

Online Blood Ordering System (OBOS)

The screenshot shows the login interface for the NHS Online Blood Ordering System. The page has a light grey background with a yellow border. At the top left, the text "Welcome to NHS Online Blood Ordering System" is displayed. Below this, a blue header bar contains the text "Welcome to OBOS. The On-line Blood Ordering System***". The main form area contains fields for "Username" and "Password", each with a corresponding input box. To the right of the password field is a link "Forgotten password?". Below these fields is a yellow "Log in" button. At the bottom left of the page, there is a link "Hospital and Science Website". At the bottom center, the NHS and Blood and Transplant logos are visible. At the bottom right, the text "For support please contact your administrator 10.1.0" is displayed.

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

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System Overview and login

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

The Online Blood Ordering System (OBOS) has been developed in collaboration with NHSBT and hospital transfusion laboratory stakeholders. to order blood components online. Orders placed in this way will go directly into the NHSBT computer system, Pulse and hospitals will be able to view the progress of their orders within NHSBT. Links to the OBOS sites can found on the hospital and sciences website.

OBOS is designed to work on desktop PC's as well as mobile devices.

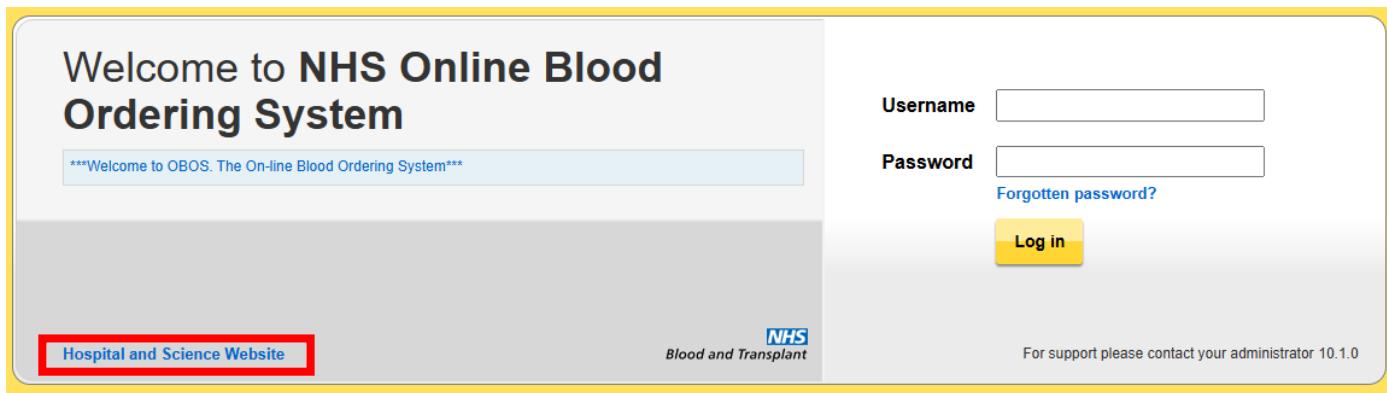
Please Note: be aware of the normal functionality of the computer mouse scroll wheel. It is important that you do not inadvertently change a selection for any of the drop-down menus using the mouse scroll wheel – **check all selections before selecting “Send order.”**

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

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

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

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



Welcome to NHS Online Blood Ordering System

Welcome to OBOS. The On-line Blood Ordering System

Username

Password

[Forgotten password?](#)

Log in

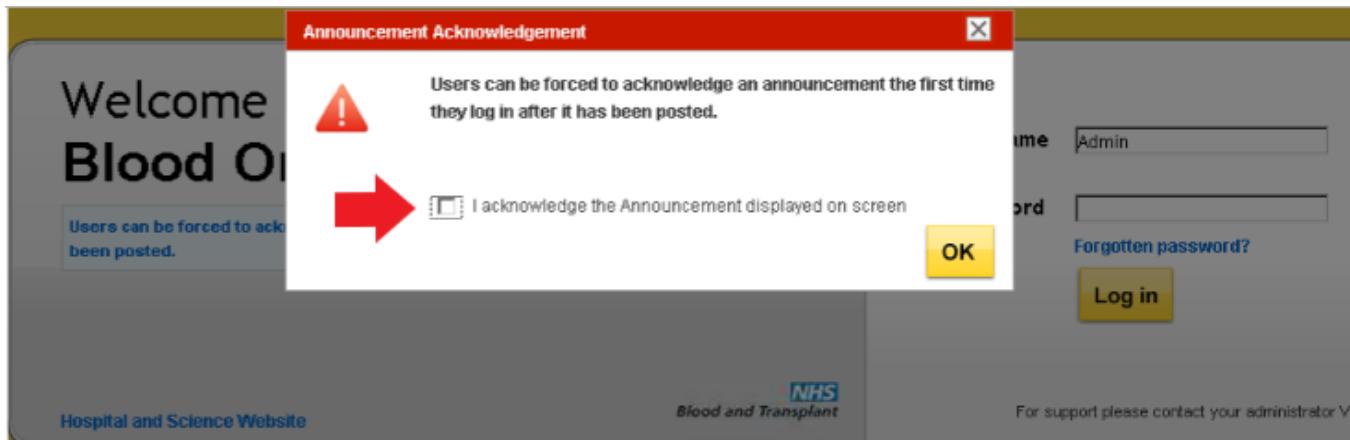
[Hospital and Science Website](#)

NHS
Blood and Transplant

For support please contact your administrator 10.1.0

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

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



First time logging in

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

Update my password

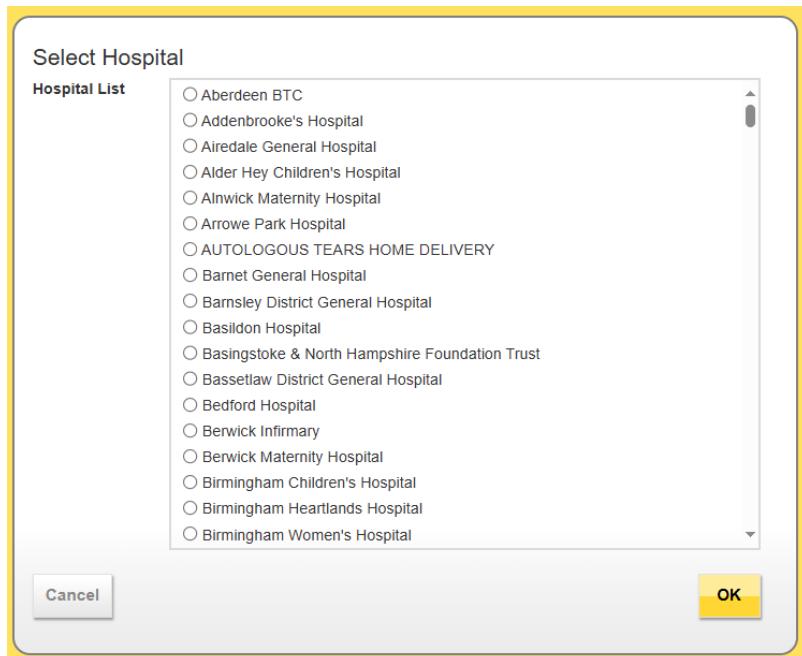
Username	Harp0035	Your password should be:
Old password *	<input type="password"/>	<ul style="list-style-type: none"> • 10-30 characters long • at least one special character • at least one capital letter • at least one number • not one of your 12 previously used passwords
New password *	<input type="password"/>	
Confirm New password *	<input type="password"/>	

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

Your security question *	<input type="text"/>
Eg: Your Mother's Maiden name?	
Your answer *	<input type="text"/>

Cancel **Save**

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



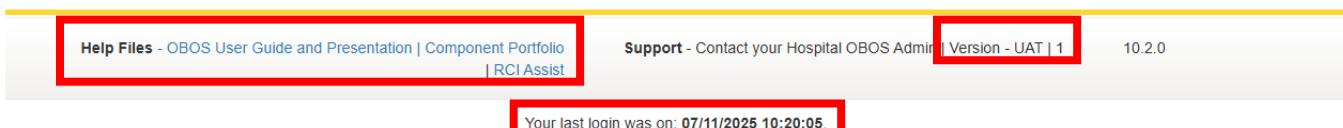
Alternatively, one hospital may have been set up as your default location in which case you will be taken straight to the home page for that hospital.

OBOS Homepage [\[back to top\]](#)

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

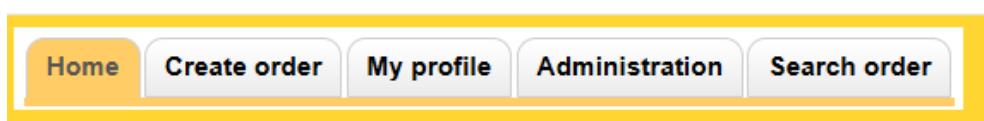
The OBOS “footer” includes links to the OBOS User Guide and Presentation, the NHSBT Component Portfolio, RCI Assist along with the current OBOS version, which system e.g.,

Live or Training and the date and time of your last log in (UAT is the NHSBT user acceptance testing site for internal use only) and when your last login was.

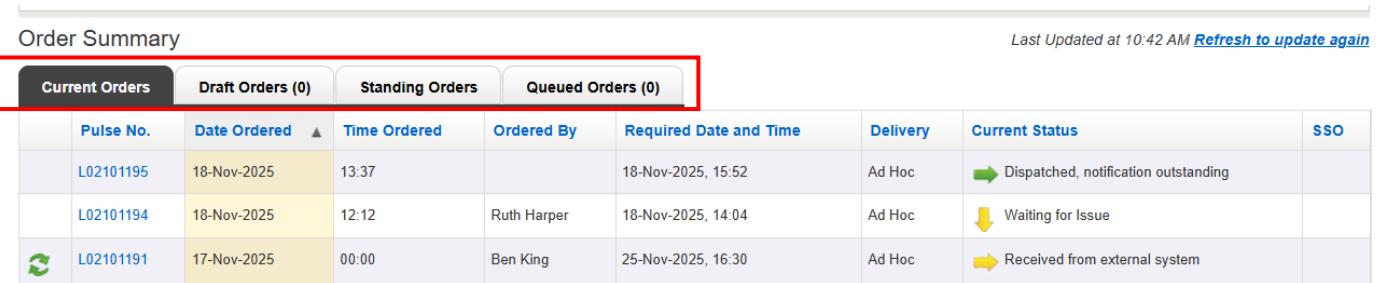


Option Tabs

The tabs will indicate where you are in OBOS and the page you are on will be coloured in gold.



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



Order Summary								Last Updated at 10:42 AM Refresh to update again
Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (0)		
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO	
L02101195	18-Nov-2025	13:37		18-Nov-2025, 15:52	Ad Hoc	 Dispatched, notification outstanding		
L02101194	18-Nov-2025	12:12	Ruth Harper	18-Nov-2025, 14:04	Ad Hoc	 Waiting for Issue		
 L02101191	17-Nov-2025	00:00	Ben King	25-Nov-2025, 16:30	Ad Hoc	 Received from external system		

Create order tab

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



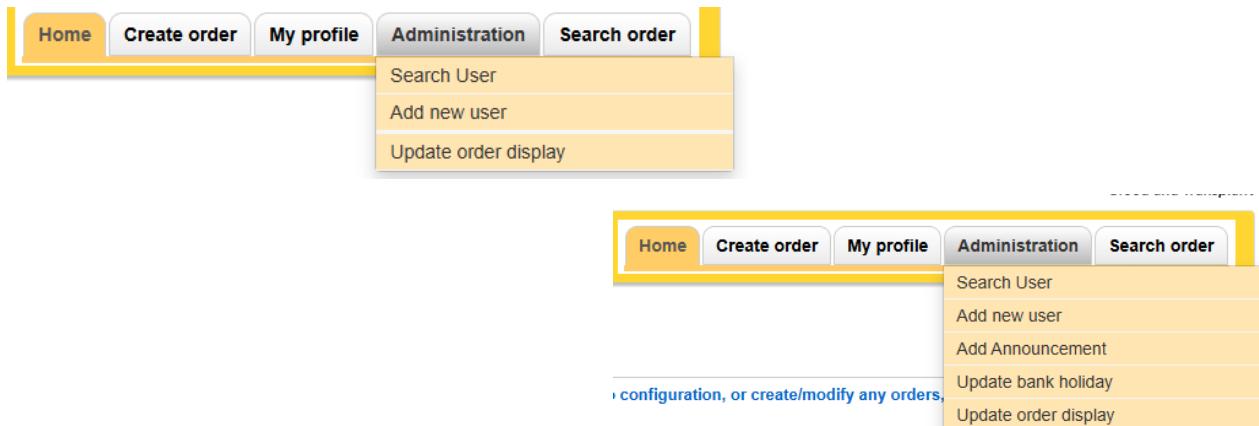
My Profile Tab

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



Administration Tab

Hospital administrator will have an additional tab to; Search user, Add new user and Update order display. NHSBT administrator have two additional options, Add announcement and Update bank holiday.



Types of accounts available

The different access levels for each account type will dictate which functions are available and which tabs will appear.

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

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

There are different ways to search on OBOS, but only one can be used at a time:

Search Order

By PULSE number

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

Pulse number (eg: P123456789)

Request number

By OBOS number (request number)

Delivery Type
Containing
Status

Order Date
 Date ordered on
 Required delivery date

Dates from *
to *

Clear / start again

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

*Date range between 1 day up to a max 31 days. *

Patient details for SSO

Forename
Surname

DOB
NHS Number

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

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

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

Red Cells
Red blood cells

O Pos

Requested:
Allocated:
Issued: 2
none
none

Blood Char neg for: none

Patient:
Notes:

[Return to Search Results](#)

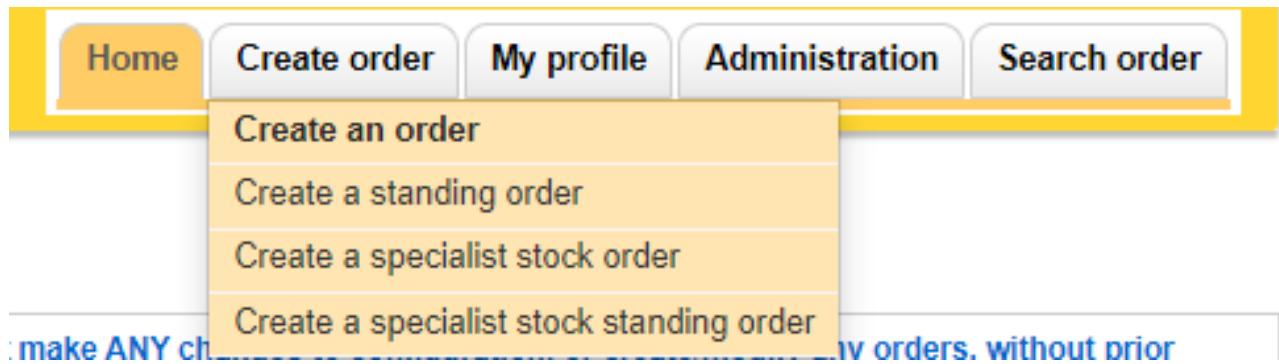
Logging Off [\[back to top\]](#)

There is an automatic ‘time out’ after 20 minutes. Your session will discontinue, and you will return to the login screen.

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

Placing Standard orders using OBOS

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Placing standard orders using OBOS

Blood components available (HLA and HPA products available in the specialist stock order option):

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

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

[+Add line](#)

Add to order ➔

Order Preview

Blood order

Save draft Send order

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

- Select the delivery method required (the default is >blank<)
- Select the delivery date required by clicking on the calendar icon and highlighting the date required or type the date into the required date box in the format dd/mm/yyyy.

Del Stock: For a routine delivery.

A 'delivery slot matrix' will be presented with the delivery times for that day in accordance with your SLA times.

Delivery Information							
Delivery method *	<input type="text" value="Del:Stock"/> <input type="button" value="▼"/>						
Required date *	<input type="text" value="20/11/2025"/> <input type="button" value="Calendar"/>						
Required time *	<input type="text" value="HH:MM"/> <input type="button" value="▼"/> <input type="text"/>						
Delivery slots for Thursday : <table> <tr> <td>06:00</td> <td>16:15</td> </tr> <tr> <td>09:45</td> <td>19:00</td> </tr> <tr> <td>14:00</td> <td></td> </tr> </table>		06:00	16:15	09:45	19:00	14:00	
06:00	16:15						
09:45	19:00						
14:00							

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

Delivery Information

Delivery method * Del:Stock

Required date * 19/11/2025

Required time * HH:MM 14:00

Delivery slots for Wednesday :

06:00	16:15
09:45	19:00
14:00	

Additional non-scheduled deliveries

NHSBT provides an Ad-hoc and an Emergency delivery service. For both deliveries' delivery timings will be auto populated based on the Current time + pick and pack time + delivery time.

Please do not alter the pre-populated time offered, to a time less than what is offered, this is the **earliest** NHSBT can deliver that order. However, this time can be extended.

Ad-Hoc

Delivery Information

Delivery method * Ad Hoc

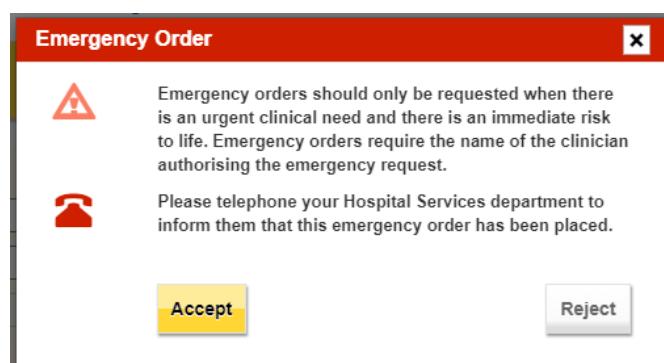
Required date * 19/11/2025

Required time * HH:MM 12:15

Click on the calendar icon to select delivery date. Required format dd/mm/yyyy
 Auto populated when date is selected

Emergency

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



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

NHS Online Blood Ordering

Home Create order My profile Administration Search order

Delivery Information	Emergency Order Details
Delivery method * Emergency	Managing Clinician* <input type="text"/>
Required date * 11/04/2025 	Patient name/ ID <input type="text"/>
Required time * HH:MM 13:56	Justification * <input type="checkbox"/> Emergency Pod Issue <input type="checkbox"/> Other haemorrhage <input type="checkbox"/> GI bleed <input type="checkbox"/> Obstetric haemorrhage <input type="checkbox"/> Phenotyped units <input type="checkbox"/> Any other reason <input type="checkbox"/> Ruptured AAA <input type="checkbox"/> RTA/Trauma <input type="checkbox"/> Surgical bleeding (in theatre/post Op) <input type="checkbox"/> Severe coagulopathy <input type="checkbox"/> Thrombocytopenia

NOTE: The pre-populated time offered is the **earliest** NHSBT can deliver that order. However, please not change this time to a shorter period but consider if this time can be extended.

Additional non-scheduled collection options

Orders can be collected from Hospital Services by transport organised by the hospital. As with the deliveries the time will be auto populated based on the current time + pick and pack time. Please do not alter the pre-populated time offered, to a time less than what is offered, this is the **earliest** NHSBT can complete the order. However, this time can be extended.

Collect

Delivery Information

Delivery method * Collect	Required date * 19/11/2025 
Required time * HH:MM 11:15	Click on the calendar icon to select delivery date. Required format dd/mm/yyyy

Auto populated when date is selected

Emergency Collect

On selection of this delivery option, you **must** telephone Hospital Services to inform them that this order has been placed. Complete the request in the same manner as above.

Emergency Collect Order

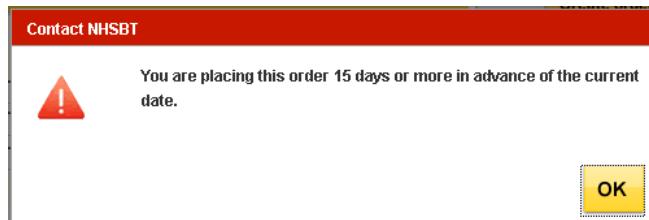
Please telephone your Hospital Services department to inform them that this emergency order has been placed.

Accept

Delivery Information
Delivery method * Emergency Collect
Required date * 19/11/2025 
Required time * HH:MM 11:07

Ordering in advance

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



OBOS Late

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

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

Product Selection [\[back to top\]](#)

Select the component type required by clicking on the red cell, platelet, frozen products, or white blood cells tabs under 'add products.'

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

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="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Red Cells	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Red Cells Irradiated	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Exchange RBC Irradiated (Neonatal)	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
IUT Red Cells Irradiated	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Large Vol RBC in SAGM	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Large Vol RBC in SAGM Irradiated	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Neonatal Red Cells	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Neonatal Red Cells Irradiated	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Washed Cells Ext. Life	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Washed Cells Irradiated Ext. Life	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="x"/>				
Add to order										

Note: Some of these components will be in short supply and should only be requested when necessary.

2. ABO and Rh Requirement: Select from the drop-down lists.

Red blood cells	Platelets	From
Product*	ABO*	RhD*
Red Cells	O	
Red Cells	O	
Red Cells	A	
Red Cells	B	
Red Cells	AB	

Red blood cells	Platelets	Frozen
Product*	ABO*	RhD*
Red Cells	▼	O ▼
Red Cells	▼	▼
Red Cells	▼	POS
	▼	NEG

Note: For frozen components there is no RhD type option, as all requests will default to Rh pos when added to the order but Rh neg components may be supplied by NHSBT. Substitution will be automatic and will not be accompanied by a telephone call. All other substitutions will be accompanied by a telephone call.

3. Quantity required: Enter a quantity in the Qty* box as shown below.

Note: A pop-up box appears for order over 30 units to confirm this quantity

4. Additional testing: like CMV, HT, HbS, IgA and Apheresis (Aph) can be added by checking the boxes available.

For some components where these requirements form part of the product specification these boxes may be greyed out and ticked. For example, specific neonatal 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="button" value="O"/>	<input type="button" value="POS"/>	<input type="text" value="6"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="X"/>	
Red Cells Irradiated	<input type="button" value="A"/>	<input type="button" value="POS"/>	<input type="text" value="4"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="X"/>	
Exchange RBC Irradiated (Neonatal)	<input type="button" value="O"/>	<input type="button" value="POS"/>	<input type="text" value="2"/>	<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"/>	
Large Vol RBC in SAGM	<input type="button" value="B"/>	<input type="button" value="POS"/>	<input type="text" value="2"/>	<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"/>	
IUT Red Cells Irradiated	<input type="button" value="A"/>	<input type="button" value="NEG"/>	<input type="text" value="1"/>	<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"/>	

Note: Where an option is not available the box will be greyed out e.g., HT for group AB FFP.

All components manufactured from UK donations are now tested for HEV and therefore the HEV box has been removed

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

Additional requirements such as phenotyped red cells and date required for platelets can be added using the supplementary screens provided by clicking on the req. button .

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA Aph
Red Cells	O	POS	4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; text-align: center; line-height: 20px; margin-right: 5px;" type="button" value="Req."/> <input style="border: 1px solid red; border-radius: 50%; width: 20px; height: 20px; text-align: center; line-height: 20px;" type="button" value="Remove"/>				

A new screen opens which allows additional information to be added specific to each product type. The requirements screens are different for each component type. The example below is for standard red cells

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
Product*	ABO*	RhD*	Qty*	CMV- HT- HbS- IgA Aph
Red Cells	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> C <input type="checkbox"/> E <input type="checkbox"/> (c) <input type="checkbox"/> (e) <input type="checkbox"/> K <input type="checkbox"/> Tick here if order is for a Sickle Patient <input type="checkbox"/> Tick here if order is for a Thalassaemic Patient				
<input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-bottom: 5px;" type="button" value="Select Blood Chars"/>		Patient information Patient name / ID <input style="width: 150px; border: 1px solid #ccc; border-radius: 5px; height: 25px; margin-top: 5px;" type="text"/>		
Selected Blood Characteristics (Negative for these antigens) Notes: Please select from drop-down box (one comment only) <input style="border: 1px solid #ccc; border-radius: 5px; width: 250px; height: 25px; margin-bottom: 5px;" type="button" value="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. <input style="width: 750px; border: 1px solid #ccc; border-radius: 5px; height: 40px; margin-top: 5px;" type="text"/>				

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

Additional requirements that are available for different product types include:

1. Rh K phenotypes options (Red Cells only)
2. Haemoglobinopathy patient selection
3. Select Blood Characteristics
4. Patient information
5. Line Notes

6. Transfusion date and time (for selected components)
7. Maximum blood age on day of delivery (Selected Red cells components only)

1. Rh K phenotype (Red cells only)

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

Product*	ABO*	RhD*	Qty*	CMV-	HT-	HbS-	IgA	Aph	Req.	Remove
Red Cells	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<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 checked="" type="checkbox"/> (c) <input type="checkbox"/> (e) <input checked="" type="checkbox"/> K										

Note: selection is negative for that antigen

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

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

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="button" value="▼"/> A <input type="button" value="▼"/>	<input type="button" value="▼"/> POS <input type="button" value="▼"/>	1	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> (c) <input type="checkbox"/> (e) <input checked="" type="checkbox"/> K
Phenotypes(Negative for these antigens) <input checked="" 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"/>				

3. Select Blood Characteristics (Red cells only)

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

Type a characteristic or select from the list:

Characteristic	Description
KE002	(k)
KE003	Kpa

Type a characteristic or select from the list:

Characteristic	Description
FY001	Fya
FY002	Fyb

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

Type a characteristic or select from the list:

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

Blood Characteristics (Negative for these antigens)

Characteristic	Description
KE002	(k)

Cancel OK

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.

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

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

<input type="button" value="Select Blood Chars"/>	Patient information Patient name / ID <input type="text"/>
Selected Blood Characteristics (Negative for these antigens)	

5. Line notes (available for all components)

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

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

6. Transfusion date and time (specific components)

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

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

Max blood age is the maximum age the red cell unit(s) are required to be to match clinical need e.g., entering 6 indicates blood less than 7 days old is required. The max life field option is available for Large Volume Transfusion (LVT) and Neonatal Red cells. There is no blood max age box for components where max age is part of the component specification e.g., the shelf life for exchange units is always within 5 days of the bleed date.

Phenotypes(Negative for these antigens)

 C E (c) (e) K

Tick here if order is for a Sickle Patient

Tick here if order is for a Thalassaemic Patient

Select Blood Chars

Patient information

Patient name / ID

Selected Blood Characteristics
(Negative for these antigens)

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.

Following the 'Joint Statement on the removal of maximum age requirements for red cell transfusion to patient including those with Haemoglobinopathies' published in November 2023 the ability to specify max life is restricted and will only be available to a limited number of hospitals.

Order notes

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**. Same dropdown options are available as with the individual request line notes.

Add Products

Red blood cells	Platelets	Frozen products	White blood cells	Order notes
<p>Notes: Please select from drop-down box (one comment only)</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Select Comment</div> <p>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.</p> <p>(max 500 characters)</p>				

Order preview

After selecting your required component and completing the necessary fields; ABO, Rh, quantity and any additional requirements – the request line is complete and can be added to the order by clicking on the ‘Add to order’ button. This will populate on the right-hand side as an order preview, example below.

Add Products

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

[+Add line](#)

[Add to order ➔](#)

[✖ Close Without Saving](#)

Order Preview

Preview in a separate page [↗](#)

Blood order	
Red blood cells	Amend
Red Cells Irradiated	Patient Name/ID: A Pos, 2 HbS- Blood Char neg for: Rh C, Rh E, K Max blood age - Notes -
Exchange RBC Irradiated (Neonatal)	Patient Name/ID: O Pos, 1 CMV- HT-HbS- Blood Char neg for: Rh E, K, Fya, Jka Transfusion date - 30/04/2024 09:00 Notes -
Platelets	Amend
Platelets Irradiated	Patient Name/ID: A Neg, 1 HT- Transfusion date - 30/04/2024 08:00 Notes -

[Save draft](#) [Send order ➔](#)

If the information is incorrect then it can be amended by clicking on the blue 'Amend' in the order preview screen. The individual component will then be returned to the 'add products' section and can then be amended by selecting the correct information or removed by clicking on the remove button .

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

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

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

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

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

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="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>
Red Cells	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>
Red Cells	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>	<input type="checkbox"/>
+Add line				
Add to order ➔				
✖ Close Without Saving				
Save draft Send order				

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

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

Order has been saved as Draft

Order information	
OBOS request number	173239
Current order status	Draft

[<<Homepage](#)

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

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

Order Summary

Last Updated at 11:26 AM [Refresh to update again](#)

Current Orders	Draft Orders (1)	Standing Orders	Queued Orders (0)	Required Date and Time	Delivery	Current Status	SSO
				13-Mar-2025 12:09	Emergency Collect	 Draft	

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

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

Emergency Collect Order For 13/03/2025, 12:09 OBOS Request: 173239

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

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

[Cancel Order](#) [Duplicate Request](#) [Amend Order](#) Send order

Send order.

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

NHS Online Blood Ordering

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

Delivery Information	Order Information
Delivery method	Ad Hoc
Required date	18/11/2025
Required time	14:04
Request Information	
OBOS request	173383
	Hospital name: Birmingham Children's Hospital Submitted by: Ruth Harper Submitted on: 18/11/2025 Submitted at: 12:12 Hospital Services Dept: NAT ACCEPT SITE 1 Status: Received from external system Pulse number: L02101194

Order has been sent

Order information
PULSE number: L02101194
Current order status: Received from external system

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

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

Delivery Information		Order Information	
Delivery method	Ad Hoc	Hospital name	Birmingham Children's Hospital
Required date	18/11/2025	Submitted by	Ruth Harper
Required time	14:04	Submitted on	18/11/2025
Request Information		Submitted at	12:12
OBOS request	173383	Hospital Services Dept.	NAT ACCEPT SITE 1
		Status	 Waiting for Issue
		Pulse number	L02101194

Ad Hoc Order For 18/11/2025, 14:04 PULSE ORDER: L02101194

 Print Order Preview with order form

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

 Amend Order

Return to the order screen by clicking on 'preview with order form' in blue on the right-hand side of the screen.

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

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

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

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

Delivery Information	
Delivery method *	Emergency Collect
Required date *	<input type="text"/> 
Required time *	HH:MM <input type="text"/>

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: )	O 	POS 	2	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  
+Add line				

Order Preview

Blood order

Amending an order once it has been sent [\[back to top\]](#)

Orders can be amended in OBOS until NHSBT have started to allocate components to it. At this point, the order becomes locked and the option to amend an order will not be available on the screen. If amendments are still required, or the order is for specialist components such as Washed Red Cells then please contact your local NHSBT Hospital Services Department.



Request Information

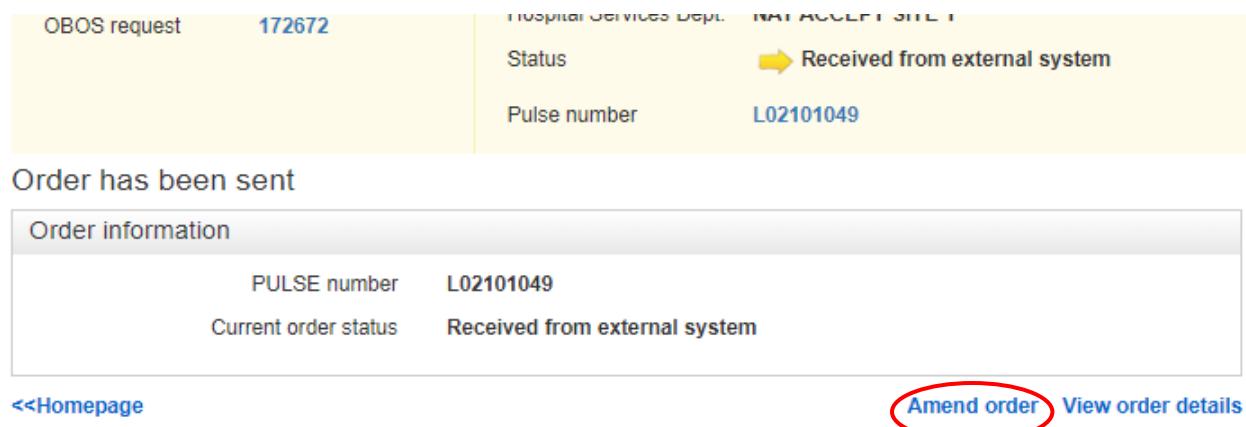
OBOS request	173159	Submitted at	12:40
Schedule reference	4537	Hospital Services Dept.	NAT ACCEPT SITE 1
Status	Locked by another user		
Pulse number	L02100529		

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

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

[<< Return to Search Results](#)

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



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

Order has been sent

Order information

PULSE number	L02101049
Current order status	Received from external system

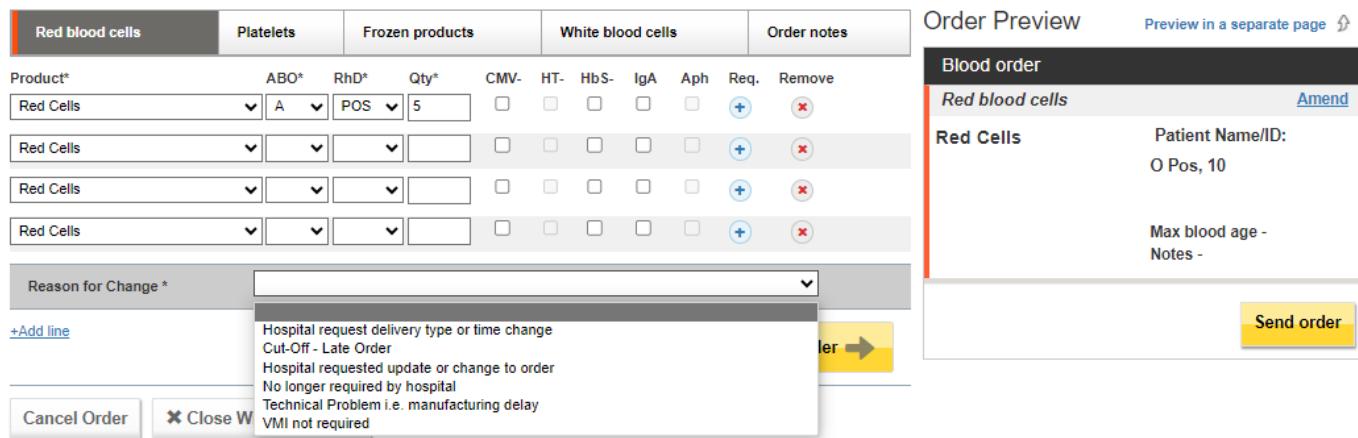
[<<Homepage](#) [Amend order](#) [View order details](#)

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

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

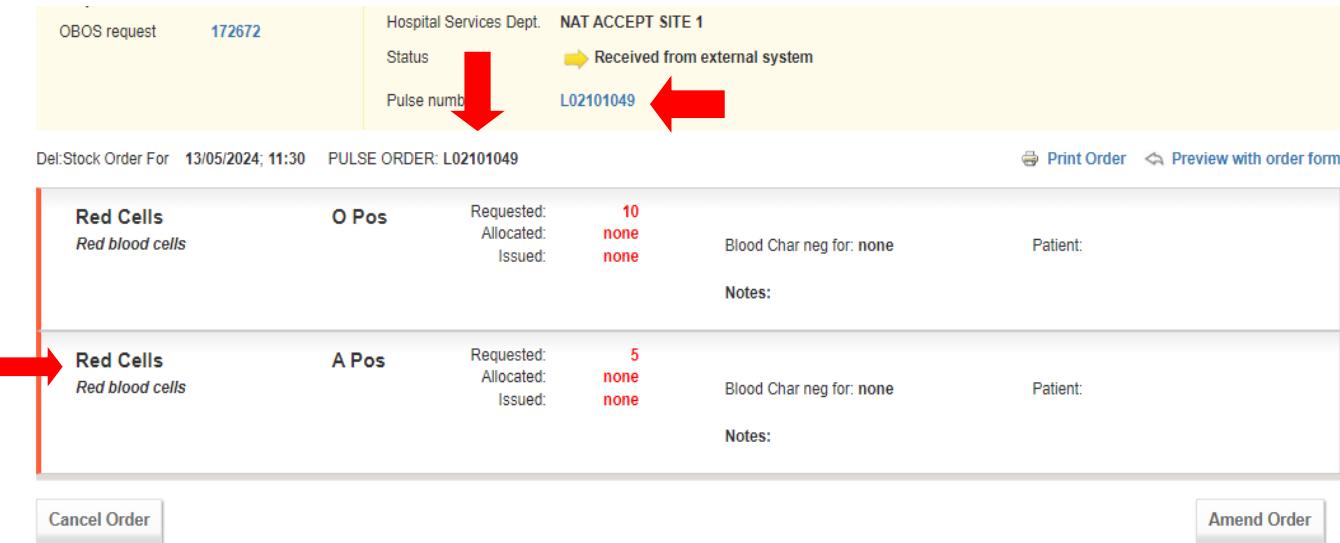
NOTE: when orders are amended you will be prompted to give a reason from the dropdown option, you cannot resend the order without doing so.

Add Products



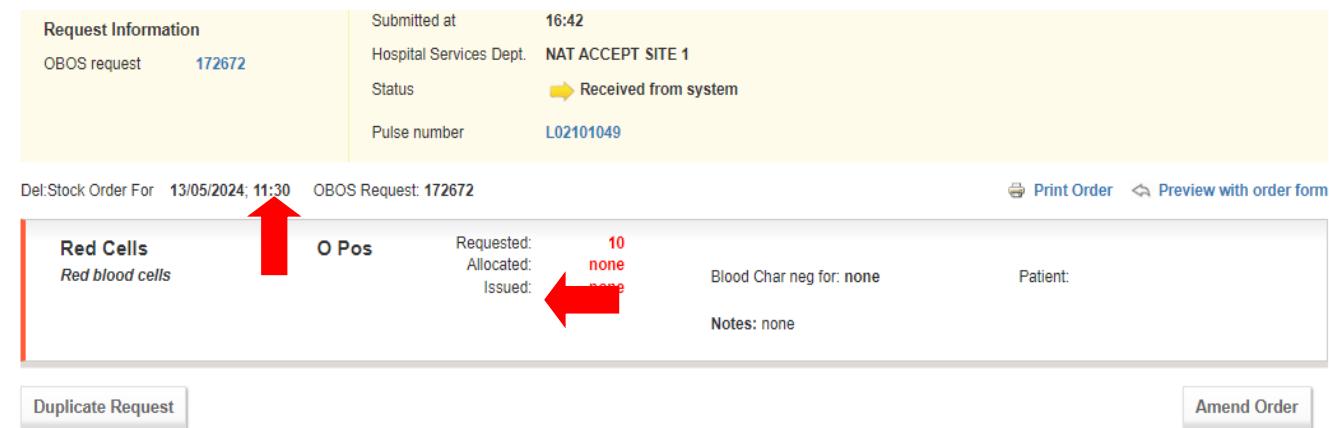
The screenshot shows the 'Add Products' section of the OBOS interface. It includes a table for entering product details (Red blood cells, Platelets, Frozen products, White blood cells) and an 'Order notes' section. A dropdown menu is open under 'Reason for Change', listing options like 'Hospital request delivery type or time change', 'Cut-Off - Late Order', 'Hospital requested update or change to order', 'No longer required by hospital', 'Technical Problem i.e. manufacturing delay', and 'VMI not required'. Buttons for 'Cancel Order' and 'Close W' are visible at the bottom.

The Pulse order (L02101049) now contains the additional red cells.



The screenshot shows the 'PULSE ORDER: L02101049' page. It displays two entries for Red Cells: one for O Pos (Requested: 10, Allocated: none, Issued: none) and one for A Pos (Requested: 5, Allocated: none, Issued: none). A red arrow points to the 'Pulse number' field, which is highlighted in blue. Another red arrow points to the 'Requested' value of 10 for the O Pos entry. Buttons for 'Print Order' and 'Preview with order form' are at the top right, and 'Cancel Order' and 'Amend Order' are at the bottom right.

Whereas the OBOS request retains the original request information



The screenshot shows the 'OBOS Request: 172672' page. It displays one entry for Red Cells: O Pos (Requested: 10, Allocated: none, Issued: none). A red arrow points to the 'Submitted at' time (16:42), and another red arrow points to the 'Requested' value of 10. Buttons for 'Print Order' and 'Preview with order form' are at the top right, and 'Duplicate Request' and 'Amend Order' are at the bottom right.

Controlled if copy number stated on document and issued by QA

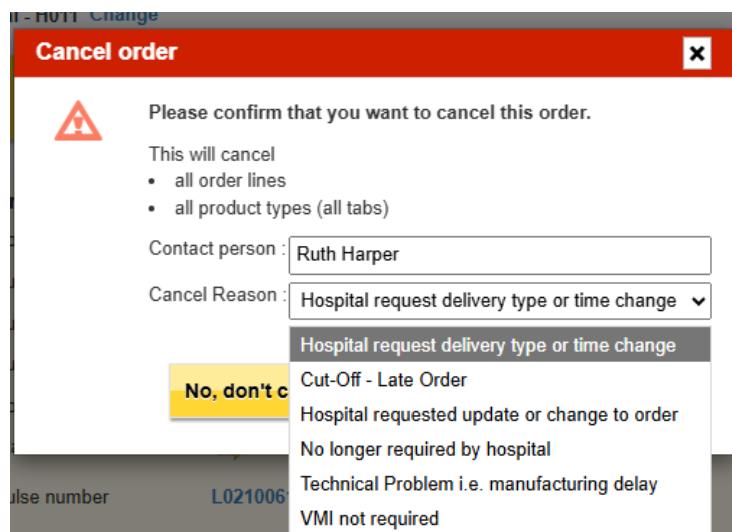
(Template Version 03/02/2020)

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

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

		Pulse number	L02100616	
Ad Hoc Order For 11/03/2025, 16:53 PULSE ORDER: L02100616		Print Order Preview with order form		
Red Cells <i>Red blood cells</i>	O Pos	Requested: Allocated: Issued:	1 none none	Blood Char neg for: none Patient: Notes:
		Cancel Order Amend Order		

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



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

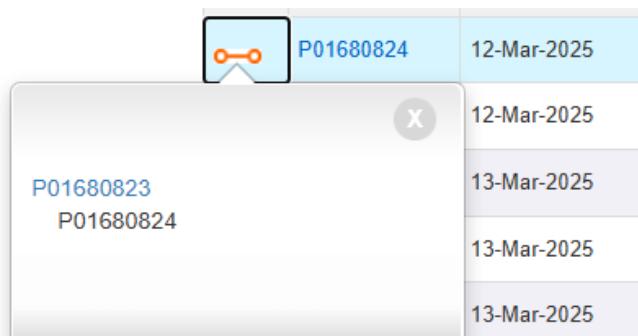
Changes to your order

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

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

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

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



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

'. The main table shows a Cryo Pooled row with 'Requested: 4', 'Allocated: none', and 'Issued: none'."/>

Del: Stock Order For 12/03/2025, 17:45 PULSE ORDER: P01680823			Print Order Preview with order form
Neonatal Red Cells	O Neg	Requested: 8	Split & Reassigned: 
Red blood cells		Allocated: none	
		Issued: none	
		,HbS- neg for: K, Rh C, Rh E	
		Patient:	
Notes:			
Fresh Frozen Plasma, LD	A Pos	Requested: 8	
Frozen products		Allocated: none	
		Issued: none	
		Blood Char neg for: none	
		Patient:	
Notes:			
Cryo Pooled, LD	O Pos	Requested: 4	
Frozen products		Allocated: none	
		Issued: none	
		Blood Char neg for: none	
		Patient:	
Notes:			

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

Pulse number P01680824 O—o					
Del: Stock Order For 12/03/2025, 17:45 PULSE ORDER: P01680824					Print Order Preview with order form
 Fresh Frozen Plasma, LD	A Pos	Requested: Allocated: Issued:	8 none none	HT- Blood Char neg for: none	Patient:
<i>Frozen products</i>				Notes:	
Cryo Pooled, LD	O Pos	Requested: Allocated: Issued:	4 4 4	Blood Char neg for: none	Patient:
<i>Frozen products</i>				Notes:	

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

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

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

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

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

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

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

Del:Stock Order For 08/02/2022, 12:45 PULSE ORDER: T01133156	<< Return to Search Results	Print Order			
Red Cells <i>Red blood cells</i>	AB Pos	Requested: Allocated: Issued:	1 1 1	Blood Char neg for: K, Rh E, Rh c Max blood age: 10 days Notes:	Patient:

Product Substitutions [\[back to top\]](#)

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

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

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

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

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

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

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

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

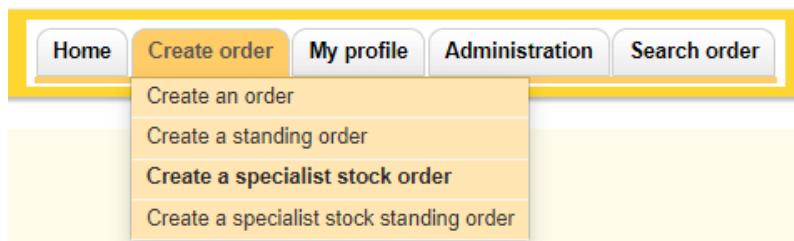
Del:Stock Order For 29/01/2025; 11:30 OBOS Request: 173147

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

Red Cells Red blood cells	AB Pos	Requested: Allocated: Issued:	2 none none	Blood Char neg for: none	Patient:
				Notes: none	

Creating a Specialist Stock Order (SSO)

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



Creating a Specialist Stock Order (SSO)

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

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

Delivery Information

Delivery method *

Required date *

Required time * AM

Add Products

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

Please select from the below

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

Product options [\[back to top\]](#)

There is an option to select either red cells or platelets. The 'Order type' drop down menus are restricted to the type of product available.

First time and subsequent orders for HLA and HLA/HPA platelets can be requested through OBOS.

Add Products

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

Please select from the below

	Order type*	Product*
Red cells	<input type="radio"/>	<input type="text"/>
Platelets	<input checked="" type="radio"/>	<input type="text"/> HLA SELECTED PLATELETS ONE ADULT DOS

Note: If you are uncertain whether the patient has previously received matched products, please check with H&I or review any accessible shared care documentation before using the first-time order request

For HPA selected blood product orders contact H&I department to discuss the request before ordering on OBOS, these do not have the first-time order functionality on OBOS. More information can be found on the Hospital and Sciences website

Please select from the below

	Order type*	Product*
Red cells	<input checked="" type="radio"/> HPA	HPA SELECTED RED CELLS ONE UNIT
Platelets	<input type="radio"/>	

Please select from the below

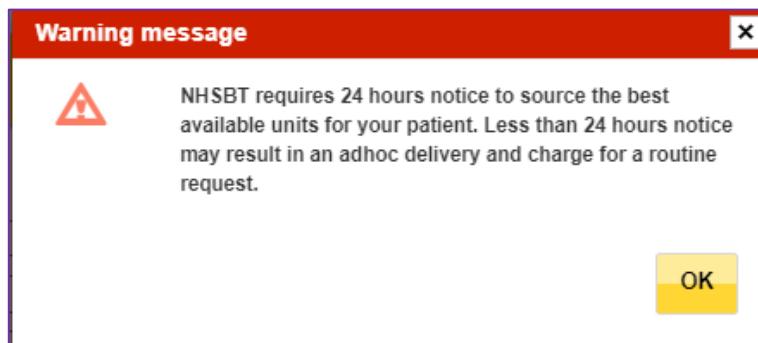
	Order type*	Product*
Red cells	<input type="radio"/>	
Platelets	<input checked="" type="radio"/> HPA	HPA SELECTED PLATELETS ONE ADULT DOS

Submit

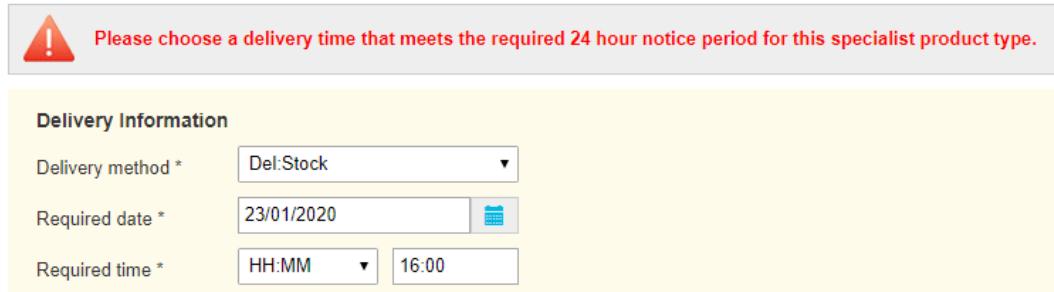
HLA matching of red cells is not a service currently available routinely in NHSBT. Please contact H&I to discuss if you require ordering HLA selected Red Cells. A minimum of 48 hours' notice is required to supply HLA selected Red Cells.

Platelet Specialist Stock Orders

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



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



A yellow box containing a delivery information form. It includes a warning message at the top: 'Please choose a delivery time that meets the required 24 hour notice period for this specialist product type.' The form fields are: 'Delivery Information', 'Delivery method *' (Del:Stock), 'Required date *' (23/01/2020), and 'Required time *' (HH:MM 16:00).

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

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

Delivery Information	
Delivery method *	Ad Hoc
Required date *	23/01/2020 <input type="button" value="Calendar"/>
Required time *	HH:MM 13:39

Product selection

The Order type options for platelets include HLA, HLA/HPA and HPA. In the product dropdown adult or neonatal products can be selected.

First time orders (HLA and HLA/HPA platelets only) [\[back to top\]](#)

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

Specialist products		Only to be used for patients approved to receive HLA/HPA selected products																																																
Order Type*	Product*	ABO*	RhD*	Qty*	CMV-	HT-	Clear																																											
HLA	<input type="button" value="Search"/> <input type="button" value="Clear"/>	<input type="checkbox"/>	<input type="checkbox"/>																																															
Patient Information <table border="1"> <tr> <td>Forename*</td> <td><input type="text"/></td> <td>Transfusion date</td> <td><input type="text"/> <input type="button" value="Calendar"/></td> </tr> <tr> <td>Surname*</td> <td><input type="text"/></td> <td>Transfusion time</td> <td><input type="text"/></td> </tr> <tr> <td>DOB*</td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td colspan="3">Notes (max 500 characters)</td> </tr> <tr> <td>NHS Number*</td> <td><input type="text"/></td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Recipient Code</td> <td><input type="text"/></td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Patient ABO</td> <td><input type="text"/></td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Patient RhD</td> <td><input type="text"/></td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Tick here if NHS number is not available</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td colspan="2">Hospital No:</td> <td colspan="3"><input type="text"/></td> </tr> </table>								Forename*	<input type="text"/>	Transfusion date	<input type="text"/> <input type="button" value="Calendar"/>	Surname*	<input type="text"/>	Transfusion time	<input type="text"/>	DOB*	<input type="text"/> <input type="button" value="Calendar"/>	Notes (max 500 characters)			NHS Number*	<input type="text"/>	<input type="text"/>			Recipient Code	<input type="text"/>	<input type="text"/>			Patient ABO	<input type="text"/>	<input type="text"/>			Patient RhD	<input type="text"/>	<input type="text"/>			<input type="checkbox"/> Tick here if NHS number is not available		<input type="text"/>			Hospital No:		<input type="text"/>		
Forename*	<input type="text"/>	Transfusion date	<input type="text"/> <input type="button" value="Calendar"/>																																															
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Patient RhD	<input type="text"/>	<input type="text"/>																																																
<input type="checkbox"/> Tick here if NHS number is not available		<input type="text"/>																																																
Hospital No:		<input type="text"/>																																																
1st Time Order Information <table border="1"> <tr> <td>Sex (assigned at birth)*</td> <td><input type="text"/> Please Select</td> <td>Clinician Name*</td> <td><input type="text"/></td> </tr> <tr> <td>Diagnosis*</td> <td><input type="text"/> Please Select</td> <td>Clinician Telephone*</td> <td><input type="text"/></td> </tr> <tr> <td>Rationale*</td> <td><input type="text"/> Please Select</td> <td>Clinician Email</td> <td><input type="text"/></td> </tr> <tr> <td>Patient CMV Status*</td> <td><input type="text"/> Please Select</td> <td>Clinician Bleep</td> <td><input type="text"/></td> </tr> <tr> <td>Post increment count for last Plt transfusion < 10 x 10⁹/L?</td> <td><input type="text"/></td> <td colspan="3"><input type="text"/></td> </tr> </table>								Sex (assigned at birth)*	<input type="text"/> Please Select	Clinician Name*	<input type="text"/>	Diagnosis*	<input type="text"/> Please Select	Clinician Telephone*	<input type="text"/>	Rationale*	<input type="text"/> Please Select	Clinician Email	<input type="text"/>	Patient CMV Status*	<input type="text"/> Please Select	Clinician Bleep	<input type="text"/>	Post increment count for last Plt transfusion < 10 x 10 ⁹ /L?	<input type="text"/>	<input type="text"/>																								
Sex (assigned at birth)*	<input type="text"/> Please Select	Clinician Name*	<input type="text"/>																																															
Diagnosis*	<input type="text"/> Please Select	Clinician Telephone*	<input type="text"/>																																															
Rationale*	<input type="text"/> Please Select	Clinician Email	<input type="text"/>																																															
Patient CMV Status*	<input type="text"/> Please Select	Clinician Bleep	<input type="text"/>																																															
Post increment count for last Plt transfusion < 10 x 10 ⁹ /L?	<input type="text"/>	<input type="text"/>																																																

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

1st Time order information

1st Time Order Information

Sex (assigned at birth)*	<input type="text" value="Please Select"/>	Clinician Name*	<input type="text" value="Dr Green"/>
Diagnosis*	<input type="text" value="Chronic Myeloid Leukaemia"/>	Clinician Telephone*	<input type="text" value="01624283615"/>
Rationale*	<input type="text" value="Chemo"/>	Clinician Email	<input type="text"/>
Patient CMV Status*	<input type="text" value="Positive"/>	Clinician Bleep	<input type="text"/>
Post increment count for last Plt transfusion < 10 x 10 ⁹ /L?	<input type="text"/>	Add to order 	

Please enter Patient Sex (assigned at birth).

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

Sex (assigned at birth)*	<input type="text" value="Please Select"/>	Rationale*	<input type="text" value="Please Select"/>
Diagnosis*	<input type="text" value="Male"/>	Patient CMV Status*	<input type="text" value="Please Select"/>
Rationale*	<input type="text" value="Female"/>	Post increment count for last Plt transfusion < 10 x 10 ⁹ /L?	<input type="text"/>
Diagnosis*	<input type="text" value="Please Select"/>	Patient CMV Status*	<input type="text" value="Please Select"/>
Rationale*	<input type="text" value="Please Select"/>	Post increment count for last Plt transfusion < 10 x 10 ⁹ /L?	<input type="text"/>
Patient CMV Status*	<input type="text" value="Please Select"/>	Patient CMV Status*	<input type="text" value="Please Select"/>
Post increment count for last Plt transfusion < 10 x 10 ⁹ /L?	<input type="text"/>	Post increment count for last Plt transfusion < 10 x 10 ⁹ /L?	<input type="text"/>

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

Recipient Code

Patient ABO

Patient RhD

Patient RhD

Hospital No:

POS
NEG

Recipient Code

Patient ABO

Patient RhD

Patient

Baby of patient

Foetus of patient

Patient ABO

Patient RhD

0
A
B
AB

Hospital No:

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

Order Preview

Preview in a separate page

Blood order

Platelets

Amend

Platelets: A POS, 1
Irradiated: Testing
HLA: 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:

Save draft

Send order

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

NHS Online Blood Ordering

Home
Create order
My profile
Search order

Delivery Information	Order Information	Patient Information		
Delivery method	Del: Stock	Hospital name	Birmingham Children's Hospital	
Required date	01/05/2024	Submitted by	Ruth Harper	
Required time	16:00	Submitted on	29/04/2024	
Request Information		Submitted at	14:34	
OBOS request	172595	Hospital Services Dept.	NAT ACCEPT SITE 1	
		Status	Received from external system	
		Pulse number	L02100580	
			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

Order has been sent

Order information

PULSE number	L02100580
Current order status	Received from external system

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

Note: When the order is completed, it will be sent to H&I for authorisation. If the request is authorised, it will be processed, and the order will be fulfilled. Progress of an order can be monitored via the home page, see section on monitoring order progress. If the request is not authorised, H&I will contact you

Subsequent HLA and HLA/HPA platelet orders [\[back to top\]](#)

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

Add Products

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

Please select from the below

Red cells	<input type="radio"/>	Order type*	Product*
Platelets	<input checked="" type="radio"/>	HLA	HLA SELECTED PLATELETS ONE ADULT DOS

1st Time Order
Order for Known Patient

Once clicked the page below will appear:

Add Products

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

Order Type*	Product*	ABO*	RhD*	Qty*	CMV-	HT-	Clear
HLA					<input type="checkbox"/>	<input type="checkbox"/>	

Patient Information

Forename*	<input type="text"/>	Transfusion date <input type="text"/>
Surname*	<input type="text"/>	Transfusion time <input type="text"/>
DOB*	<input type="text"/>	Notes (max 500 characters)
NHS Number*	<input type="text"/>	
Recipient Code	<input type="text"/>	
Patient ABO	<input type="text"/>	
Patient RhD	<input type="text"/>	
Tick here if NHS number is not available <input type="checkbox"/>		
Hospital No: <input type="text"/>		

Add to order ➔

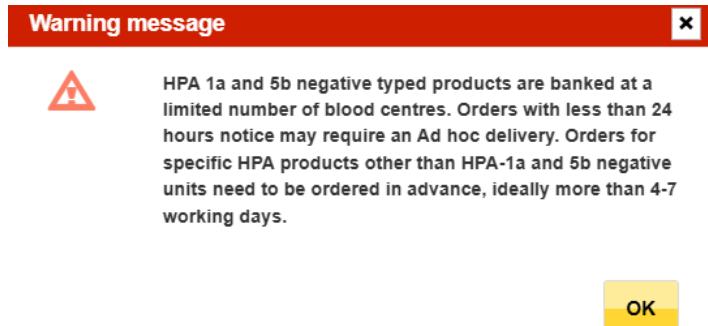
Note: The same data fields are present and should be completed as discussed in the 1st time ordering, with the mandatory options indicated (*). The only difference is the 1st time order information section is not present as these details have been linked with the patient.

HPA selected Platelets [\[back to top\]](#)

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

	Order type*	Product*				
Red cells	<input type="radio"/>	<input type="text"/>				
Platelets	<input checked="" type="radio"/>	<input type="text"/>				
<table border="1"> <tr> <td>HPA SELECTED PLATELETS ONE ADULT DOSE</td> </tr> <tr> <td>HPA SELECTED HYPERCONCENTRATED PLATELETS FOR IUT</td> </tr> <tr> <td>HPA SELECTED PLATELETS NEONATAL DOSE</td> </tr> <tr> <td>HPA SELECTED PLATELETS ONE ADULT DOSE IN PAS</td> </tr> </table>			HPA SELECTED PLATELETS ONE ADULT DOSE	HPA SELECTED HYPERCONCENTRATED PLATELETS FOR IUT	HPA SELECTED PLATELETS NEONATAL DOSE	HPA SELECTED PLATELETS ONE ADULT DOSE IN PAS
HPA SELECTED PLATELETS ONE ADULT DOSE						
HPA SELECTED HYPERCONCENTRATED PLATELETS FOR IUT						
HPA SELECTED PLATELETS NEONATAL DOSE						
HPA SELECTED PLATELETS ONE ADULT DOSE IN PAS						
Submit						

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



Click 'OK' and this will take you to the same screen as the subsequent orders and complete in the same manner.

HPA selected red cells [\[back to top\]](#)

The same warning message appears as HPA platelets the following screen appears, giving the options of selecting specific phenotypes and fields for mandatory information (please indicate HPA requirements in the notes box):

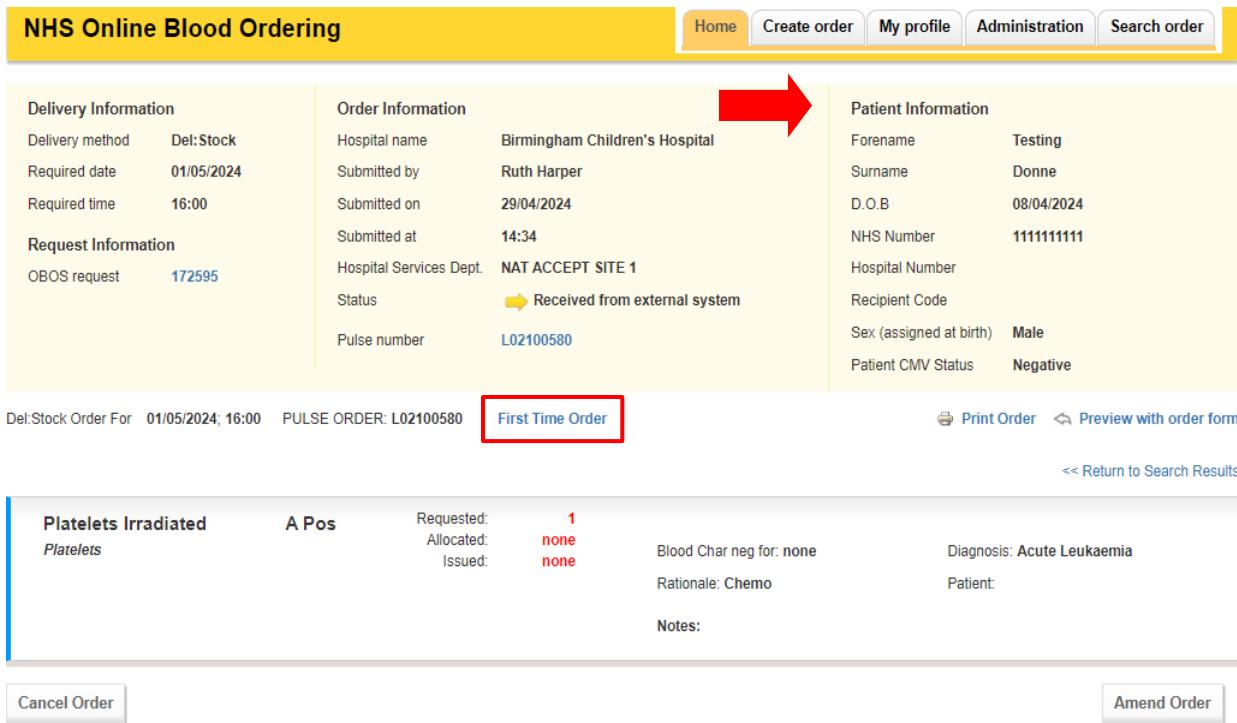
A screenshot of the 'HPA selected red cells' order entry screen. The top navigation bar includes 'Specialist products' and a note: 'Only to be used for patients approved to receive HLA/HPA selected products'. The main form has sections for 'Order Type*' (set to 'HPA'), 'Product*' (dropdown), 'ABO*', 'RhD*', 'Qty*', and checkboxes for 'CMV-', 'HT-', 'HbS-', 'IgA', and 'Aph Clear'. Below these are sections for 'Phenotypes (Negative for these antigens)' with checkboxes 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 leads to a 'Selected Blood Characteristics' section. The 'Patient Information' section includes fields for 'Forename*', 'Surname*', 'DOB*', 'NHS Number*', 'Recipient Code', 'Patient ABO', 'Patient RhD', and 'Notes'. There are also checkboxes for 'Tick here if NHS number is not available' and 'Hospital No.'. At the bottom is a large 'Add to order' button.

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

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

Current Orders		Draft Orders (0)		Standing Orders		Queued Orders (1)			
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time	Delivery	Current Status	SSO		
L02101032	08-May-2024	17:00	Andrew Hasso	09-May-2024, 10:00	Ad Hoc	 Received from external system			
L02101029	08-May-2024	16:53	Andrew Hasso	09-May-2024, 10:00	Ad Hoc	 Received from external system			

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



NHS Online Blood Ordering

Delivery Information

- Delivery method: Del:Stock
- Required date: 01/05/2024
- Required time: 16:00

Request Information

- OBOS request: 172595

Order Information

- 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

Patient Information

- 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**

[<< Return to Search Results](#)

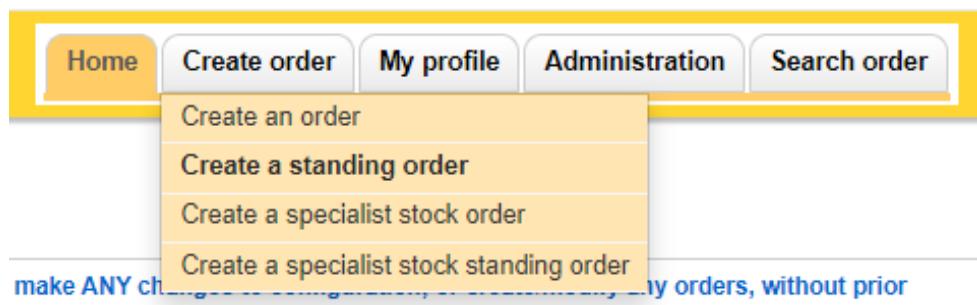
Platelets Irradiated Platelets	A Pos	Requested: 1 Allocated: none Issued: none	Blood Char neg for: none Rationale: Chemo	Diagnosis: Acute Leukaemia Patient: Notes:
--	--------------	---	--	--

Cancel Order **Amend Order**

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

Creating a Standing order

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



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

Select a delivery method enter the start date, (please note there is no option to select emergency delivery or emergency collect for a standing order). Then under the delivery schedule select the frequency of the order from the drop-down list: Every week; Every alternative week; Every 3 weeks or Every 4 weeks

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

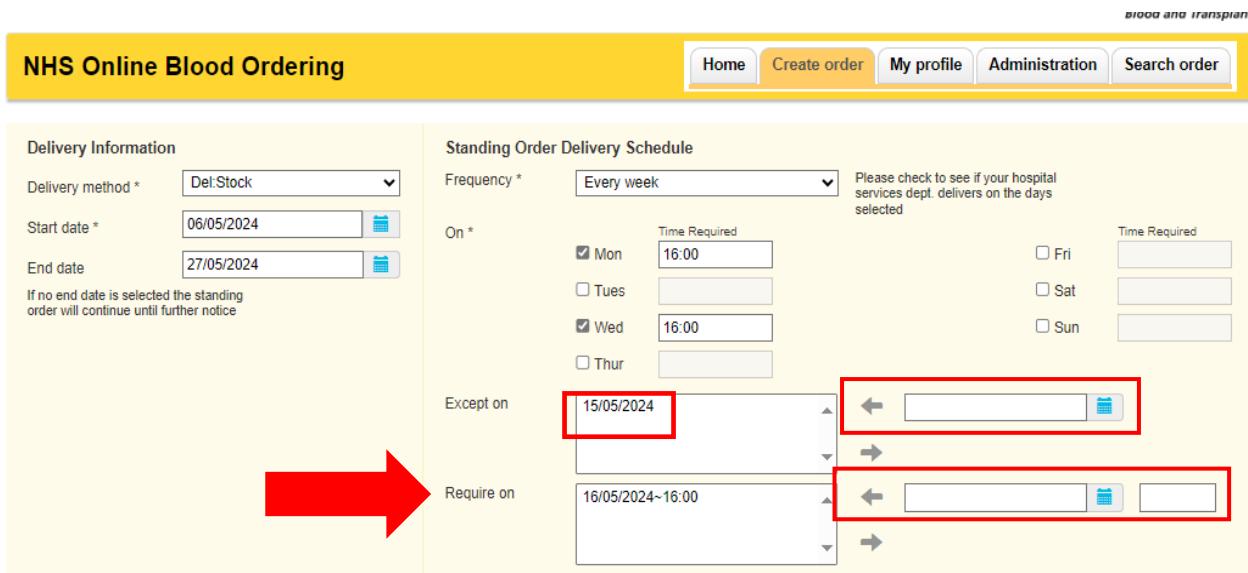
When choosing the **Del:Stock** delivery type, select the days you wish the standing order to be delivered and select a time from the 'delivery slot matrix'

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

Exception dates

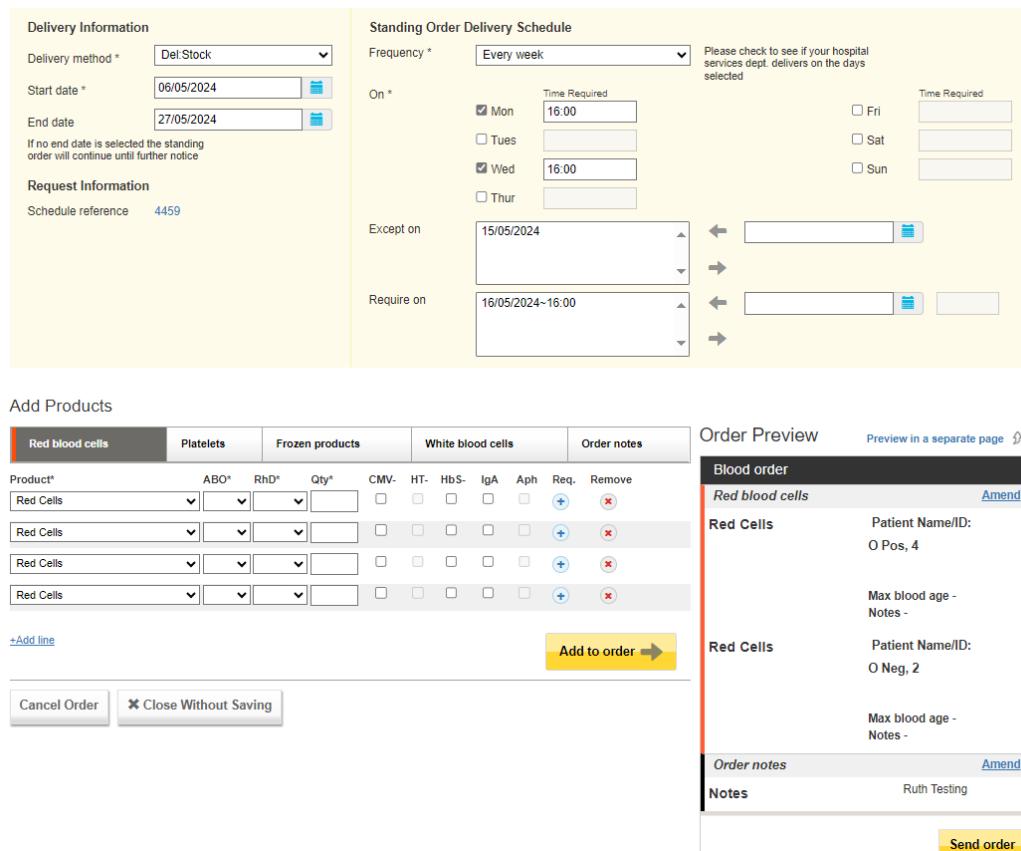
Exception dates can be added to the standing order by selecting and moving an alternative date 'Except on' box and a new date can be added into the 'Required on' box i.e., 'Except on' a Bank Holiday Monday could be 'Require on' the following Tuesday. Using the calendar icon and then use the arrow to move selected dates into the 'except on' box as shown below.

Dates moved into the 'except on' box in error can be removed using the  arrow. The 'required on' option requires a time to be selected/added.



The screenshot shows the 'NHS Online Blood Ordering' interface. In the 'Standing Order Delivery Schedule' section, the 'Except on' field contains the date '15/05/2024', which is highlighted with a red box. Below it, the 'Require on' field contains the range '16/05/2024~16:00', also highlighted with a red box. A large red arrow points from the left towards these highlighted fields.

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



The screenshot shows the 'Add Products' section and 'Order Preview' panel. The 'Add Products' section includes a table for entering product details (Red blood cells, Platelets, Frozen products, White blood cells, Order notes) and an 'Add to order' button. The 'Order Preview' panel shows a preview of the blood order with details for Red blood cells, including Patient Name/ID, Max blood age, and Notes.

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

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

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

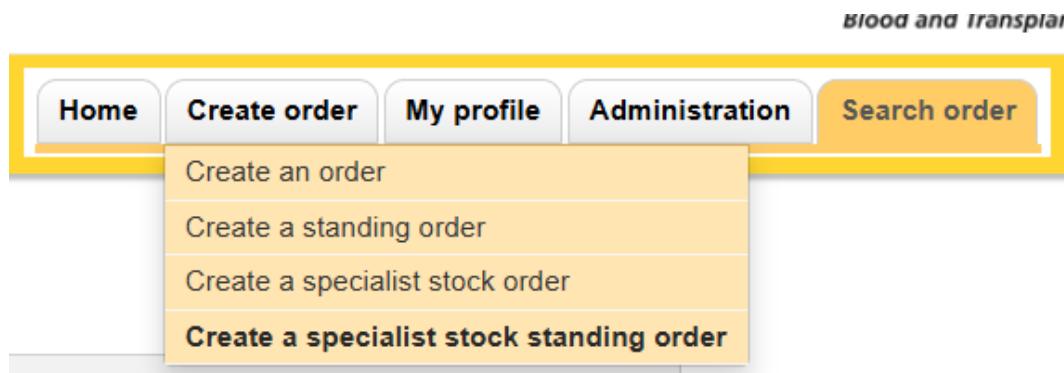
The screenshot shows a 'Delivery Information' and 'Order Information' section. The 'Request Information' section highlights a 'Schedule reference 4459' and a 'Days' section. Below this, a message says 'Standing order has been generated'. A 'Order information' box shows 'Current order status New'. At the bottom, three detailed order windows are displayed, each with 'Order Information' and a 'Days' section. The first window shows 'Monday ~ 16.00 Wednesday ~ 16.00'. The second shows '15/05/2024'. The third shows '16/05/2024 ~ 16.00'.

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

This screenshot shows a detailed view of a standing order. It includes a 'Request Information' section with 'Schedule reference 4459' and a 'Days' section. Below this is a table for 'Red Cells' with columns for 'Requested', 'Allocated', and 'Issued'. Buttons for 'Print Order' and 'Preview with order form' are at the top right. At the bottom are 'Cancel Order' and 'Amend Order' buttons.

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

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



NOTE: Due to the need to review all patients and treatment effectiveness the end date for specialist stock, standing orders **cannot** be more than one month from the start date. If more than one month is entered, you will be prompted to change it before you can submit the order.

Delivery Information

Delivery method *

Start date *

End date *

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

Standing Order Delivery Schedule

Frequency *

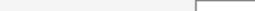
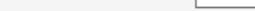
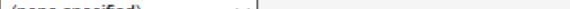
On *	<input checked="" type="checkbox"/> Mon	Time Required	<input type="text" value="11:30"/>
	<input type="checkbox"/> Tues		<input type="text"/>
	<input type="checkbox"/> Wed		<input type="text"/>
	<input type="checkbox"/> Thur		<input type="text"/>

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

When setting up a platelet standing order for both standard and specialist stock, users can specify the expected transfusion time after delivery to ensure the component(s) maintain adequate shelf life. If no specific instruction is required, this will default to 'None Specified' and NHSBT will supply based on FIFO (First in First Out).

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

Red blood cells	Platelets	Frozen products			White blood cells			Order notes
Product*	ABO*	RhD*	Qty*	CMV-	HT-	Aph	IgA	Req. 
Platelets 	A 	POS 	1 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Patient information	
Patient name / ID	<input type="text"/>
Transfusion will be	
Notes: Please select	
Select Comment	
NOTES: This field is please contact your	1 day after delivery date 2 days after delivery date (max 500 characters)
	ments only. If you cannot see the product specification you require, tment. Do not enter clinical information.

Viewing Standing orders

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

OBOS automatically sends orders to Pulse **eight** days before delivery. At this point these orders will disappear from the 'Next deliveries' section and appear on the current orders section of the home page together with the Pulse order number that has been assigned to it. From this point on, these orders can be edited and updated in the same way as stand-alone single orders.

Order Summary

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

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

To help identify instances of standing orders on the home page they will have a standing order icon on the left-hand side. By hovering over this icon, the original reference number can be viewed as shown below.

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

When you view an individual instance of a standing order a live link to the OBOS request, schedule reference and pulse request is visible. If the individual instance of the standing order is amended, then the standing order icon will disappear as the Pulse order is not then the same as the original OBOS standing order request.

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

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

Order Summary								
Current Orders		Draft Orders (0)		Standing Orders (0)		Queued Orders (0)		Active Orders
Schedule ref								
2835	Amend schedule or ordered product							
Next deliveries								

One or more standing order(s) will expire in 8 days. Please review.

In the standing orders tab the orders due to expire will have a bell icon. The expiry details of each order can be seen by hovering over the icon. Users can view the details of the order by selecting the 'Amend schedule or ordered product' link.

20552	Amend schedule or ordered product			18-Nov-2025	23-Nov-2025	Del:Stock	
Next deliveries							

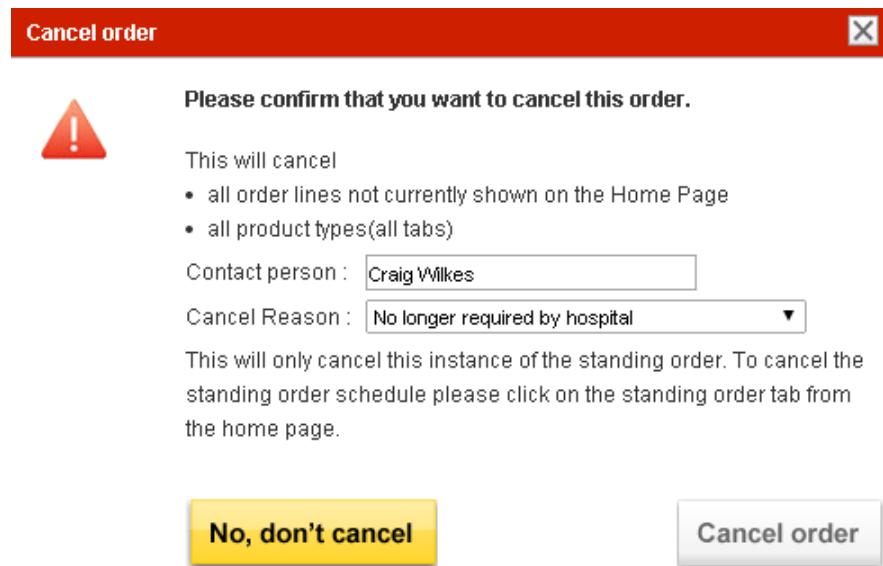
The standing order will expire in 3 days. Please review.

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

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

Order Summary		Last Updated at 2:02 PM Refresh to update again					
Current Orders	Draft Orders (0)	Standing Orders	Queued Orders (0)	Active Orders			
Schedule ref	Patient name/ID	Required time	Start date	End date	Delivery type	SSO	
4558 Amend schedule or ordered product			04-Nov-2025		Ad Hoc		
Next deliveries							
1. 02-Dec-2025							
2. 09-Dec-2025							
3. 16-Dec-2025							

The following message will appear:



Select the 'Cancel Order' button in the button left of the screen. When cancelling you are required to confirm changes(s) and give a reason.

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

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

a) Find all the individual orders associated with standing order

Order Summary

Current Orders		Draft Orders (0)		Standing Orders	
	Pulse No.	Date Ordered	Time Ordered		
	L02101195	18-Nov-2025	13:37		
	L02101194	18-Nov-2025	12:12	F	
	L02101191	17-Nov-2025	00:00	E	
	Standing Reference Number 4558	17-Nov-2025	00:00	E	

b) Under the 'Search Order' tab search for all orders associated with the standing order number and amend/delete each order displayed. All or future orders only can be searched for associated with this reference number:

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

Standing Order Number *

Dates from

CALENDAR

Frequency

to

CALENDAR

All

Future Only

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

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

[Clear / start again](#)

Standing Order Number *

Dates from

CALENDAR

Frequency

to

CALENDAR

Search

OBOS no.	Pulse no.	Date Ordered	Time Ordered	Ordered By	Requested Date	Requested Time	Delivery	Current Status	SSO
173381	L02101191	17-Nov-2025	00:00	Ben King	25-Nov-2025	16:30	Ad Hoc	Received from system	

Cancelling a Specialist Stock Order (SSO) [\[back to top\]](#)

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

System Availability

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

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

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

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

Ruth Harper [Log off](#) Birmingham Children's Hospital - H011 [Change](#)

NHS
Blood and Transplant

NHS Online Blood Ordering

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

Announcements

102 | The Pulse system is temporarily unavailable. Please try again later or contact your local NHSBT issue department.

Order Summary

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

Current Orders	Draft Orders (0)	Standing Orders	Queued Orders (11)
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

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

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

NHS Online Blood Ordering

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

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

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

 [Print Order](#)

Sending orders when OBOS is unavailable. [\[back to top\]](#)

Should OBOS be unavailable please use the appropriate request forms for Standard (FRM536), Non-standard (FRM255) and Emergency component (FRM246) requests which can be found on the Hospital & Sciences website and then fax or email to your local Hospital Service department details can be found on the website.

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

FRM536/7.1 – STANDARD Component Request



Blood and Transplant

Effective date: 08/12/2020

Fields marked as * must be completed

Hospital or NHSBT Use					NHSBT Use				
Hospital Name/ NHSBT Centre*	NHSBT Site or Hospital Pulse Code	Contact Name*	Date Required*	Time Required*	Delivery Type*	Received by	Date	Time	Pulse Number

RED BLOOD CELLS							
O+	A+	B+	AB+	O-	A-	B-	AB-

O A B AB					O A B AB			
Fresh Frozen Plasma, LD					Cryoprecipitate Pooled, LD			
Fresh Frozen Plasma, LD for neonatal use					Cryoprecipitate Pooled, LD for neonatal use			

PLATELETS							
Patient Name if required	O+	A+	B+	O-	A-	B-	HT- C

NEONATAL RED CELLS							
Patient Name if required	O+	A+	B+	O-	A-	B-	HT- C

NEONATAL PLATELETS							
Patient Name if required	O+	A+	B+	O-	A-	B-	HT- C

Comments:	
-----------	--

FRM255/

NON-STANDARD Component Request

Effective: 01/04/19

Fields marked as * must be completed

Hospital or NHSBT Use					NHSBT Use				
Hospital Name/ NHSBT Centre*	NHSBT Site or Hospital Pulse Code	Contact Name*	Date Required*	Time Required*	Delivery Type*	Received by	Date	Time	Pulse Number

Patient Name if required or Specialist Product	ABO /Rh(D) *Pos or Neg	No. Req	Negative for the following antigens. Kp(a-) or Lu(b-) record in comments								Additional requirements (✓)							
C	D	E	–	e	M	S	–	s	K	–	Fya	Fyb	Jka	Jkb	HT-	CMV-	Hbs-	Irr

Patient Name if required	O+	A+	B+	AB+	O-	A-	B-	AB-	Phenotype	Irr
Exchange Unit (Irradiated)										✓
IUT Red Cell Unit (Irradiated)										✓
IUT Platelet Unit (Irradiated)										✓
Large Volume RBC in SAGM										

Note: Initial requests for the following products require NHSBT consultant approval. NHSBT consultant name:

Patient Name if required	O+	A+	B+	AB+	O-	A-	B-	AB-	HT-	CMV-	Hbs-	Irr
Platelets in PAS												
Washed Red Cells												
IgA deficient Red Cells												
Granulocytes Pooled												
Low Titre Anti T MB FFP												
IgA deficient FFP												
IgA deficient MB FFP												
IV Anti-D												

FRM246/4.1 – Emergency Component Request



Blood and Transplant

Effective date: 07/12/2020

Fields marked as * must be completed

Please complete all fields (Part B is for NHSBT staff only.) Fields marked * are mandatory for Hospital staff

NHSBT Hospital Pulse Code* Date* Delivery Type* (✓)

Hospital Name*	NHSBT Hospital Pulse Code*	Date*	Emergency Delivery	Delivery Type* (✓)
Start Time: (24hr clock) (Phone call)	SLA Delivery Time: (24hr clock)	Target Delivery Time: (24hr clock) – Start + SLA	Emergency Collection (using Hospital transport)	

Name of Clinician managing emergency* Patient ID (if appropriate)

NHSBT is undertaking a delivery using blue lights and sirens on the understanding that the products requested are in response to a clinical emergency warranting the actions that are about to be taken

Full name of Hospital Staff* Full name of NHSBT Staff (taking message) Centre Contacted*

Please tick all those boxes that apply to indicate justification for the Emergency Request*

Surgical Bleeding (theatre/post Op) RTA / Trauma GI Bleed Neonatal exchange transfusion Obstetric Haemorrhage Severe coagulopathy Thrombocytopenia (Platelet Count) Phenytoined units Other Haemorrhage Ruptured AAA x 10⁹/L Other reason

COMPONENTS																			
Description of Product Required*	ABO / Rh*	No.*	RBC only Phenotype if required (Negative for the following antigens)								Additional requirements (✓)								
	C	D	E	–	e	S	–	s	K	–	Fya	Fyb	Jka	Jkb	HT-	CMV-	RBC Hbs-	M	Irr

Other (e.g. Antidote) give full description:

Comments:

PART B – NHSBT Details

Request No.	Comments
-------------	----------

For Specialist Stock Orders information can be found on the H&I or please contact H&I direct.

Controlled if copy number stated on document and issued by QA

(Template Version 03/02/2020)

Housekeeping

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

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

Once a delivery has arrived users can reconcile orders by:

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

Delivery Type	--select--	Order Date	<input type="radio"/> Date ordered on	Dates from *	<input type="text"/>	<input type="button" value="Calendar"/>
Containing	--select--		<input checked="" type="radio"/> Required delivery date	to *	<input type="text"/>	<input type="button" value="Calendar"/>
Status	--select--					
	--select--					
SO Patient Search		hospitals will be shown)				
	Received from system					
	Awaiting allocation					
	Awaiting Acknowledgement (SSO)					
	Waiting for issue					
	Partially issued					
	Prepared awaiting dispatch					
	Dispatched, notification outstanding					
	Queued					
	Notification Received					
	Locked by another user					
Standing order search		hospitals will be shown)				
	Preparation in progress					
	Deleted					
	Draft					
	Unfulfilled					
		Dates from	<input type="text"/>	<input type="button" value="Calendar"/>		

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

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

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

Confirmation of receipt

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

Date * 

Time *

Please use time in 24 hr

User confirming receipt : Ruth Harper

Confirm **Cancel**

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

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

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

The four order summary tabs on the home screen can be arranged using the PULSE number, date ordered, time ordered, ordered by, required date and time, delivery, or status. Click on the blue wording and the “▼” icon will appear to indicate the filter currently applied is in ascending order, click a second time and the “▲” icon will appear to indicate the filter is applied in descending order. Filters applied will remain in place until removed even if the user refreshes the screen or logs out and then logs back in again.

NHS Online Blood Ordering

Announcements

Announcements from NHSBT will appear here

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

Current Orders	Draft Orders (0)	Standing Orders	Queued Orders (0)
 T00030533	01-Jun-2012	11:14	Andy Fincham
			01-Jun-2012, AM
			Det Stock
			Received from external system

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

Order Summary Last Updated at 11:08 AM [Refresh to update again](#)

Current Orders				
Draft Orders (0)				
Standing Orders				
Queued Orders (0)				
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time
 L02100616	11-Mar-2025	14:40	Ashley Lawley	11-Mar-2025, 16:53

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

[Support - Contact your Hospital OBOS Admin | Version - UAT | 1](#)

10.1.0

RCI Assist

Current Orders				
Draft Orders (0)				
Standing Orders				
Queued Orders (0)				
Pulse No.	Date Ordered	Time Ordered	Ordered By	Required Date and Time
 L02100616	11-Mar-2025	14:40	Ashley Lawley	11-Mar-2025, 16:53
Delivery	Ad Hoc			
Current Status	 Received from external system			
SSO				

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

[Support - Contact your Hospital OBOS Admin | Version - UAT | 1](#)

10.1.0

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

Hospital Administrators can configure the length of time orders can be seen on the home page pre and post “today’s” date. The maximum time in advance that orders can be seen is 14 days and the maximum range from pre to post “today’s” date is 15 days.

Current Orders display range

Days Before *	<input type="text" value="1"/>
Days After *	<input type="text" value="14"/>
Note: Display Range will be changed for the selected hospital on clicking 'Save'.	
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

Enter “Days Before” and “Days After” the current date as appropriate.

Please note that standing orders are sent to Pulse eight days before the delivery date, and their visibility on the OBOS Home page from that point onward depends on the local configuration.

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

If you try to log in using the incorrect username or password, the following message will appear:

Username/Password not recognised.

Username

Password

[Forgotten password?](#)

Log in

After several unsuccessful attempts, you will receive a warning indicating that your account will be locked if the details are incorrect again. Following this your account will be locked, therefore please click on forgotten password to avoid this. Your account can be unlocked by your hospital OBOS administrator account holder(s).

You have one login attempt remaining before your user account is locked. If you have forgotten your login details, please click [Forgotten Password](#).

Username

Password

[Forgotten password?](#)

Log in

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

Username

Password

[Forgotten password?](#)

Log in

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

Step 1
To reset your password please provide your username

Username

[Next](#)

Step 2
To reset your password please answer your security question

Your security question **Mothers Maiden name**

Your answer

Reset Password

For support please contact your administrator 10.1.0

Administration

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

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

Hospital administrators can search and create new users for the hospitals they are associated with.

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

NHS Online Blood Ordering

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 calendar icon

Assign this role *

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

Hospital mapping and permissions

All Hospital

Add to user down arrow Make default asterisk Remove from user up arrow

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

Please do not use non-public facing domains (e.g. Hotmail.com) or generic emails when setting up an account.

Assign role of hospital user, hospital administrator, or Reconciliation user. (NHSBT options not available)

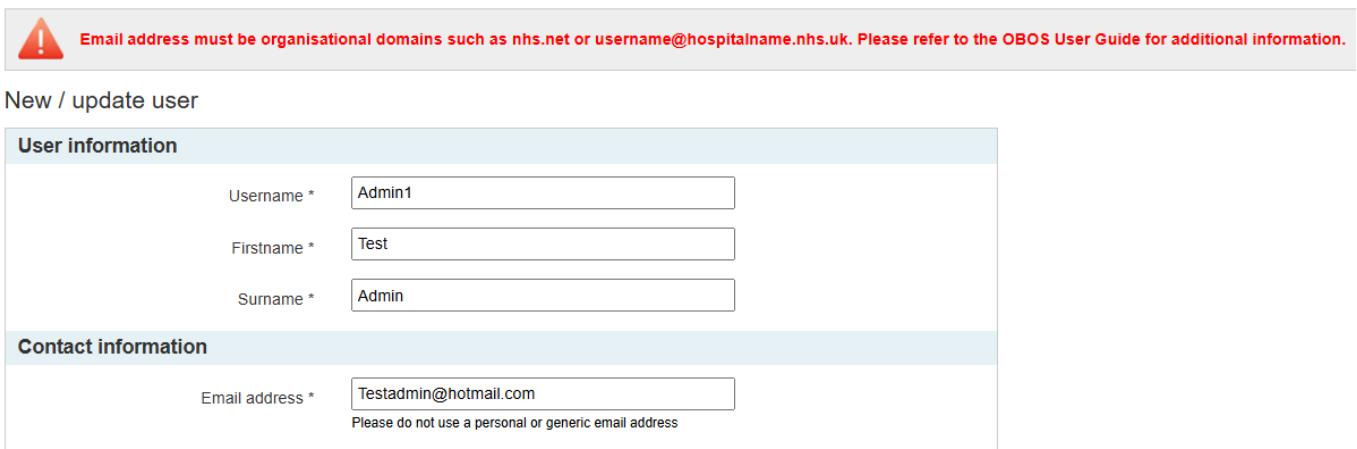
Assign a hospital(s) for the user to be able to order blood components for.

A list of hospitals that can be assigned to this user will appear in 'Hospital mapping and permissions' This will include all hospitals that the administrator has access to. Select the required hospital from the list and click **Add to user** down arrow. The first hospital added to the user will

be the default hospital the user will access when first logging in. If multiple hospitals are added the default hospital can be changed by highlighting the required hospital and clicking **Make default** . When details are correct click on **Save**.

Email address associated with account

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

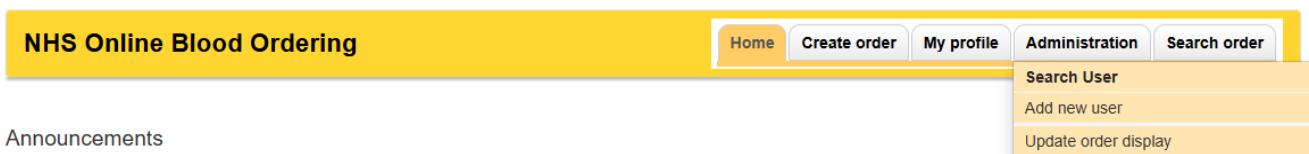


Once all details have been entered correctly, save and a message will be displayed to say that the user was successfully created.

The username and temporary password will be emailed to the email address provided in 2 separate emails from no-reply@nhsbt.nhs.uk

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

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



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

User Search

Username	<input type="text" value="Harp0028"/>
Firstname	<input type="text"/>
Surname	<input type="text"/> Enter 3 letters to get all surnames starting with those letters.
Email address	<input type="text"/>
Include these roles *	<input checked="" type="checkbox"/> Hospital user <input checked="" type="checkbox"/> Hospital administrator <input type="checkbox"/> NHSBT administrator <input type="checkbox"/> NHSBT user <input type="checkbox"/> NHSBT announcement user <input checked="" type="checkbox"/> Reconciliation user
<input type="button" value="Clear"/>	<input type="button" value="Search"/>

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

Username	Firstname	Surname	Role	Status
Harp0028	Ruth	Harper	Hospital User	Active

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

To edit a user’s information, click the username in the search results on the right-hand side of the screen. This will open the ‘New/Update User’ screen, where you can either return to the search results using the option on the right or edit the information and save your changes by clicking ‘Save’ at the bottom of the page.”

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

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

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

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

Automatic deactivation of accounts

If an account has not been accessed for a prolonged period, it will automatically be deactivated. The user will receive an email to inform them their account will be deactivated if they do not log in.

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

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

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

The screenshot shows a user interface for managing user accounts. At the top, there is a dropdown menu showing 'The John Radcliffe Hospital, Oxford'. Below it are buttons for 'Add to user' (with a downward arrow), 'Make default' (with a star icon), and 'Remove from user' (with an upward arrow). A list box contains the following items: 'Freeman Hospital, Newcastle(default)', 'Royal Brompton Hospital', and 'Stoke Mandeville Hospital'. Below this is a section titled 'User status' with radio buttons for 'Inactivate user' and 'Activate user', with 'Activate user' selected. There is also a 'User Password' section with a 'Reset password' button. Further down is an 'Unlock user' section with an 'Unlock user' button. At the bottom are 'Cancel' and 'Save' buttons.

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

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

The screenshot shows the 'NHS Online Blood Ordering' interface. The top navigation bar has tabs for 'Home', 'Create order', 'My profile', and 'Search order', with 'My profile' being the active tab. Below the navigation is a sub-menu with 'Update my profile' and 'Update my password' options. The 'Announcements' section is visible at the bottom left.

In the 'update my profile' screen, shown below, hospital users can edit and save their first name, surname, e-mail address, and job title. Users will need to click on 'save' to update any changes made. Users cannot change their training date; role or hospitals they are able to

access on OBOS. Changes to these items need to be made by a hospital or NHSBT administrator.

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

Update my profile

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

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

Update my password

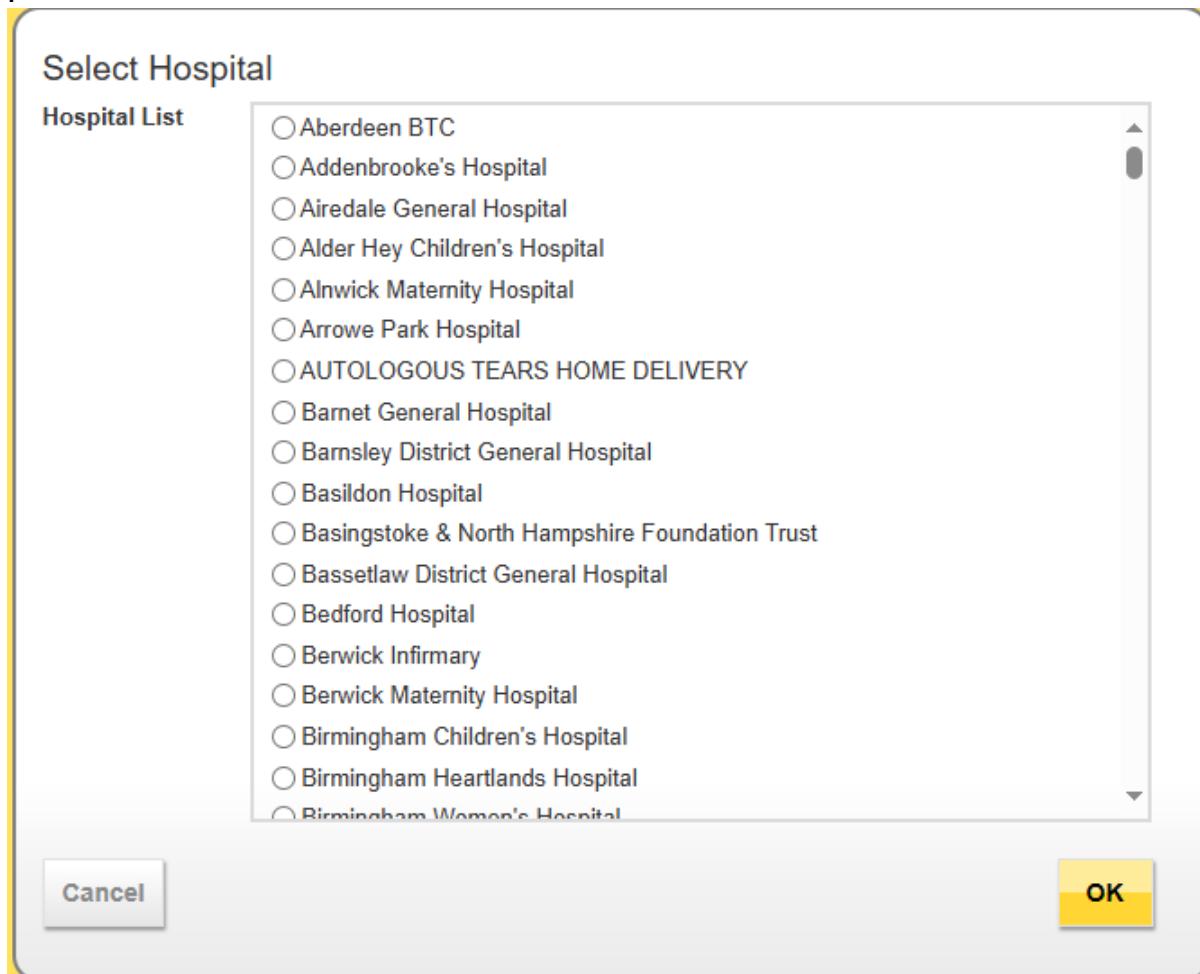
Username	admin
Old password *	<input type="password"/>
New password *	<input type="password"/>
Confirm New password *	<input type="password"/>
Your password should be:	
<ul style="list-style-type: none"> • 7-14 characters long • at least one special character • at least one capital letter • at least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

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

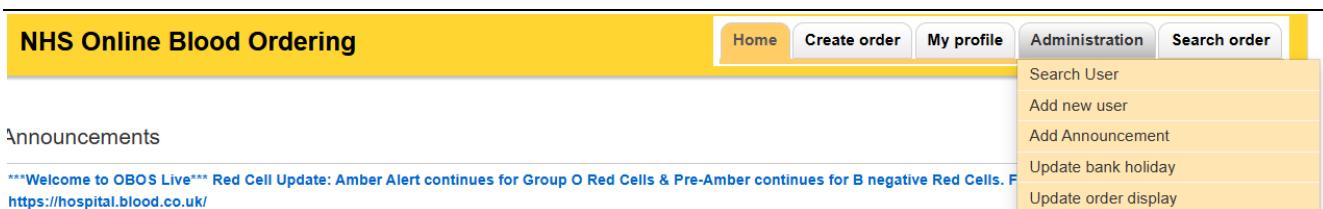
There are three levels of administration role within NHSBT:

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

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



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



The screenshot shows the 'NHS Online Blood Ordering' interface. At the top, there are tabs for 'Home', 'Create order', 'My profile', 'Administration', and 'Search order'. A dropdown menu from the 'Administration' tab is open, showing options: 'Search User', 'Add new user', 'Add Announcement', 'Update bank holiday', and 'Update order display'. Below the tabs, there is a section for 'Announcements' with a message: '***Welcome to OBOS Live*** Red Cell Update: Amber Alert continues for Group O Red Cells & Pre-Amber continues for B negative Red Cells. F https://hospital.blood.co.uk/'. The main content area is currently empty.

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

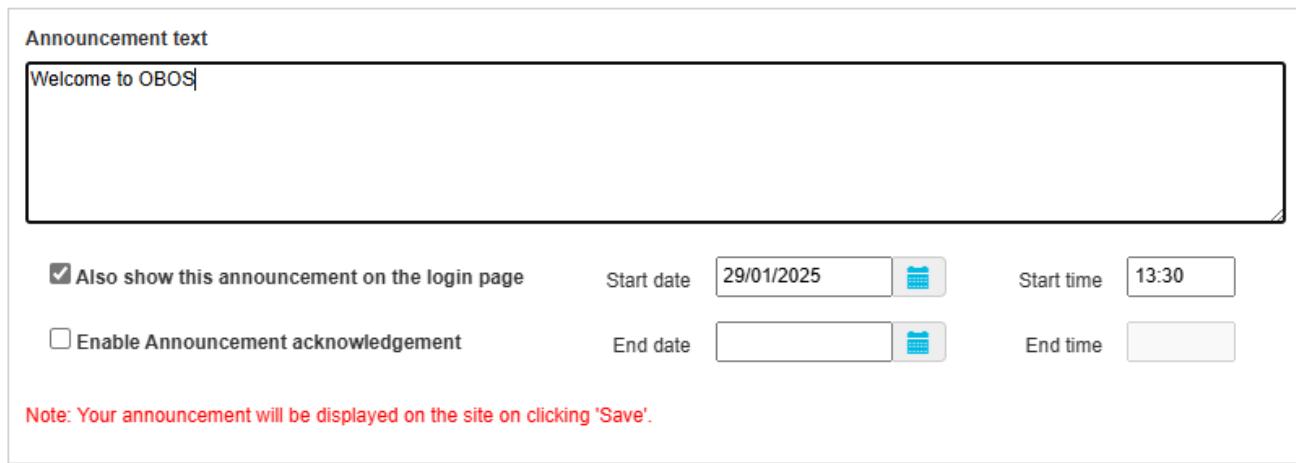
To add an announcement to the log in screen and home page select the 'add announcement option' from the administrator tab. The screen shown below will open. Type the announcement into the announcement text box. Tick the box 'also show this announcement on the homepage.' You can set up announcements so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

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



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

Add a critical announcement on the homepage



Announcement text

Welcome to OBOS

Also show this announcement on the login page Enable Announcement acknowledgement

Start date: 29/01/2025 Start time: 13:30

End date: End time:

Note: Your announcement will be displayed on the site on clicking 'Save'.

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

****WELCOME TO OBOS***

Username

Password

[Forgotten password?](#)

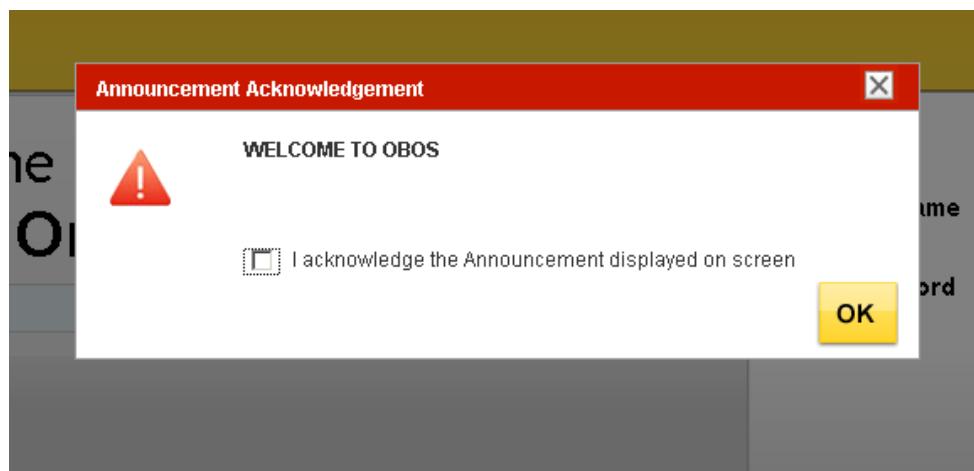
Log in

Hospital and Science Website

NHS
Blood and Transplant

For support please contact your administrator 9.0.0

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



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

Announcements

WELCOME TO OBOS

Order Summary

Current Orders

Draft Orders (2)

Standing Orders

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

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

The screenshot shows the OBOS software interface. At the top, there is a navigation bar with tabs: Home, Create order, My profile, Administration, and Search order. The Administration tab is currently selected. Below the navigation bar, there is a search bar labeled 'Search User' and a link 'Add new user'. A section titled 'Last Update' contains links for 'Update bank holiday' and 'Update order display'. On the left, there is a box for 'Queued Orders (0)'. At the bottom, there is a table with columns: Required Date and Time, Delivery, Current Status, and sso. The 'Required Date and Time' column is currently empty.

A screen showing a list of bank holidays will open.

The screenshot shows a 'List of bank holidays' dialog box. It contains a dropdown menu labeled 'List bank holidays *' with the following dates: 03/04/2015, 06/04/2015, 04/05/2015, 25/05/2015, 31/08/2015, 25/12/2015, and 08/02/2015. To the right of the dropdown are two arrows: a left arrow pointing to the calendar and a right arrow pointing to the list. At the bottom left is a 'Cancel' button, and at the bottom right is a yellow 'Save' button.

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

The screenshot shows a 'List of bank holidays' dialog box. It contains a dropdown menu labeled 'List bank holidays *' with the following dates: 25/12/2009, 26/12/2009, and 01/01/2010. To the right of the dropdown is a calendar showing the date 02/04/2010. Below the calendar is a button labeled 'Add selected date to the list'. At the bottom left is a 'Cancel' button, and at the bottom right is a yellow 'Save' button.

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

Appendix

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Appendix 1. Tracking orders [\[back to top\]](#)

From the home page users can see the progress of orders as below:

Order details	Description
 Draft	Indicates that the order is in draft and has not been sent to NHSBT
 Queued	Indicates that the order has been queued and has not been sent to NHSBT
 Received by the external system	Indicates that NHSBT have received the order, and a Pulse order number has been allocated
 Awaiting allocation (external)	Indicates that staff at NHSBT have viewed the order but have not yet allocated specific donations to fulfil the order
 Waiting for issue	Indicates that units have been allocated to the order, but the order has not yet been prepared
 Locked by another user	Indicates that staff at NHSBT are currently viewing the order
 Partially issued	Indicates that some components have been issued but the order
 Preparation in progress	Indicates that staff at NHSBT are currently issuing components to the order
 Prepared awaiting dispatch	Indicates that the order is complete but had not yet left NHSBT
 Dispatched, notification outstanding	Indicates that the order has been dispatched from NHSBT, but hospital have not confirmed receipt.
 unfulfilled	Indicates there are no components available to fulfil the order
 Deleted/cancelled	Indicates the order have been deleted for cancelled
 Notification received	Indicates that confirmation of receipt has been received by NHSBT and the process is complete. Once orders reach this stage, they will no longer appear on the home page but can be searched for using the search function
Additional Specialist Stock Order tracking messages	
 Awaiting patient link (SSO)	Indicates H&I staff have viewed the specialist stock order but have not yet linked the order to the NHSBT patient record
 Awaiting assignment (SSO)	Indicates H&I staff have not yet allocated specific donations to fulfil the order
 Awaiting authorisation (SSO)	Indicates H&I staff have not yet submitted the order to be issued
 Awaiting acknowledgement (SSO)	Indicated H&I have submitted the order ready for issue
 To be updated by the hospital	Indicates the specialist stock order received from OBOS cannot be processed. H&I staff have returned the order for it to be amended or cancelled by the hospital.

Appendix 2. Icons used in the OBOS system [\[back to top\]](#)

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

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