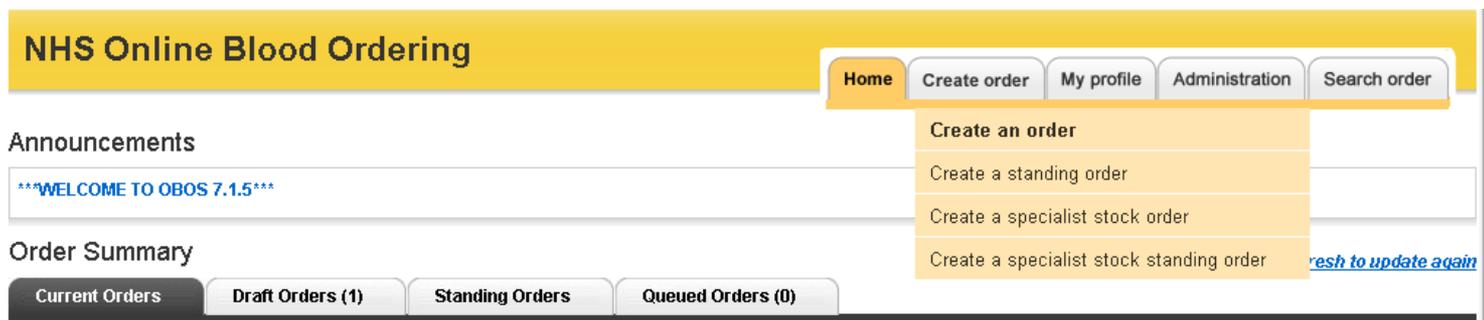
**Create order**

My profile

Administration

Search order

# Creating an Order



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

# The Ordering Screen

NHS Online Blood Ordering

Home

Create order

My profile

Administration

Search order

## Delivery Information

Delivery method \*

Required date \*



Required time \*

## Add Products

Red blood cells	Platelets	Frozen products	White blood cells	Order notes						
Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	Req.	Remove
Red Cells	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input style="color: blue;" type="text" value="+"/>	<input style="color: red;" type="text" value="x"/>				
Red Cells	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input style="color: blue;" type="text" value="+"/>	<input style="color: red;" type="text" value="x"/>				
Red Cells	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input style="color: blue;" type="text" value="+"/>	<input style="color: red;" type="text" value="x"/>				
Red Cells	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input style="color: blue;" type="text" value="+"/>	<input style="color: red;" type="text" value="x"/>				

[+Add line](#)

Add to order

## Order Preview

Blood order

Save draft

Send order

# Delivery Information

Delivery Information

Delivery method \*

Required date \*

Required time \*

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

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

Delivery Information

Delivery method \*

Required date \*

Required time \*

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

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

# Delivery Information

**Delivery Information**

Delivery method \*

Required date \*

Required time \*

**Add Products**

Red blood cells  Platelets  Frozen products  White blood cells

Product\*  ABO\*

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

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

**Delivery Information**

Delivery method \*

Required date \*

Required time \*

**Add Products**

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

**Contact NHSBT**

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

## NHS Online Blood Ordering



Required date and time should be in the future.

# Delivery Information: Del:Stock

All delivery times displayed will be in accordance with your SLA times.

<b>Delivery Information</b>	
Delivery method *	<input type="text" value="Del:Stock"/>
Required date *	<input type="text" value="09/07/2014"/>
Required time *	<input type="text" value="HH:MM"/>

<b>Delivery slots for Wednesday :</b>	
10:00	22:00
14:00	
18:00	

If choosing delivery for the same day, you may find some delivery slots 'greyed out' – this is due to the cut off time for that slot has passed.

<b>Delivery Information</b>	
Delivery method *	<input type="text" value="Del:Stock"/>
Required date *	<input type="text" value="08/07/2014"/>
Required time *	<input type="text" value="HH:MM"/>

<b>Delivery slots for Tuesday :</b>	
10:00	22:00
14:00	
18:00	

# Delivery Information: Non-scheduled deliveries

- Ad-Hoc, Collect, Emergency and Emergency collect.
- Non-scheduled delivery times are auto populated based on current time + pick & pack + delivery time.
- Please do not adjust this to an **earlier time**; however, this time can be extended.

**Delivery Information**

Delivery method \* Ad Hoc

Required date \* 21/01/2016

Required time \* HH:MM 13:13

**Delivery Information**

Delivery method \* Collect

Required date \* 21/01/2016

Required time \* HH:MM 11:56

**Delivery Information**

Delivery method \* Emergency

Required date \* 21/01/2016

Required time \* HH:MM 13:24

**Delivery Information**

Delivery method \* Emergency Collect

Required date \* 21/01/2016

Required time \* HH:MM 11:56

# Emergency Orders

The screenshot shows the NHS Online Blood Ordering interface. The 'Delivery Information' section is visible, with 'Delivery method \*' set to 'Emergency Collect'. An orange arrow points to this field. A red dialog box titled 'Emergency Collect Order' is overlaid on the right. It contains a telephone icon and the text: 'Please telephone your Hospital Services department to inform them that this emergency order has been placed.' Below the text is a yellow 'Accept' button.

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.

The screenshot shows the NHS Online Blood Ordering interface. The 'Delivery Information' section is visible, with 'Delivery method \*' set to 'Emergency'. An orange arrow points to this field. A red dialog box titled 'Emergency Order' is overlaid on the right. It contains a warning triangle icon and the text: 'Emergency orders should only be requested when there is an urgent clinical need and there is an immediate risk to life. Emergency orders require the name of the clinician authorising the emergency request.' Below this is a telephone icon and the text: 'Please telephone your Hospital Services department to inform them that this emergency order has been placed.' At the bottom of the dialog are two buttons: a yellow 'Accept' button and a grey 'Reject' button.

# Emergency order: Additional information

**Emergency Order Details**

Managing Clinician\*

Patient name/ ID

**Justification \***

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

You will be prevented from adding more than one justification.

- Selecting emergency order as the delivery type will produce a further selection of boxes which are mandatory (\*) and must be completed.
- It is information which may be required should a vehicle carrying emergency components be involved in an incident.

# Delivery Information

## NHS Online Blood Ordering

### Delivery Information

Delivery method \*

Required date \*

Required time \*

### Add Products

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

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

# The Ordering Screen

## Add Products



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

# Ordering Red blood cells

Product\*  ABO

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

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

# Ordering Red blood cells

## Add Products

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

## Add Products

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

## Add Products

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

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

**Quantity** ✕

 Are you sure you want to order 31 units?

# Ordering Red blood cells

## 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	O	POS	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Red Cells Irradiated	A	POS	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exchange RBC Irradiated (Neonat:	O	POS	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Vol RBC in SAGM	B	POS	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[+Add line](#) Add to order →

- If more than four types of red cells are required additional lines can be added by clicking the [+Add line](#) icon.
- **Do not use the line/order notes for special requirements.**
- If phenotyped units are required, click on the  icon in the Req. column.
- Certain components will automatically select additional requirements.

# Additional requirements

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

Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	Req.	Remove
Red Cells	O	POS	4	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>				

Click the Req. button to expand

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="button" value="-"/>	<input type="button" value="+"/>				

Select required Rh and K neg units if required

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tick here if order is for a Thalassaemic Patient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Haemoglobinopathy patient?

Additional clinically significant red cell phenotypes can be selected as negative for specific antigens

Select Blood Chars

Selected Blood Characteristics (Negative for these antigens)

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

Select Comment

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

Patient information

Patient name / ID

Enter demographics in accordance with own Trusts or leave blank – Information is transmitted on EDN file.

Line notes specific to the order line, do not include clinically significant information in the line notes

# Haemoglobinopathy Patient?

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

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

# Selection of Blood Characteristics

To order additional phenotypes press the 'Select Blood Chars' button and a pop up will appear.

Type a characteristic or select from the list :

Characteristic	Description
FY001	Fya
FY002	Fyb

Type a characteristic or select from the list :

Characteristic	Description
FY001	Fya
FY002	Fyb

Select Blood Chars

Selected Blood Characteristics  
(Negative for these antigens)

Type a characteristic or select from the list :

Characteristic	Description
KE002	(k)
MN004	(s)
AB004	A1
FY001	Fya
FY002	Fyb
JK001	Jka
JK002	Jkb
KE003	Kpa
LU001	Lua

Blood Characteristics(Negative for these antigens)

Characteristic	Description
----------------	-------------

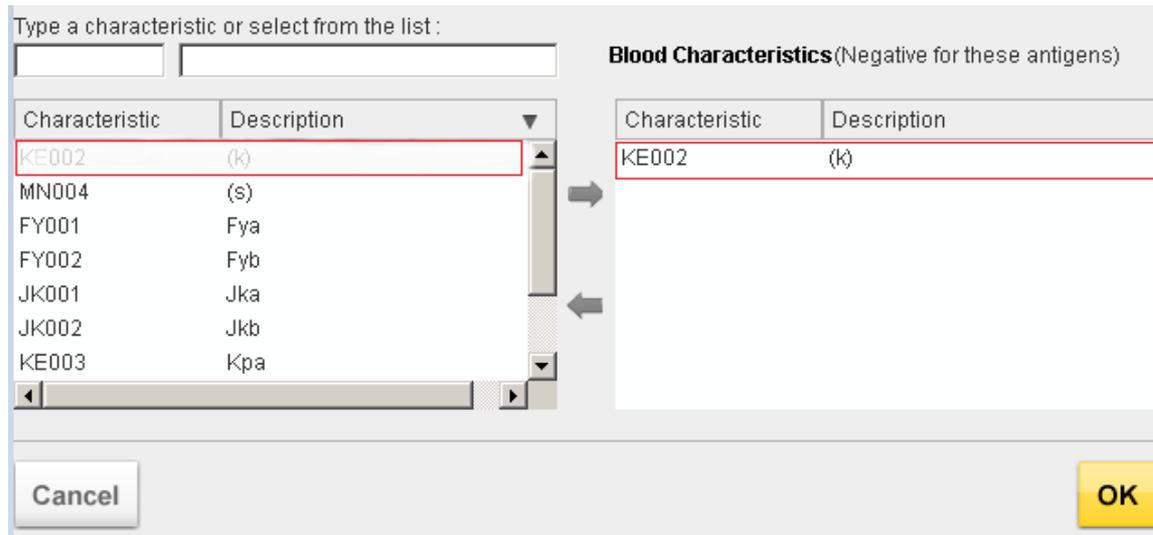
Cancel

OK

You can search by either blood characteristic code or blood description

# Selection of Blood Characteristics

- 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

- Any moved in error can be removed with the  icon
- Once you are happy click OK

# In Isolation Rule

Certain antigen negative specificities cannot be ordered in isolation e.g. Kp(a), Lu(a) or Cw – if selected an advisory notice will appear.

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

Type a characteristic or select from the list :

Characteristic	Description
KE002	(k)
MN004	(s)
AB004	A1
FY001	Fya
FY002	Fyb
JK001	Jka
JK002	Jkb
LU001	Lua
MN001	M

Blood Characteristics(Negative for these antigens)

Characteristic	Description
KE003	Kpa

Cancel OK

Phenotypes contained within the characteristic table can be added or deleted by NHSBT but will only be done after consultation and agreement with hospital representatives that form part of the OBOS stakeholders' group

# Maximum blood age on day of delivery: Specific Components

Product\* Neonatal Red Cells ABO\* A RhD\* POS Qty\* 1

CMV-  HT-  HbS-  IgA  Aph  Req.  Remove

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 Thalassemic Patient

Select Blood Chars

Selected Blood Characteristics (Negative for these antigens)

Patient information

Patient name / ID

Maximum blood age on day of delivery

Please specify maximum blood age only if necessary. By default, blood supplied will be less than 23 days old.  days

Specify maximum age of components if clinically required

Max blood age is the maximum age the red cell unit(s) are required to be to match clinical need.

- Neonatal Red cells and Large Volume Transfusion (LVT) units have a max life box available.
- The ability to specify max life is restricted for adult RBC's being available to a limited number of hospitals due to clinical need.

Please note: By default, all blood supplied will have at least 12 days old shelf life remaining.

# Transfusion date/time: Specific components

- For certain specialist components there is a transfusion date and time field.

## 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 (Neonat: ▾)	▾	▾	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" 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)		<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 Thalassemic Patient		<input type="checkbox"/>								
<input type="button" value="Select Blood Chars"/>		Patient information								
Selected Blood Characteristics (Negative for these antigens)		Patient name / ID <input type="text"/>				Transfusion date <input type="text" value=""/>				
						Transfusion time <input type="text" value=""/>				

- If a transfusion date is entered, the product will not expire until at least 23:59 of this date.

# Red blood cell order complete?

- Enter all the red cell components required and then click on the **Add to order** button.
- The red cell components required will then be displayed on the right-hand side of the screen under the Blood order heading. **Note: this is an order preview – ensure you click the ‘Send order’ button to complete the order**

## 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				<input type="checkbox"/>						

[+Add line](#)

**Add to order** →

✕ Close Without Saving

## Order Preview

[Preview in a separate page](#)

Blood order	
Red blood cells	<a href="#">Amend</a>
Red Cells	Patient Name/ID: O Pos, 6
	Max blood age - Notes -

Save draft

**Send order**

# Ordering Platelets

Red blood cells	Platelets	Frozen products	White blood cells	Order notes					
Product*	ABO*	RhD*	Qty*	CMV-	HT-	Aph	IgA	Req.	Remove
Platelets	▼	▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="background-color: #ADD8E6; border: 1px solid #ADD8E6; border-radius: 50%;" type="text" value="+"/>	<input style="background-color: #D3D3D3; border: 1px solid #D3D3D3; border-radius: 50%;" type="text" value="x"/>
Platelets	▼	▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="background-color: #ADD8E6; border: 1px solid #ADD8E6; border-radius: 50%;" type="text" value="+"/>	<input style="background-color: #D3D3D3; border: 1px solid #D3D3D3; border-radius: 50%;" type="text" value="x"/>
Platelets	▼	▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="background-color: #ADD8E6; border: 1px solid #ADD8E6; border-radius: 50%;" type="text" value="+"/>	<input style="background-color: #D3D3D3; border: 1px solid #D3D3D3; border-radius: 50%;" type="text" value="x"/>
Platelets	▼	▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="background-color: #ADD8E6; border: 1px solid #ADD8E6; border-radius: 50%;" type="text" value="+"/>	<input style="background-color: #D3D3D3; border: 1px solid #D3D3D3; border-radius: 50%;" type="text" value="x"/>

[+Add line](#)

Add to order

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

# Platelets – Special Requirements

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

Platelets Irradiated A POS 1     - +

Patient information

Patient name / ID

Transfusion date 17/05/2024

Transfusion time

Notes: Please select from drop-down below

Select Comment

NOTES: This field is for request and delivery details. If you have any special requirements, please contact your local hospital service.

(max 500 characters)

Calendar: May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

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

# Platelet Order Complete?

Platelets			Frozen products			White blood cells			Order notes	
ABO*	RhD*	Qty*	CMV-	HT-	Aph	IgA	Req.	Remove		
▼	▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="color: blue;" type="button" value="+"/>	<input style="color: red;" type="button" value="x"/>		
▼	▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="color: blue;" type="button" value="+"/>	<input style="color: red;" type="button" value="x"/>		
▼	▼	▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="color: blue;" type="button" value="+"/>	<input style="color: red;" type="button" value="x"/>		

[Add to order](#)

---

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

**Blood order** [Amend](#)

*Red blood cells* [Amend](#)

**Exchange RBC Irradiated (Neonatal)**      Patient Name/ID: R Bleeding  
A Pos, 2  
CMV-, HT-, HbS-, IgA def.  
Blood Char neg for: Rh E, Rh c  
Transfusion date - 17/05/2024 08:00  
Notes -

*Platelets* [Amend](#)

**Neonatal Platelets Irradiated**      Patient Name/ID: R Bleeding  
A Pos, 2  
CMV-, HT-, IgA def., Aph  
Transfusion date - 17/05/2024 08:00  
Notes -

[Save draft](#)      [Send order](#)

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

# Ordering FFP

## Add Products

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

Frozen Product\*      ABO\*      Qty\*      HT-      IgA-      Req.      Remove

Fresh Frozen Plasma, LD      A      10                  -      x

**Patient information**

Patient name / ID

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

Select Comment

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

(max 500 characters)

- FFP is ordered in the same way, although 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
- Requirements box just contains space for patient information if required and notes

# Line and Order Notes

Select Blood Chars

Patient information  
Patient name / ID

Selected Blood Characteristics  
(Negative for these antigens)

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

Select Comment

Select Comment

See order notes for standing order information

Order for stock: Long dated as possible. Please call if not possible

Patient requires this TODAY

Patient requires this TOMORROW

Delivery today but in date for tomorrow

Emergency delivery- Please call if any delay

Send with previous order if possible

Collect order. Please call when ready.

Adhoc order. Please send as soon as possible

Will accept compatible substitution. Please call to discuss

FREE TEXT BOX

**Line Notes:** If the individual request requires additional notes, select the most appropriate option from the dropdown list.

**Order notes** may be added for the whole order using the order notes tab as shown below. Notes entered here will apply to the whole order.

Add Products

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

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

Select Comment

Select Comment

See order notes for standing order information

Order for stock: Long dated as possible. Please call if not possible

Patient requires this TODAY

Patient requires this TOMORROW

Delivery today but in date for tomorrow

Emergency delivery- Please call if any delay

Send with previous order if possible

Collect order. Please call when ready.

Adhoc order. Please send as soon as possible

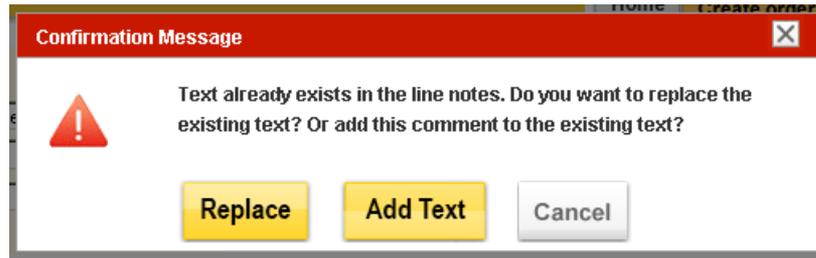
Will accept compatible substitution. Please call to discuss

FREE TEXT BOX

†Please Note: No clinically significant information should be entered into the 'Free text box'. Please use the tick boxes and dedicated fields for such requirements.

# Line and Order Notes

- The comment can be amended or if appropriate an additional comment can be added.
- If changes are required once added to the order, select amend and the details will move to the left-hand side of the screen.



- Select the changes required and the options to 'Replace' the comment or 'Add Text' to add additional comment (s) will be displayed.

# Order Preview

# Order Preview

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

**Blood order**

*Red blood cells* [Amend](#)

**Red Cells** Patient Name/ID:  
O Neg, 2

Max blood age -  
Notes -

*Platelets* [Amend](#)

**Platelets** Patient Name/ID:  
A Pos, 1

Transfusion date -  
Notes -

*Frozen products* [Amend](#)

**Fresh Frozen Plasma, LD** Patient Name/ID:  
AB Pos, 5

Max blood age -  
Notes -

*White blood cells* [Amend](#)

**Granulocytes Pooled (Irradiated)** Patient Name/ID:  
O Neg, 1

CMV-  
Transfusion date -  
Notes -

- Note on the left-hand side:
  - Orders with a **red stripe** are for red cell components
  - Orders with a **blue stripe** are platelet components
  - Orders with a **yellow stripe** are frozen components
  - And Orders with a **grey stripe** are white cell components.
- This is to make checking the orders easier.
- Order can be viewed by selecting the [Preview in a separate page](#) or a full screen view

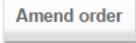
# Order Preview on separate page

Order Preview Del: Stock order for 5/22/2024; 15:45 OBOS Request: 0 [Preview with order form](#)

<b>Red Cells</b> <i>Red blood cells</i>	<b>O Neg</b> Requested: 2		Blood Char neg for: none
		Patient:	
		Notes:	
<b>Platelets</b> <i>Platelets</i>	<b>A Pos</b> Requested: 1		Blood Char neg for: none
		Patient:	Transfusion Date:
		Notes:	
<b>Fresh Frozen Plasma, LD</b> <i>Frozen products</i>	<b>AB Pos</b> Requested: 5		Blood Char neg for: none
		Patient:	
		Notes:	
<b>Granulocytes Pooled (Irradiated)</b> <i>White blood cells</i>	<b>O Neg</b> Requested: 1		Blood Char neg for: none
		Patient:	Transfusion Date:
		Notes:	

In both views the order can be sent or amended as required by selecting the appropriate button.

# Order Preview: Amend an order

- Clicking either the amend order button   or the [Amend](#) button takes the user back to the create order screens for amendments to be made.

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				<input type="checkbox"/>
Red Cells				<input type="checkbox"/>
Red Cells				<input type="checkbox"/>
Red Cells				<input type="checkbox"/>

[+Add line](#) **Add to order** →

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

Blood order	Amend
<b>Red blood cells</b>	<a href="#">Amend</a>
Red Cells	Patient Name/ID: O Neg, 2
	Max blood age - Notes -
<b>Platelets</b>	<a href="#">Amend</a>
Platelets	Patient Name/ID: A Pos, 1
	Transfusion date - Notes -
<b>Frozen products</b>	<a href="#">Amend</a>
Fresh Frozen Plasma, LD	Patient Name/ID: AB Pos, 5
	Max blood age - Notes -
<b>White blood cells</b>	<a href="#">Amend</a>
Granulocytes Pooled (Irradiated)	Patient Name/ID: O Neg, 1
	CMV- Transfusion date - Notes -

**Send order**

# Order Preview: Amend an order

## Add Products

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[+Add line](#) Add to order →

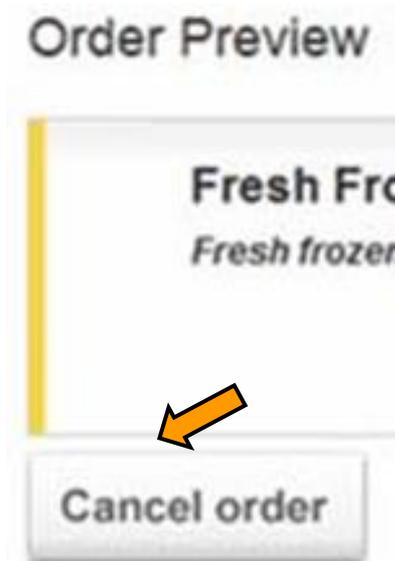
Clicking on amend moves only the individual component type back.

## Order Preview

[Preview in a separate page](#)

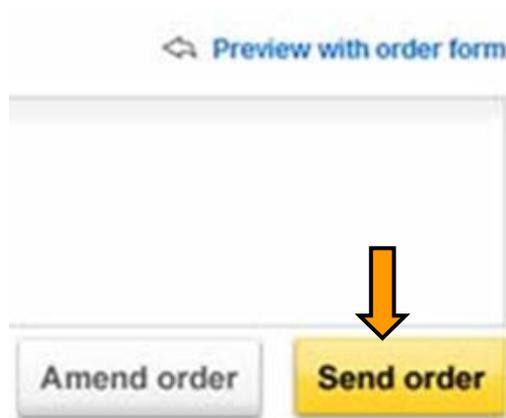
Blood order	
<b>Red blood cells</b>	<a href="#">Amend</a>
Red Cells	Patient Name/ID: O Neg, 2
	Max blood age - Notes -
<b>Frozen products</b>	<a href="#">Amend</a>
Fresh Frozen Plasma, LD	Patient Name/ID: AB Pos, 5
	Max blood age - Notes -
<b>White blood cells</b>	<a href="#">Amend</a>
Granulocytes Pooled (Irradiated)	Patient Name/ID: O Neg, 1
	CMV- Transfusion date - Notes -

# Order Preview: Cancel the order



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

# Order Preview



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

# Required Fields

The screenshot shows a web form for blood ordering. At the top, there are three dropdown menus: 'Product\*' with 'Platelets' selected, 'ABO\*' with 'A' selected, and 'RhD\*' with 'POS' selected. Below these is a red error message: 'Transfusion time cannot be left blank'. An orange arrow points from this message to the 'Transfusion time' field in the 'Patient information' section. The 'Patient information' section contains three fields: 'Patient name / ID' with 'Sky Diver', 'Transfusion date' with '21/01/2016', and 'Transfusion time' which is empty and highlighted with a red border. Another orange arrow points from the left towards the 'Transfusion time' field.

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

# Draft Orders

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

**Blood order**

*Red blood cells* [Amend](#)

**Red Cells** Patient Name/ID:  
O Neg, 2

Max blood age -  
Notes -

*Platelets* [Amend](#)

**Platelets** Patient Name/ID:  
A Pos, 1

Transfusion date -  
Notes -



- The order can be saved as a draft order at any time by clicking on the 'save draft' button – NHSBT cannot view draft orders.
- These can be found under the Draft Orders tab on the home page

Order Summary

Current Orders	Draft Orders (1)	Standing Orders	Queued Orders (2)
Request No.	Date Ordered	Time Ordered	Ordered By
172680	21-May-2024	14:12	Ruth Harper

The order is only submitted to NHSBT for processing when the  button is clicked

# Order Confirmation

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

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

# Reviewing an Order

## Order Summary

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

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



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

# Creating a Specialist Stock Order (SSO)

Home

**Create order**

My profile

Administration

Search order

# Specialist Stock Orders



The SSO tab should only be used for patients approved to receive HLA/HPA selected products.

The screenshot shows the 'Add Products' form. A green box highlights 'Specialist products' with the note: 'Only to be used for patients approved to receive HLA/HPA selected products'. Below this, it says 'Please select from the below'. There are two rows: 'Red cells' and 'Platelets'. Each row has a radio button, an 'Order type\*' dropdown, and a 'Product\*' dropdown. The 'Platelets' radio button is selected. The 'Order type\*' dropdown for 'Platelets' is open, showing options: HLA, HLA/HPA, and HPA.

The screenshot shows the 'Add Products' form. A green box highlights 'Specialist products' with the note: 'Only to be used for patients approved to receive HLA/HPA selected products'. Below this, it says 'Please select from the below'. There are two rows: 'Red cells' and 'Platelets'. Each row has a radio button, an 'Order type\*' dropdown, and a 'Product\*' dropdown. The 'Platelets' radio button is selected. The 'Order type\*' dropdown for 'Platelets' is set to 'HLA/HPA'. The 'Product\*' dropdown for 'Platelets' is set to 'HLA/HPA SELECTED PLATELETS ONE ADULT'. At the bottom, there are two buttons: '1st Time Order' and 'Order for Known Patient'.

- First time and subsequent orders for HLA and HLA/HPA platelets can be requested through OBOS.
- For HPA selected blood product orders contact H&I department to discuss the request before ordering.

**Note:** Please contact H&I if you are unsure whether a patient has been seen by H&I previously before you create a 1<sup>st</sup> time order request

# Specialist Stock Orders: Platelets

- Complete the delivery method, required date and time as with the standard order.
- Select platelets, order type and product
- Select 1<sup>st</sup> Time Order or Order for Known Patient button

Add Products

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

Please select from the below

Red cells  Order type\* Product\*

Platelets  HLA HLA SELECTED PLATELETS ONE ADULT DOS

1st Time Order Order for Known Patient

- 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.

Warning message

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

OK

# Specialist Stock Orders: Platelets

- If orders are required with less than 24 hours' notice, please our specialist platelet service to discuss on 020 895 72814
- If the request is <24 hours for a Del:Stock or Collect deliveries or < 8 hours for Ad Hoc deliveries the below messages 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 \*

 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 \*

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

# Specialist Stock Orders: Platelets (Known Patient)

All Mandatory fields are marked with an (\*), any mandatory fields missed will be highlighted and need completion before you can proceed.

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 A NEG 1

**Patient Information**

Forename\* Joe  
Surname\* Bloggs  
DOB\* 20/05/1998  
NHS Number\*   
Recipient Code Patient  
Patient ABO A  
Patient RhD NEG  
*Tick here if NHS number is not available*   
Hospital No:

Transfusion date   
Transfusion time

Notes  
(max 500 characters)

*Please enter NHS Number*

Add to order →

- NHS number is preferred but if not available check the tick box and enter a hospital number.
- Other fields are not mandatory but beneficial.

# Specialist Stock Orders

Recipient Code, Patient ABO, Patient RhD fields are not mandatory.

However, they are required details when requesting products for a neonate or foetus without the mandatory details of their own. Use the mother's details instead.

The image displays three screenshots of the NHS OBOS Specialist Stock Order form, illustrating the options available for Patient ABO and Patient RhD fields. Arrows indicate the flow of information from the form fields to the dropdown menus.

**Top Left Screenshot:** Shows the form fields for Recipient Code, Patient ABO, and Patient RhD, all with dropdown arrows.

**Top Right Screenshot:** Shows the Patient ABO dropdown menu with the following options: Patient, Baby of patient, and Foetus of patient. Below the menu is the text "Tick here if NHS number not available".

**Bottom Left Screenshot:** Shows the Patient RhD dropdown menu with the following options: POS and NEG. Below the menu is the text "Tick here if NHS number not available" and the label "Hospital No:".

**Bottom Right Screenshot:** Shows the Patient RhD dropdown menu with the following options: O, A, B, and AB. Below the menu is the text "Tick here if NHS number not available" and the label "Hospital No:".

# Specialist Stock Orders – Platelets (1<sup>st</sup> Time Orders)

## 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 ▾ 0 ▾ POS ▾ 1   🗑️

**Patient Information**

Forename\*  Transfusion date  📅

Surname\*  Transfusion time

DOB\*  📅

NHS Number\*

Recipient Code

Patient ABO

Patient RhD

Tick here if NHS number is not available

Hospital No:

**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

*Please enter a Clinician Telephone.*

Add to order ➔

- When requesting a 1<sup>st</sup> time order – additional fields will appear on the screen.
- Again, all Mandatory fields are marked with an (\*), any mandatory fields missed will be highlighted and need completion before you can proceed.
- **Note:** All 1<sup>st</sup> time orders are sent for consultant authorisation.
  - If authorised, order will be processed and fulfilled
  - Not authorised – you will be contacted by H&I

# Specialist Stock Orders: 1<sup>st</sup> time Platelet orders

All mandatory patient 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*	Male
Rationale*	Female

Diagnosis*	Please Select
Rationale*	Please Select
Patient CMV Status*	Aplastic Anaemia
Post increment count for last Plt transfusion < 10 x 10 <sup>9</sup> /L?	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
Post increment count for last Plt transfusion < 10 x 10 <sup>9</sup> /L?	Chemo
	Post Chemo
	Post BMT
	ATG
	Prophylactic
	Other

Patient CMV Status*	Please Select
Post increment count for last Plt transfusion < 10 x 10 <sup>9</sup> /L?	Please Select
	Positive
	Negative
	Unknown

# Specialist Stock Orders

- When your order is complete 'Add to Order' will move the details over to the right-hand side to preview order.
- Click 'Send order' to complete order

## Order Preview

[Preview in a separate page](#)

Blood order	
<i>Platelets</i>	<a href="#">Amend</a>
Platelets	A POS, 1
Irradiated	Forename: Testing
HLA	Surname: Donne
	D.O.B.: 08/04/2024
	NHS No.: 1111111111
	Recipient Code.:
	ABO.:
	RhD.:
	Hospital No.:
	Sex (assigned at birth): Male
	Patient CMV Status: Negative
	Diagnosis: Acute Leukaemia
	Rationale: Chemo
	Transfusion date:
	Notes:
<input type="button" value="Save draft"/>	
<input type="button" value="Send order"/>	

# Specialist Stock Orders

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

<b>Delivery Information</b>	<b>Order Information</b>	<b>Patient Information</b>
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
<b>Request Information</b>	Submitted at: 14:34	NHS Number: 111111111
OBOS request: <a href="#">172595</a>	Hospital Services Dept.: NAT ACCEPT SITE 1	Hospital Number:
	Status:  Received from external system	Recipient Code:
	Pulse number: <a href="#">L02100580</a>	Sex (assigned at birth): Male
		Patient CMV Status: Negative

Order has been sent

Order information	
PULSE number	L02100580
Current order status	Received from external system

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



# Specialist Stock Orders: HPA products

For HPA selected red cells the following screen appears, giving options of selecting specific phenotypes.

The screenshot shows the 'Specialist products' form. At the top, it says 'Specialist products' and 'Only to be used for patients approved to receive HLA/HPA selected products'. Below this, there are dropdown menus for 'Order Type\*' (set to HPA) and 'Product\*'. To the right are fields for 'ABO\*', 'RhD\*', 'Qty\*', 'CMV-', 'HT-', and 'Clear'. The main section is 'Patient Information', which includes fields for 'Forename\*', 'Surname\*', 'DOB\*', 'NHS Number\*', 'Recipient Code', 'Patient ABO', and 'Patient RhD'. There are also fields for 'Transfusion date' and 'Transfusion time', and a 'Notes' area (max 500 characters). A checkbox is labeled 'Tick here if NHS number is not available'. At the bottom right, there is a yellow 'Add to order' button with a right-pointing arrow.

HPA selected Platelets the same fields for HLA and HLA/HPA platelets appear.

For further information: [Ordering HPA - Hospitals and Science - NHSBT \(blood.co.uk\)](http://www.blood.co.uk)

This screenshot shows the 'Specialist products' form with additional options for HPA selected red cells. It includes the same 'Patient Information' section as the first screenshot. Below the patient information, there are checkboxes for 'Phenotypes(Negative for these antigens)' with options for Rh C, Rh E, Rh c, Rh e, and K. There are also checkboxes for 'Tick here if order is for a Sickle Patient' and 'Tick here if order is for a Thalassaemic Patient'. A 'Select Blood Chars' button is present. Below this, there is a section for 'Selected Blood Characteristics (Negative for these antigens)'. At the bottom right, there is a yellow 'Add to order' button with a right-pointing arrow.

# Tracking Specialist Stock Orders

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

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)		

- Specialist Stock Orders are indicated by the ‘SSO’ column on the right-hand side of the screen and the  icon
- This column can be ordered so that all Specialist Stock Orders appear at the top of the list.

# Tracking Specialist Stock Orders

The screenshot displays the NHS Online Blood Ordering interface. At the top, there is a yellow navigation bar with the text "NHS Online Blood Ordering" and a menu with buttons for "Home", "Create order", "My profile", "Administration", and "Search order". Below this, the main content area is divided into three columns: "Delivery Information", "Order Information", and "Patient Information". The "Patient Information" column is highlighted with a red border. Below the main content, there is a summary bar with "Del:Stock Order For 15/01/2016; 09:25" and "PULSE ORDER: L00701882", along with "Print Order" and "Preview with order for" buttons. The bottom section shows order details for "Platelets Irradiated" with a quantity of 1, and "O Pos" with "Requested: 1", "Allocated: none", and "Issued: none".

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

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

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

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

# Tracking 1<sup>st</sup> time SSO

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

<b>Delivery Information</b> Delivery method: Del:Stock Required date: 01/05/2024 Required time: 16:00	<b>Order Information</b> Hospital name: Birmingham Children's Hospital Submitted by: Ruth Harper Submitted on: 29/04/2024 Submitted at: 14:34 Hospital Services Dept.: NAT ACCEPT SITE 1 Status:  Received from external system Pulse number: L02100580	<b>Patient Information</b> Forename: Testing Surname: Donne D.O.B: 08/04/2024 NHS Number: 1111111111 Hospital Number: Recipient Code: Sex (assigned at birth): Male Patient CMV Status: Negative
--	--	--

Del:Stock Order For 01/05/2024; 16:00 PULSE ORDER: L02100580 **First Time Order** [Print Order](#) [Preview with order form](#)

[Return to Search Results](#)

<b>Platelets Irradiated</b> <i>Platelets</i>	<b>A Pos</b>	Requested: 1 Allocated: none Issued: none	Blood Char neg for: none Rationale: Chemo Notes:	Diagnosis: Acute Leukaemia Patient:
---	--------------	---	--	--

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

- 1<sup>st</sup> time orders are identifiable by the 'First Time Order' blue wording seen on the overview screen.

# Standing Orders

Home

**Create order**

My profile

Administration

Search order

# Standing Orders

For Routine rounds the delivery slot matrix will appear. Ad hoc orders can be manually entered

The screenshot shows the 'Standing Order Delivery Schedule' form. On the left, under 'Delivery Information', there are fields for 'Delivery method \*' (set to 'Del:Stock'), 'Start date \*' (06/05/2024), and 'End date' (20/05/2024). A note below the end date states: 'If no end date is selected the standing order will continue until further notice'. The main section, 'Standing Order Delivery Schedule', has a 'Frequency \*' dropdown set to 'Every week'. Below this is an 'On \*' section with checkboxes for days of the week: Mon (checked), Tues, Wed (checked), and Thur. To the right of the 'On \*' section is a 'Delivery slots for Wednesday :' matrix with two columns for 'Time Required'. The first column has entries for 11:30 and 16:00. A red arrow points from the text box above to the 'Please check to see services dept deliver selected' note, which is positioned above the matrix.

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

This close-up shows the 'Standing Order Delivery Schedule' form with the 'Frequency \*' dropdown menu open. The menu lists four options: 'Every week' (highlighted), 'Every alternate week', 'Every 3 weeks', and 'Every 4 weeks'. Below the menu, the 'On \*' section shows checkboxes for Tues, Wed, and Thur, each with an empty 'Time Required' field.

- Select the frequency of the order from the drop-down list

# Standing Order

- 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.
- For example: 'Except on' a Bank Holiday Monday could be 'Require on' the following Tuesday.
- Exclude dates if required.

blood and transplant

**NHS Online Blood Ordering** Home Create order My profile Administration Search order

Delivery Information	Standing Order Delivery Schedule	
Delivery method * <input type="text" value="Del:Stock"/>	Frequency * <input type="text" value="Every week"/>	<small>Please check to see if your hospital services dept. delivers on the days selected</small>
Start date * <input type="text" value="06/05/2024"/>	On * <input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thur	Time Required <input type="text" value="16:00"/> <input type="text" value="16:00"/>
End date <input type="text" value="27/05/2024"/>	Except on <input type="text" value="15/05/2024"/>	<input type="text"/> <input type="text"/>
<small>If no end date is selected the standing order will continue until further notice</small>	Require on <input type="text" value="16/05/2024~16:00"/>	<input type="text"/> <input type="text"/>



# Standing Order: Platelets – transfusion date

- When creating platelet standing orders both standard and specialist, users can specify when after delivery the transfusion will occur to ensure adequate shelf life on the component(s).
- Expand the order by selecting the Req. option then select one of the 'Transfusion will be' dropdown options shown below

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

Platelets

**Patient information**

Patient name / ID

Transfusion will be (none specified)

Notes: Please select (none specified) Comment only

Select Comment

On the day of delivery  
1 day after delivery date  
2 days after delivery date

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

## 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 Hospital No.

Notes (max 500 characters)

Transfusion will be (none specified)  
On the day of delivery  
1 day after delivery date  
2 days after delivery date

Tick here if NHS number is not available

If no specific instruction is required, this will default to 'None Specified' and NHSBT will supply to FIFO (First In First Out)

# Standing Order

**Delivery Information**

Delivery method \* Del Stock

Start date \* 06/05/2024

End date 27/05/2024

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

**Request Information**

Schedule reference 4459

**Standing Order Delivery Schedule**

Frequency \* Every week

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

On \*

<input checked="" type="checkbox"/> Mon	Time Required <span>16:00</span>	<input type="checkbox"/> Fri	Time Required
<input type="checkbox"/> Tues		<input type="checkbox"/> Sat	
<input checked="" type="checkbox"/> Wed	Time Required <span>16:00</span>	<input type="checkbox"/> Sun	
<input type="checkbox"/> Thur			

Except on 15/05/2024

Require on 16/05/2024-16:00

**Add Products**

Red blood cells	Platelets	Frozen products	White blood cells	Order notes						
Product* Red Cells	ABO* Red Cells	RhD* Red Cells	Qty* 	CMV- <input type="checkbox"/>	HT- <input type="checkbox"/>	HbS- <input type="checkbox"/>	IgA <input type="checkbox"/>	Aph <input type="checkbox"/>	Req. <input type="checkbox"/>	Remove <input type="checkbox"/>
Red Cells	Red Cells	Red Cells		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Red Cells	Red Cells	Red Cells		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Red Cells	Red Cells	Red Cells		<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** [Preview in a separate page](#)

**Blood order**

*Red blood cells* [Amend](#)

**Red Cells** Patient Name/ID:  
O Pos, 4

Max blood age -  
Notes -

**Red Cells** Patient Name/ID:  
O Neg, 2

Max blood age -  
Notes -

**Order notes** [Amend](#)

Notes Ruth Testing

**Send order**

- Components are then entered in the same way and added to the order.
- Once the order is complete click send order to register the standing order.
- A warning message will show if a standing order date added to the list falls on a Bank Holiday or a weekend – this is to make sure the date is acceptable.

# Standing Order – Confirmation

Each standing order is given a Schedule reference number.  
- clicking it will allow the detail of the standing order to be viewed  
- The dates/times and any except days can also be viewed.

<b>Delivery Information</b>	<b>Order Information</b>
Delivery method: Del: Stock	Hospital name: Birmingham Children's Hospital
Start date: 06/05/2024	Submitted by: Ruth Harper
Start time:	Submitted on: 03/05/2024
End date:	Submitted at: 16:35
<b>Request Information</b>	Frequency: Weekly
Schedule reference: 4459	Days: <a href="#">Days</a>
	Except on: <a href="#">Dates</a>
	Require on: <a href="#">Dates</a>

Standing order has been generated

Order information
Current order status: <b>New</b>

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

<b>Order Information</b>
Hospital name: Birmingham Children's Hospital
Submitted by: Ruth Harper
Submitted on: 03/05/2024
Submitted at: 16:35
Frequency: Weekly
Days: <a href="#">Days</a>
Except on: <a href="#">Dates</a>
Require on: <a href="#">Dates</a>

Monday ~ 16:00  
Wednesday ~ 16:00

<b>Order Information</b>
Hospital name: Birmingham Children's Hospital
Submitted by: Ruth Harper
Submitted on: 03/05/2024
Submitted at: 16:35
Frequency: Weekly
Days: <a href="#">Days</a>
Except on: <a href="#">Dates</a>
Require on: <a href="#">Dates</a>

15/05/2024

<b>Order Information</b>
Hospital name: Birmingham Children's Hospital
Submitted by: Ruth Harper
Submitted on: 03/05/2024
Submitted at: 16:35
Frequency: Weekly
Days: <a href="#">Days</a>
Except on: <a href="#">Dates</a>
Require on: <a href="#">Dates</a>

16/05/2024 ~ 16:00

# Standing Order Tab – Track/view orders

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

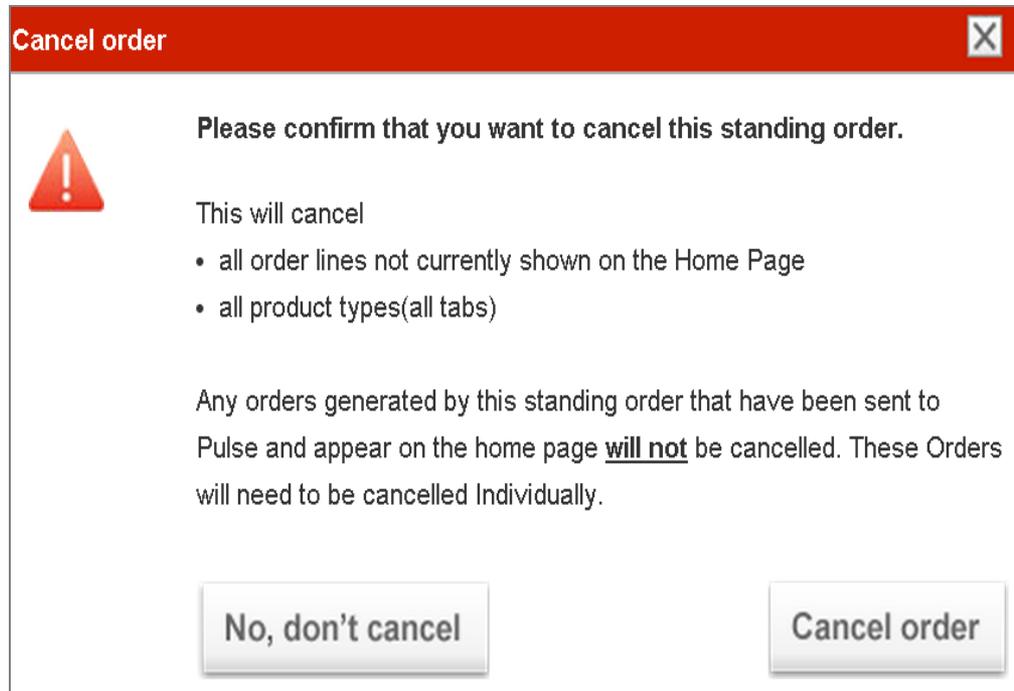
Current Orders
Draft Orders (0)
Standing Orders
Queued Orders (1)
Active Orders ▾

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	
<b>Next deliveries</b>						
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						

- Orders that are due in the next 5 weeks will be displayed here.
- Requests will move from this tab to the home page **eight** days before they are due for delivery – these orders will be transferred to NHSBT pulse.
- Standing orders get both a PULSE and individual OBOS number when they move.
- The original standing order reference can be seen by hovering over the icon on the home page.

	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

# Cancelling or Amending Standing Orders



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

# Monitoring Standing Orders

Order Summary

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

Order Summary

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

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

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

Hovering over the icon will show an advisory message.

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

# Monitoring Standing Orders

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

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

Prev ◀ 1 2 3 4 ▶ Next

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

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

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

Current Orders | Draft Orders (2) | **Standing Orders** | Queued Orders (0)

Schedule ref	Patient name/ID	Rec	Start date	End date	Delivery type	SSO
4115 <a href="#">Amend schedule or ordered product</a>			10-May-2019	13-May-2019	Del: Stock	
Next deliveries						

Filter dropdown: All Orders (selected), Active Orders, All Orders

# Specialist Stock Standing Orders

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

Delivery Information		Standing Order Delivery Schedule	
Delivery method *	Del:Stock	Frequency *	Every week
Start date *	10/05/2019	On *	
End date *	24/07/2019	<input checked="" type="checkbox"/> Mon	Time Required 11:30
	<small>The maximum end date that can be selected is one month from the start date</small>	<input type="checkbox"/> Tues	
		<input type="checkbox"/> Wed	

The only difference with SSO standing orders is:

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

# Contingency – When Pulse or OBOS are unavailable

# Using OBOS when Pulse is unavailable

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
41549	18-May-2012	21:01	Dave Wong	21-May-2012 EVE	Del:Stock	! Queued	
41862	19-May-2012	21:04	Dave Wong	22-May-2012 EVE	Del:Stock	! Queued	
42219	20-May-2012	21:01	Dave Wong	23-May-2012 EVE	Del:Stock	! Queued	

- 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.
- 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.

# Using OBOS when Pulse is unavailable

- 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.

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

<b>Delivery Information</b>	<b>Order Information</b>
Delivery method <b>Del:Stock</b>	Hospital name <b>The John Radcliffe Hospital, Oxford</b>
Required date <b>03/11/2011</b>	Submitted by <b>NHSBT Administrator</b>
Required time <b>AM</b>	Submitted on <b>02/11/2011 21:06</b>
<b>Request Information</b>	Submitted at <b>21:06</b>
OBOS request <b>28557</b>	Status <b>! Queued</b>

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



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

# If OBOS is Not Functioning

- If you cannot place an order using OBOS please use the contingency order forms for all standard/non-standard forms/. Emergency component request forms.
  - The above forms can be found on the [Order forms - Hospitals and Science - NHSBT \(blood.co.uk\)](#) which should be fax/emailed to your local Hospital services department.

**Note:** Emergency orders should be followed up by a phone call to ensure receipt.

## Component order forms

When OBOS is not available please email (as an attachment) or fax your order to Hospital Services:

- For components with no specific phenotype - [standard component request \(Word 37KB\)](#) 
- For components with specific phenotypes (for example: K-, c- and E-) - [non-standard component request \(Word 21KB\)](#) 
- For emergency orders - these should be followed up by a phone call to Hospital Services to ensure they have received your order - [emergency orders](#)

## Thawed / washed red cells

Please [contact Red Cell Immunohaematology](#) (RCI) to request thawed / washed red cells from the National Frozen Blood Bank.

# If OBOS is Not Functioning: SSO

## HLA selected Products:

- Complete FRM559 Request for HLA Selected Products – Second and subsequent orders
- FRM558 for first time requests

## HPA blood components

- Telephone H&I Filton (0117 912 5728) to request an order form (FRM609). After returning the form, follow up with a confirmation telephone call, during core hour
- More Information can be found on the H&I website [Histocompatibility and Immunogenetics - Hospitals and Science - NHSBT \(blood.co.uk\)](http://www.blood.co.uk/Histocompatibility%20and%20Immunogenetics%20-%20Hospitals%20and%20Science%20-%20NHSBT)

# Order Status

(Order Summary Screen)

# Order Status

Progress of all orders can be tracked via the Current status tab on the home page.

Pulse No.	Date Ordered ▲	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO
L02101279	20-May-2024	13:27	Ashley Lawley	20-May-2024, 15:42	Ad Hoc	➡ Received from external system	
L02101277	20-May-2024	13:07	Ashley Lawley	20-May-2024, 15:21	Ad Hoc	➡ Received from external system	
L02101267	20-May-2024	10:07	Ashley Lawley	20-May-2024, 12:22	Ad Hoc	⬇ Waiting for Issue	
L02101064	17-May-2024	15:36	Ashley Lawley	17-May-2024, 17:50	Ad Hoc	⬇ Awaiting assignment (SSO)	✳
L02101061	17-May-2024	15:11	Ashley Lawley	17-May-2024, 17:22	Ad Hoc	⬇ Awaiting patient link (SSO)	✳
L02101060	16-May-2024	12:05	Hospital User	16-May-2024, 14:20	Ad Hoc	➡ Received from external system	
L02101059	16-May-2024	12:05	Hospital User	16-May-2024, 14:19	Ad Hoc	➡ Received from external system	
L02101058	15-May-2024	15:27		15-May-2024, 17:42	Ad Hoc	➡ Dispatched, notification outstanding	

The order status are explained in more detail on the next couple of slides

# Order Status



1. Received from external source

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



2. Awaiting allocation

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



3. Waiting for issue

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



4. Partially issued

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



5. Locked by another user

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



6. Preparation in progress

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

# Order Status



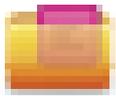
7. Prepared awaiting dispatch

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



8. Notif. Outstanding dispatched

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



9. Notification received

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



10. Unfulfilled

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



11. Awaiting patient link (SSO)

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

# Order Status



## 12. Awaiting assignment (SSO)

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



## 13. Awaiting authorisation (SSO)

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



## 14. To be updated by the hospital

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

# Order Status

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

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

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

 **Originated from a standing order**

# Split Orders

- The three orders on this screen have been split by NHSBT into several PULSE orders as indicated by the bar on the left-hand side of the screen.
- 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.

## NHS Online Blood Ordering

Home Create order My profile Administration Search order

### Order Summary

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

Current Orders	Draft Orders (2)	Standing Orders	Queued Orders (0)			
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status
 L00001704	16-Dec-2009	11:45 AM	NHSBT Admin	17-Dec-2009, AM	Del Stock	 Waiting for issue
 L00001703	16-Dec-2009	11:45 AM	NHSBT Admin	17-Dec-2009, AM	Del Stock	Locked by another user
 L00001702	16-Dec-2009	11:44 AM	NHSBT Admin	17-Dec-2009, AM	Del Stock	 Waiting for issue



Pulse No.	Date Ordered	Time
 L00001704	16-Dec-2009	11:45 AM
 L00001702		
 L00001704		

- By clicking on the pulse number, the original order can be viewed
- By clicking on the **blue** (active) link you can go to that part of the split order.
- The inactive link is the current order

# Split Orders

**NHS Online Blood Ordering**

Home Create order My profile Administration Search order

<b>Delivery Information</b>	<b>Order Information</b>
Delivery method <b>Del:Stock</b>	Hospital name F
Required date <b>11/05/2011</b>	Submitted by <b>Dave Wong</b>
Required time <b>EVE</b>	Submitted on <b>11/05/2011</b>
<b>Request Information</b>	Submitted at <b>11:23</b>
OBOS request <b>24059</b>	Hospital Services Dept. <b>NBS- Colindale</b>
	Status <b>Notification outstanding</b>
	Pulse number <b>W02226427</b>

Split order numbers can also be viewed from the order confirmation screen

- On this example W02226427 is the original request number and the red cells will be issued on this.

Del:Stock Order For **11/05/2011, EVE** PULSE ORDER: **W02226427** [Print Order](#)

<b>Red Cells</b> <i>Red blood cells</i>	O Pos	Requested: <b>1</b> Allocated: <b>1</b> Issued: <b>1</b>	Blood Char neg <b>W02228108</b> <b>W02228109</b>	
<b>Notes:</b>				
<b>Platelets</b> <i>Platelets</i>	O Pos	Requested: <b>1</b> Allocated: <b>none</b> Issued: <b>none</b>	<b>Split &amp; Deleted:</b> <b>W02228108</b>	Patient:
<b>Notes:</b>				

W02228108 and W02228109 are the split order numbers for the other products

OBOS request **24059** Hospital Services Dept. **NBS- Colindale**

Status **Waiting for Issue**

Pulse number **W02228108**

Del:Stock Order For **11/05/2011, EVE** PULSE ORDER: **W02228108** [Print Order](#)

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

# Order substitutions

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

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



[Home](#)

[Create order](#)

[My profile](#)

[Administration](#)

[Search order](#)

# Searching OBOS

There are several ways to search on OBOS:

Search Order

The PULSE number if you have it

Pulse number

(OR)

Request number

(OR)

The OBOS number (request number)

- Delivery Type  
- Orders containing specific products  
- Status of request: e.g. Dispatched

Delivery Type

Containing

Status

Order Date  Date ordered on  
 Required delivery date

Dates from \*

to \*

Date ordered on or Required delivery date must be added to each of these requests in this greyed section

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

Patients with SSO

Forename

DOB

Surname

NHS Number

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

Standing Order Number \*

Frequency

Dates from

to

Standing orders, if reference number is known

# Searching SSO

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

[Clear / start again](#)

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

**Search**

Search results for forename **Granny**

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

SSO orders that have transferred across to NHSBT having being assigned a Pulse number can be searched using any individual criteria or combination of the following:

- Forename
- Surname
- DOB
- NHS Number

# Searching Standing Orders

Using the standing order number/reference you can search 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 \*

Dates from  

to  

Frequency All 

- All
- 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 \*

Dates from  

to  

Frequency All 

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

# Reconciling an Order

# Confirming Receipt of an Order

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

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

**Confirmation of receipt** ✕

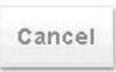
To confirm receipt of this order please enter the date and time that the order was received and click on the confirm button.

Date \*  

Time \*

Please use time in 24 hr

User confirming receipt : **Hospital User**

# Correct time and date

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

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



**Confirmation of receipt** [X]

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

Date \*  

Time \*   ▾

Please use time in 24 hr

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

User confirming receipt : **Hospital User**

# Administration

Home

Create order

My profile

Administration

Search order

# Adjust The Home Page

## Order Summary

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

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

## NHS Online Blood Ordering

Home Cre

### Current Orders display range

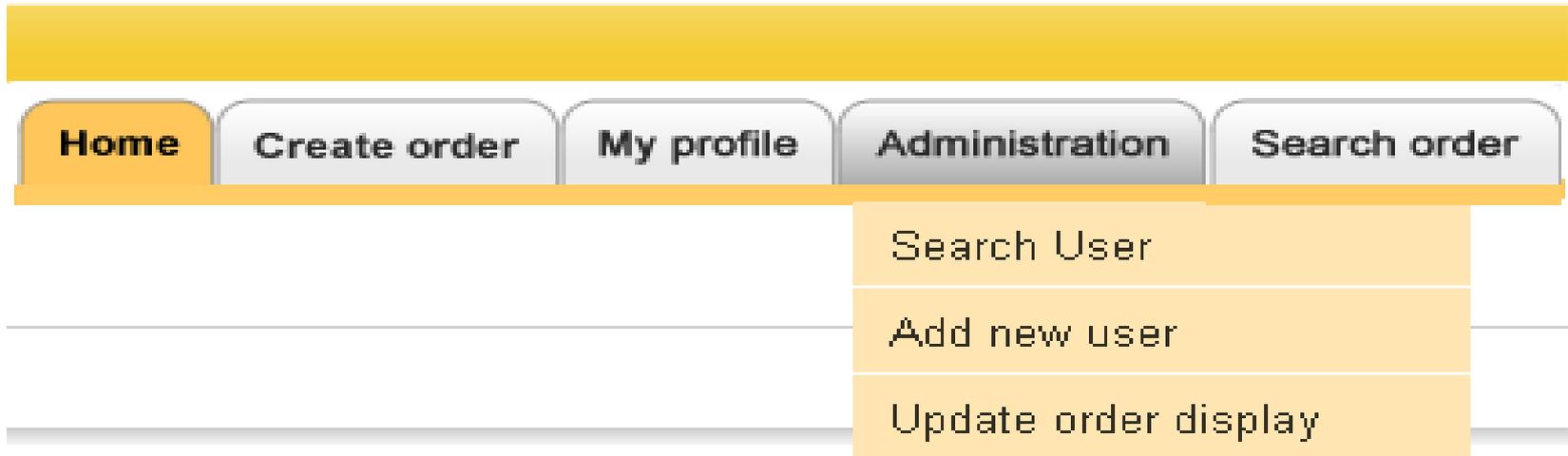
Days Before\*

Days After\*

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

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

# Adding a New User



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

# Hospital Administrators: Adding New Users

NHS Online Blood Ordering

Home

Create order

My profile

Administration

New / update user

**User information**

Username \*

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

**Hospital mapping and permissions**

All Hospital   
Addenbrooke's Hospital  
Airedale General Hospital  
Alder Hey Children's Hospital

Add to user ↓    Make default \*    Remove from user ↑

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

- Enter the information into the boxes provided.
- Email addresses can only be associated with one username.
- If a user moves hospitals outside of the Trust, please ensure the account is deactivated.
- Personal or generic email addresses should not be used

# Adding new users/Updating accounts



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

When setting up new users or amending existing accounts, the email address associated with the account **MUST** be an organisational email for security reasons.

An error will appear if a non-organisational email such as Hotmail, Yahoo or Gmail is used.

# Three types of hospital accounts

**NHS Online Blood Ordering** [Home](#)

New / update user

**User information**

Username \*

Firstname \*

Surname \*

**Contact information**

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

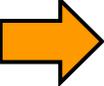
**Role and training**

Hospital job title \*

OBOS training date

Assign this role \*

- Hospital user
- Hospital administrator
- NHSBT administrator
- NHSBT user
- NHSBT announcement user
- Reconciliation user



## Hospital user

- Can place orders and standing orders
- Can amend or delete orders and standing orders
- Can update own profile
- Can search for orders

## Hospital administrator

- Can create accounts, activate users and reset passwords in addition to the functionality of a hospital user

## Reconciliation User

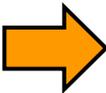
- Can reconcile orders only
- Can **NOT** create/cancel/amend orders

NHSBT options not available.

# Adding New Users

- Select the required hospitals from the list and click [Add to user](#)  if required.
- Select a default hospital by highlighting as shown and then clicking on [Make default](#) .
- When details are correct click on [Save](#) .
- Username and password will be emailed to the email address provided

Hospital mapping and permissions

All Hospital 

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

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

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

Freeman Hospital, Newcastle  
Royal Brompton Hospital  
Stoke Mandeville Hospital

[Plea](#)

# Searching New Users

**NHS Online Blood Ordering**

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

**User Search**

Username

Firstname

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

Email address

Include these roles \*  
 Hospital user  
 Hospital administrator  
 NHSBT administrator

Clear Search

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

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

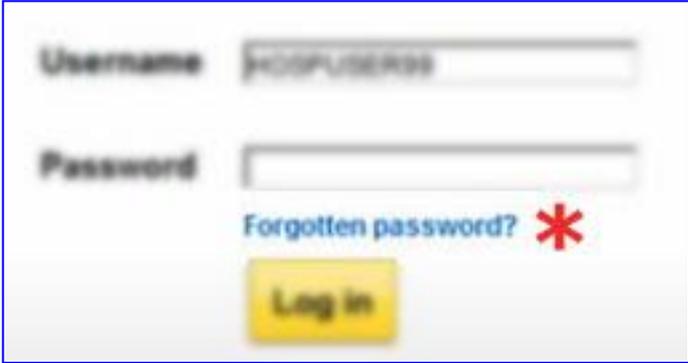
- Access user search via the administration tab.
- Enter search details and select search (part details may be used)
- To view or edit a user click on the username in blue on the search results



# Failed Log In Attempts and Forgotten Passwords

# Forgotten Passwords

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

A screenshot of a login form. It features two input fields: 'Username' with the text 'jdoe@nhs.uk' and 'Password'. Below the password field is a blue link that says 'Forgotten password?' followed by a red asterisk. At the bottom of the form is a yellow 'Log in' button.

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

# Forgotten Passwords



Step1  
To reset your password please provide your username

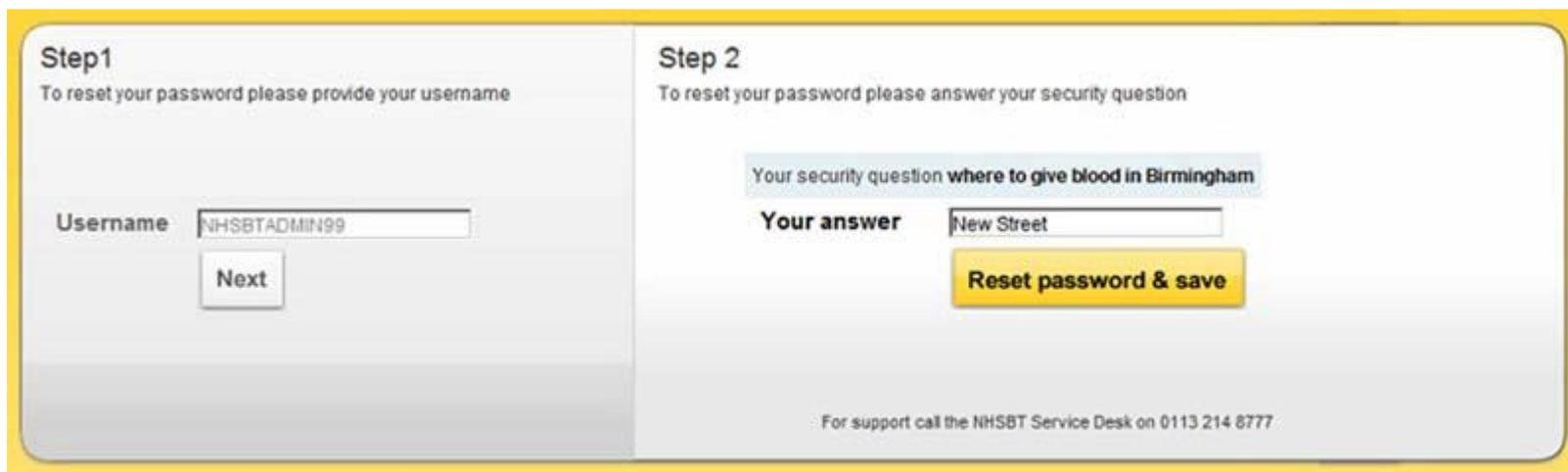
Username

Next

For support call the NHSBT Service Desk on 0113 214 8777

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

# Forgotten Passwords



The screenshot displays a two-step password reset process. Step 1, titled 'Step 1 To reset your password please provide your username', shows a text input field for 'Username' containing 'NHSBTADMIN99' and a 'Next' button. Step 2, titled 'Step 2 To reset your password please answer your security question', shows a text input field for 'Your security question' containing 'where to give blood in Birmingham', a text input field for 'Your answer' containing 'New Street', and a yellow 'Reset password & save' button. At the bottom of the form, it says 'For support call the NHSBT Service Desk on 0113 214 8777'.

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

# Failed Log In Attempts

You have 5 attempts to enter your password after that your account will be locked and.

**Log in failed. You have 4 attempts remaining.**

Username

**Log in failed. You have 3 attempts remaining.**

Password  Username

[Forgotten password?](#)

**Log in**

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

Password

[Forgotten password?](#)

**Log in**

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

Username

Password

[Forgotten password?](#)

**Log in**

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

Username

Password

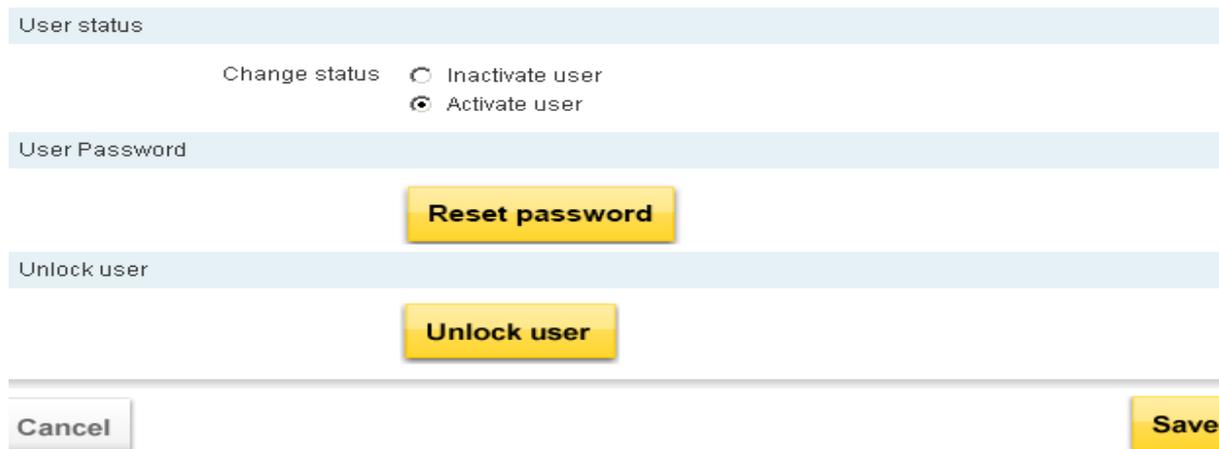
[Forgotten password?](#)

**Log in**

You will need to speak to your local administrator to unlock and reset your password

# Activating/Inactivating and Re-setting Passwords

- Under the administration tab – Search of user account.
- Scroll to the bottom of the page for the following options:
  - Activate/ inactivate users.
  - Reset passwords
  - Unlock users



The screenshot shows a user management interface with three main sections: 'User status', 'User Password', and 'Unlock user'. Each section has a corresponding yellow button. At the bottom, there are 'Cancel' and 'Save' buttons.

User status

Change status  Inactivate user  
 Activate user

User Password

**Reset password**

Unlock user

**Unlock user**

Cancel **Save**

# Deactivation of accounts

- You should deactivate any user accounts when the user leaves a hospital/Trust they no longer need to order components for. This will remove the possibility of accessing the wrong account and placing orders for the wrong location.
- If an account has not been accessed for a prolonged period of time, it will automatically be deactivated.
- These accounts can be reactivated by any user with administrator level access.

# Training/Live System E-mails

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

## Examples:

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



# The End

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)