



OrderMate

User Guide for Workforce Coordinator
(WFC) users

Certified



Corporation



ISO
9001
Quality
Management

FS 540912

ISO
14001
Environmental
Management

EMS 577933

ISO
45001
Occupational
Health and Safety
Management

OHS 577934

Notes

Some important notes before you continue

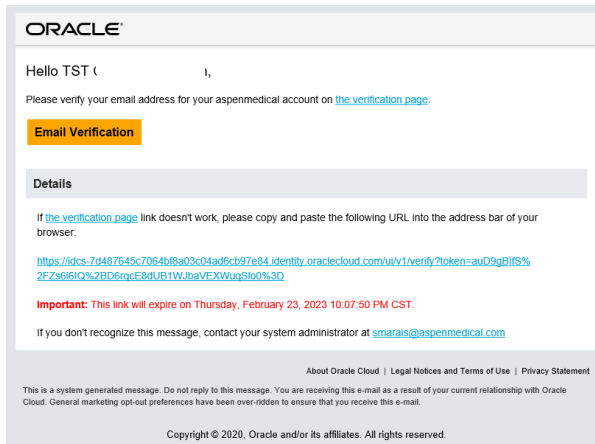
- Users will need an Aspen Medical email account and an IDCS account in order to be able to log into OrderMate
 - These can be requested via the Zendesk link below.
- Some screenshots may look different to those shown in the user guide. This is due to both OrderMate and Oracle updates that occur continuously.
 - Should you as a user notice any information that is out-dated, incomplete or incorrect – please log a ticket in Zendesk with the details:

<https://aspenmedical.zendesk.com/>

Sign in for the first time

Set up your account

You will receive an email link from no-reply@oracle.com. Click "Email Verification" and follow the prompts for account setup



Account Setup

A confirmation of email validation will be displayed. Click "Click here to continue"

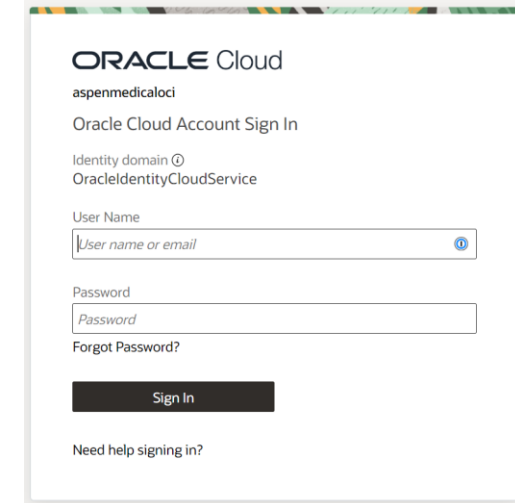
Email Validation

✉ Your email has been verified.

[Click here to continue](#)

Account Setup

Now that your email has been verified, you will need to set up a password for your account. To do this click the "Forgot Password?" link



Sign in for the first time

Account set up

Enter full email address and click "Next"

Forgot Your Password?
Having trouble with your password? Reset it here.
What's your user name?

Next

Cancel

Another email will be sent to you with a Password Reset option. Click "Password Reset"

Enter password details and click "Reset Password"

Reset your password
Set a password for your user account.
New Password

Reset Password

ORACLE Cloud
aspenmedical



Congratulations!

Your password has been reset. Please login using your new password.

Continue to Sign In

Log into your account. Go to the Aspen Medical Portal, scroll to bottom and select the Aspen Application Hub tile

The log in screen will look like this. Use your email address for User Name and the Password you chose when setting up your account.

ORACLE Cloud
aspenmedicaloci
Oracle Cloud Account Sign In
Identity domain @ OracleIdentityCloudService

User Name

Password

Forgot Password?

Sign In

Need help signing in?

Click Allow

AMG ADW Applications
The Application AMG ADW Applications would like to access:

profile	1
groups	2

You should accept this only if you trust the publisher. Ask your admin if you are not sure.

Allow

Don't Allow

Select the OrderMate tile

Once logged in you will be presented with tiles of applications that you have access to. Select the OrderMate tile.

aspenmedical - Application Hub

OrderMate

Workforce Coordinator (WFC) Users

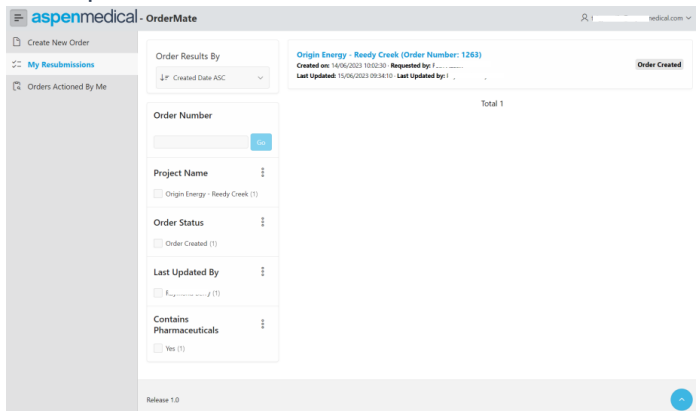
WFC users will be able to perform the following actions:

- ✓ Create Order (add items to an order)
- ✓ Submit Order
- ✓ View Orders Actioned By Me
- ✓ Resubmit Orders (when amendment is requested)

WFC Users - Navigating the App

Once logged into the application you will be presented with your home page. To view details of an order, click the blue title

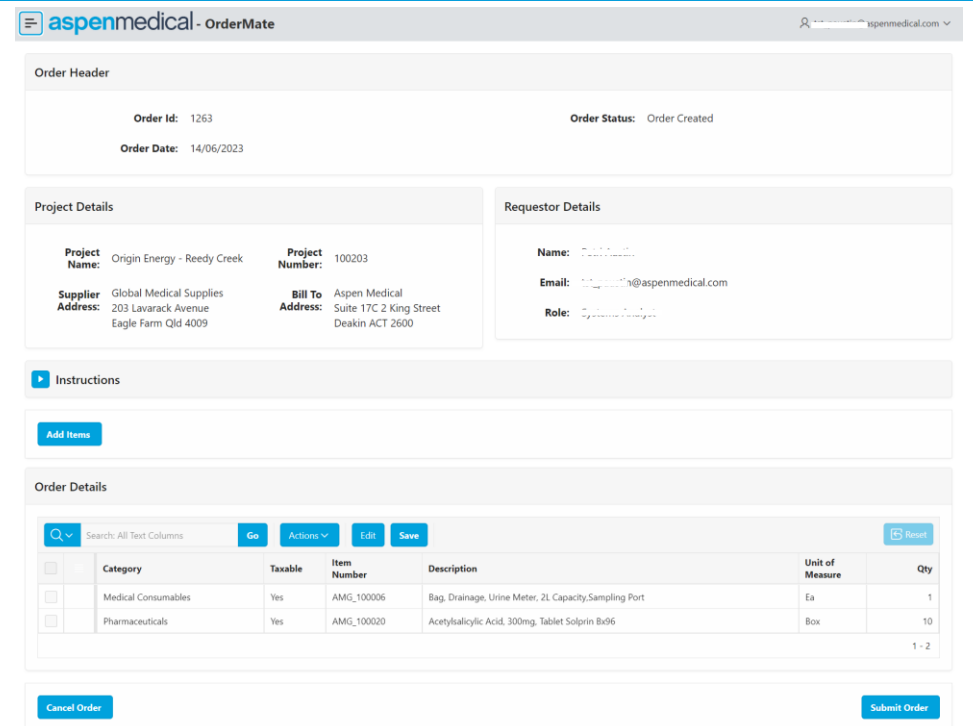
As a WFC user, your home page will show orders that require resubmission after it was rejected along with the approval process. These orders will require actioning for them to get approved and completed.



Filter options will be available on the left and on the right will be a list of all the related orders. Click the blue title to view details of the order.

Detailed view of order

Once the blue title is clicked a screen will be presented with a detailed view of the order. Details on navigating this page to follow in subsequent slides.

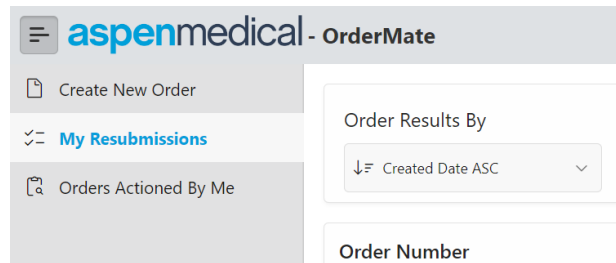


Category	Taxable	Item Number	Description	Unit of Measure	Qty
Medical Consumables	Yes	AMG_100006	Bag, Drainage, Urine Meter, 2L Capacity, Sampling Port	Ea	1
Pharmaceuticals	Yes	AMG_100020	Acetylsalicylic Acid, 300mg, Tablet Solprin Bx96	Box	10

WFC Users - Navigating the App

Navigation Pane

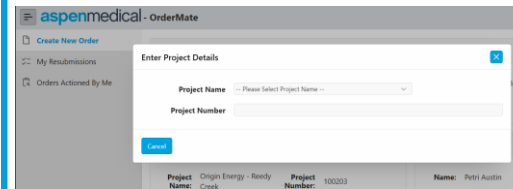
To view the Navigation Menu: Click on the three horizontal lines in the top left hand corner.



This will allow you to navigate to other pages within the application.

Navigation Option: Create New Order

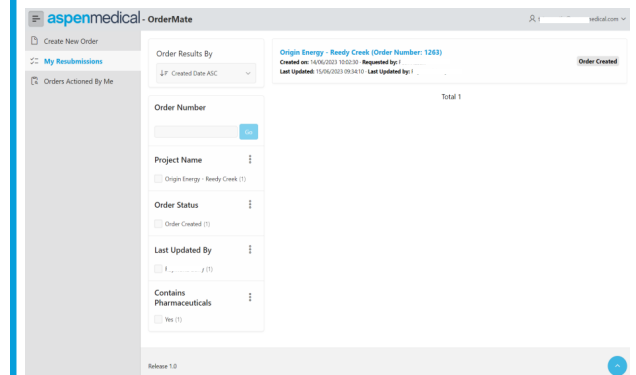
Create New Order will allow you to create and submit new orders.



Details on how to create an order to follow in subsequent slides.

Navigation Option: My Resubmissions

My Resubmissions will show orders that require resubmission after it was rejected in the approval process and an amendment is required. Details of the amendment required can be viewed within the detailed view of the order.



WFC Users - Navigating the App

Navigation Option: Orders Actioned By Me

Orders Actioned By Me will list all the orders where you as a user have had a touch point (submit, approve, quote, etc). For WFC users, this will show all orders where WFC users have created and submitted an order.

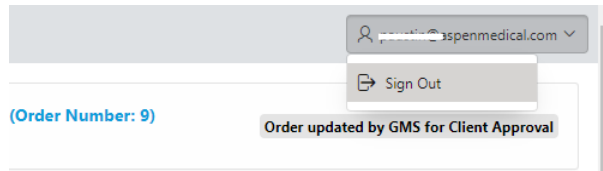
Using the filter options

Results can be ordered by Date Created/Last Updated and Order Status. Users can search by Order Number by using the provided search box and clicking the magnifying glass. Project Name, Order Status, Last Updated By and Contains Pharmaceuticals are all checkboxes and will automatically filter results when clicked.

Sign out and Application Support

Sign out

Click the user name in the top right hand corner of the page and select Sign Out



Application Support

Should you require any application related support. New users, sign in issues, broken functionality/bugs. Please log a ticket within our Zendesk system.

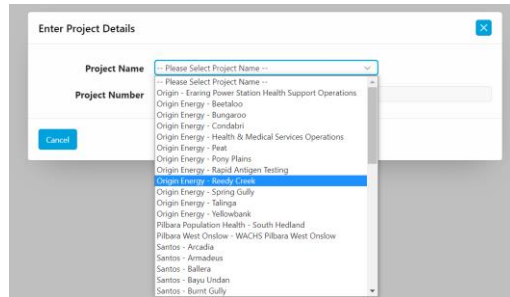
<https://aspenmedical.zendesk.com/>

Or alternatively send an email to Zendesk Support at support@aspenmedical.zendesk.com with details of the request.

WFC Users – Create New Order

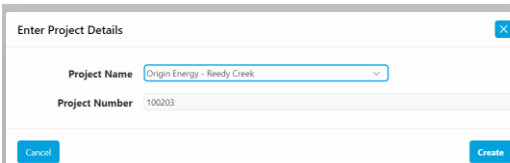
Click Create New Order. Select Project Name. Click Create

Select the Project Name from the drop down list.



The screenshot shows the 'Enter Project Details' form. The 'Project Name' dropdown menu is open, displaying a list of project names including 'Origin - Evening Power Station Health Support Operations', 'Origin Energy - Beetaloo', 'Origin Energy - Bungaroo', 'Origin Energy - Condamine', 'Origin Energy - Health & Medical Services Operations', 'Origin Energy - Peel', 'Origin Energy - Pony Plains', 'Origin Energy - Rapid Antigen Testing', 'Origin Energy - Reedy Creek', 'Origin Energy - Spring Gully', 'Origin Energy - Talaga', 'Origin Energy - Yellowbank', 'Pilbara Population Health - South Hedland', 'Pilbara West Onflow - WACRES Pilbara West Onflow', 'Santos - Arcadia', 'Santos - Amadeus', 'Santos - Billera', 'Santos - Baju Lindan', and 'Santos - Burnt Gully'. The 'Project Number' field is empty, and the 'Create' button is visible at the bottom right.

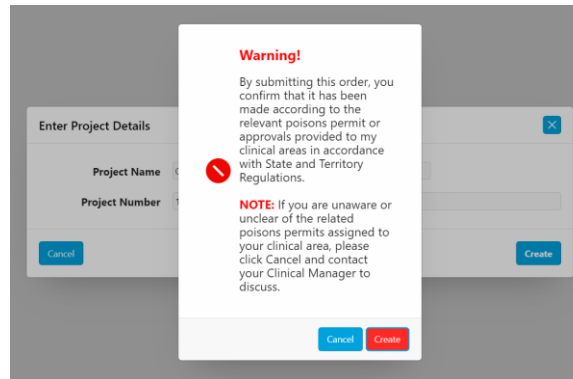
The Project Number will automatically be populated upon selection of the Project Name and the Create button will appear. Click Create.



The screenshot shows the 'Enter Project Details' form with 'Origin Energy - Reedy Creek' selected in the 'Project Name' dropdown and '100203' populated in the 'Project Number' field. The 'Create' button is now visible at the bottom right.

Confirm compliance with poisons permit/approvals in accordance with State and Territory Regulations

This mainly applies to site users who need to order pharmaceuticals, but is active for all users who create orders.

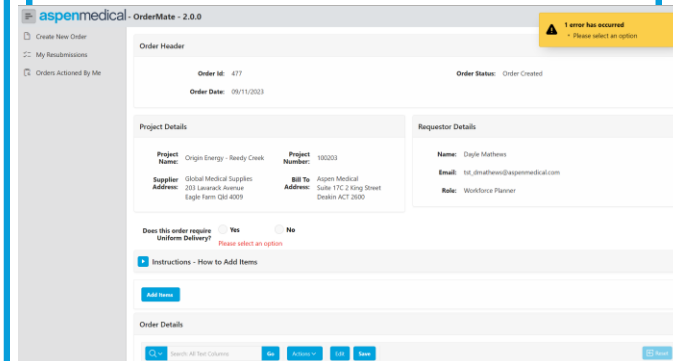


The screenshot shows the 'Enter Project Details' form with a warning dialog box overlaid. The dialog box contains the following text: 'Warning! By submitting this order, you confirm that it has been made according to the relevant poisons permit or approvals provided to my clinical areas in accordance with State and Territory Regulations. NOTE: If you are unaware or unclear of the related poisons permits assigned to your clinical area, please click Cancel and contact your Clinical Manager to discuss.' The dialog box has 'Cancel' and 'Create' buttons at the bottom.

Click Create to continue with the ordering process

Order has been created.

The order has been created and you will be presented with a view where you can add items to the order.



The screenshot shows the 'OrderMate - 2.0.0' interface. The 'Order Header' section displays 'Order Id: 477', 'Order Date: 09/11/2023', and 'Order Status: Order Created'. The 'Project Details' section displays 'Project Name: Origin Energy - Reedy Creek', 'Project Number: 100203', 'Supplier: Global Medical Supplies', 'Address: 203 Linnark Avenue Eagle Farm QLD 4009', 'Bill To Address: Aspen Medical Suite 17C 2 King Street Deakin ACT 2600', 'Name: Duple Mathews', 'Email: dm_mathews@aspenmedical.com', and 'Role: Workforce Planner'. The 'Requestor Details' section is also visible. A yellow warning banner at the top right states '1 error has occurred. Please select an option.' The 'Order Details' section is partially visible at the bottom.

Note that you will be required to select an option for “Does this order require Uniform Delivery?”

WFC Users – Enter Uniform Details

Click Yes to enter Uniform Details

Enter all Uniform Details and make use of the Comments box for additional comments/instructions.

Enter Uniform Delivery Details [Close]

First Name Jane	Last Name Doe
Phone 0412345678	
Requested Delivery Date 17/11/2023 [Calendar]	
Deliver Address 123 This Street That Town 1234	Comments Some comments and instructions can go here

[Cancel] [Save]

Click Save

Editing Uniform Details

Click Edit, make changes and click Save.

Does this order require Uniform Delivery? Yes No

Uniform Details [Edit]

Requested Delivery Date: Friday, 17 November 2023

Comments: Some comments and instructions can go here

First Name: Jane	Last Name: Doe
Phone (incl. area code): 0412345678	Delivery Address: 123 This Street That Town 1234

[Instructions - How to Add Items]

WFC Users – Adding Items to Order

Click Add Items.

A pop up window will allow you to select and add items to the order

The screenshot shows a table with the following columns: Item Number, Description, Unit of Measure, and Category. The table lists various medical supplies such as Bandage Undercast, Mask Respirator, Cup Medicine Measure, Support Knee Comfort Lift, Haplo Mixture Adhesive, Dressing Fabric Adhesive Strip, Binaural Goggles, Remethrin Cream Scabber, Drapes Fenestrated, and Gown Isolation Thumbs Up. Each row has a 'Qty' column with a dropdown arrow.

Use the Search Fields to filter results by Category. Alternatively, use the “Search: All Text Columns” box to search for key words. Double click Qty column to enter quantity and click Save. Use Instructions drop down for further assistance.

View added items and Submit

Close the Add Items window to review added items. Amend quantities required by double clicking the Qty column or clicking Edit. Click Save.

Repeat previous steps to Add Items if any items are missing.

Note: Ad Hoc items can only be added by the Project Manager (PM). Please contact them to discuss.

Once satisfied with the order, Click Submit Order and confirm submission.

The screenshot shows the 'Order Header' with the following information: Order Id: 379, Order Status: Order Created, Order Date: 15/06/2023. Below this are 'Project Details' and 'Requestor Details'. The 'Project Details' section includes Project Name (Origin Energy - Reedy Creek), Project Number (100203), Supplier Address (Global Medical Supplies, 203 Lavarack Avenue, Eagle Farm Qld 4009), and Bill To Address (Aspen Medical, Suite 17C 2 King Street, Deakin ACT 2600). The 'Requestor Details' section includes Name (Eddi Austin), Email (aed@aspenmedical.com), and Role (Systems Analyst).

The 'Order Details' section shows a table with the following columns: Category, Taxable, Item Number, Description, Unit of Measure, and Qty. The table lists the following items:

Category	Taxable	Item Number	Description	Unit of Measure	Qty
Medical Consumables	Yes	AMG_100038	Alcomoter Mouthpieces Lion SD400/S300 PK150	Pkt	1
Pharmaceuticals	Yes	AMG_100071	Doxycycline Tab 100mg Blst 21	Box	2
Medical Consumables	Yes	AMG_100079	Gown Isolation Thumbs Up Impervious 75	Ea	3
Pharmaceuticals	Yes	AMG_100157	Benadryl Original 200ml	Bot	4
General Consumables and E...	Yes	AMG_100169	Disposable Razor 12PK	Pkt	5
Pharmaceuticals	Yes	AMG_100200	Bupivacaine 0.5% 20ml x 5	Box	6

At the bottom of the screenshot, there are buttons for 'Cancel Order' and 'Submit Order'.

WFC Users – Removing Items from Order

Click Add Items.

Click the three horizontal lines to the left of the item in the list.
Click Delete Row.

Order Details

Search: All Text Columns [Go] [Actions] [Edit] [Save] [Reset]

<input type="checkbox"/>	Category	Taxable	Item Number	Description	Unit of Measure	Qty
<input type="checkbox"/>	Medical Consumables	Yes	AMG_100038	Alcomoter Mouthpieces Lion SD400/S300 PK150	Pkt	1
<input type="checkbox"/>	Pharmaceuticals	Yes	AMG_100071	Doxycycline Tab 100mg Blst 21	Box	2
<input type="checkbox"/>		Yes	AMG_100079	Gown Isolation Thumbs Up Impervious 75	Ea	3
<input type="checkbox"/>		Yes	AMG_100157	Benadryl Original 200ml	Bot	4
<input type="checkbox"/>	General Consumables and Equipment	Yes	AMG_100169	Disposable Razor 12PK	Pkt	5
<input type="checkbox"/>	Pharmaceuticals	Yes	AMG_100200	Bupivacaine 0.5% 20ml x 5	Box	6

[Single Row View] [Delete Row] [Refresh Row] [Revert Changes]

1 - 6

Order Details

Search: All Text Columns [Go] [Actions] [Edit] [Save] [Reset]

<input type="checkbox"/>	Category	Taxable	Item Number	Description	Unit of Measure	Qty
<input type="checkbox"/>	Medical Consumables	Yes	AMG_100038	Alcomoter Mouthpieces Lion SD400/S300 PK150	Pkt	1
<input type="checkbox"/>	Pharmaceuticals	Yes	AMG_100071	Doxycycline-Tab-100mg Blst-21	Box	2
<input type="checkbox"/>	Medical Consumables	Yes	AMG_100079	Gown Isolation Thumbs Up Impervious 75	Ea	3
<input type="checkbox"/>	Pharmaceuticals	Yes	AMG_100157	Benadryl Original 200ml	Bot	4
<input type="checkbox"/>	General Consumables and Equipment	Yes	AMG_100169	Disposable Razor 12PK	Pkt	5
<input type="checkbox"/>	Pharmaceuticals	Yes	AMG_100200	Bupivacaine 0.5% 20ml x 5	Box	6

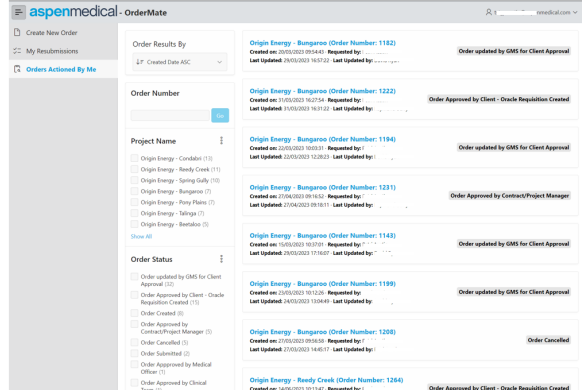
1 - 6

Note that the item will now be greyed out with a strikethrough appearance. Click Save to remove the item.

WFC Users – View Submitted Orders

Orders Actioned By Me

Orders Actioned By Me will list all the orders where you as a user have had a touch point (submit, approve, quote, etc). For WFC users, this will show all orders where WFC users have created and submitted an order.



Once submitted, no changes can be made to the order by the site user. The PM can make any necessary changes during the approval process as well as add Ad Hoc items if required.

To view order: Click the blue title of the order in the list

Each order will have two sections at the bottom:

Order History will show any changes to the order items post submission. These changes can only be made by the PM or GMS users.

Approval History will show the approval status of the order. An order will require additional Clinical Approval if it contains pharmaceuticals.

▼ Order History

▼ Approval History

Approval Status	Updated Date	Person	Role	Email	Reject Action	Comments
Order Created	30/03/2023 12:33:36	Paul Haddock	Systems Analyst	phaddock@aspenmedical.com		
Order Submitted	30/03/2023 12:46:52	Paul Haddock	Systems Analyst	phaddock@aspenmedical.com		
Order Approved by Contract/Project Manager						
Order Approved by Clinical Team						
Order Approved by Medical Officer						
Order updated by GMS for Client Approval						



WFC Users - Resubmitting an order

My Resubmissions

My Resubmissions will show orders that require resubmission after it was rejected in the approval process and an amendment is required. Details of the amendment required can be viewed within the Approval History section at the bottom of the order (see insert below) or at the top of the order near the order status.

The screenshot shows the AspenMedical OrderMate interface. At the top, there's a navigation bar with the AspenMedical logo and 'OrderMate'. Below it, there are tabs for 'Create New Order', 'My Resubmissions', and 'Orders Actioned By Me'. The 'My Resubmissions' tab is active, showing a search bar and a list of orders. One order is highlighted: 'Origin Energy - Reedy Creek (Order Number: 1263)'. Below this, there are filters for 'Order Results By' (Created Date ASC) and 'Order Number' (Go). The 'Approval History' section is expanded, showing a table with columns: Approval Status, Updated Date, Person, Role, Email, Reject Action, and Comments.

Approval Status	Updated Date	Person	Role	Email	Reject Action	Comments
Order Created	15/06/2023 10:14:53		
Order Submitted	15/06/2023 12:03:18		
Order Rejected - Amendment Required	15/06/2023 12:14:47	Amend	Please remove all pharmaceuticals.

Amend Order

Follow steps in slides 9 and 10 to amend the order as requested. Once satisfied the order is complete, Click Submit Order.

Site Users – Adding Items to Order

The screenshot shows the 'Adding Items to Order' section of the AspenMedical interface. It includes a 'Click Add Items' button and a list of items to be added to the order. The interface is designed to allow users to select and add items to their existing order.

Site Users – Removing Items from Order

The screenshot shows the 'Removing Items from Order' section of the AspenMedical interface. It includes a 'Click Add Items' button and a list of items to be removed from the order. The interface is designed to allow users to select and remove items from their existing order.