

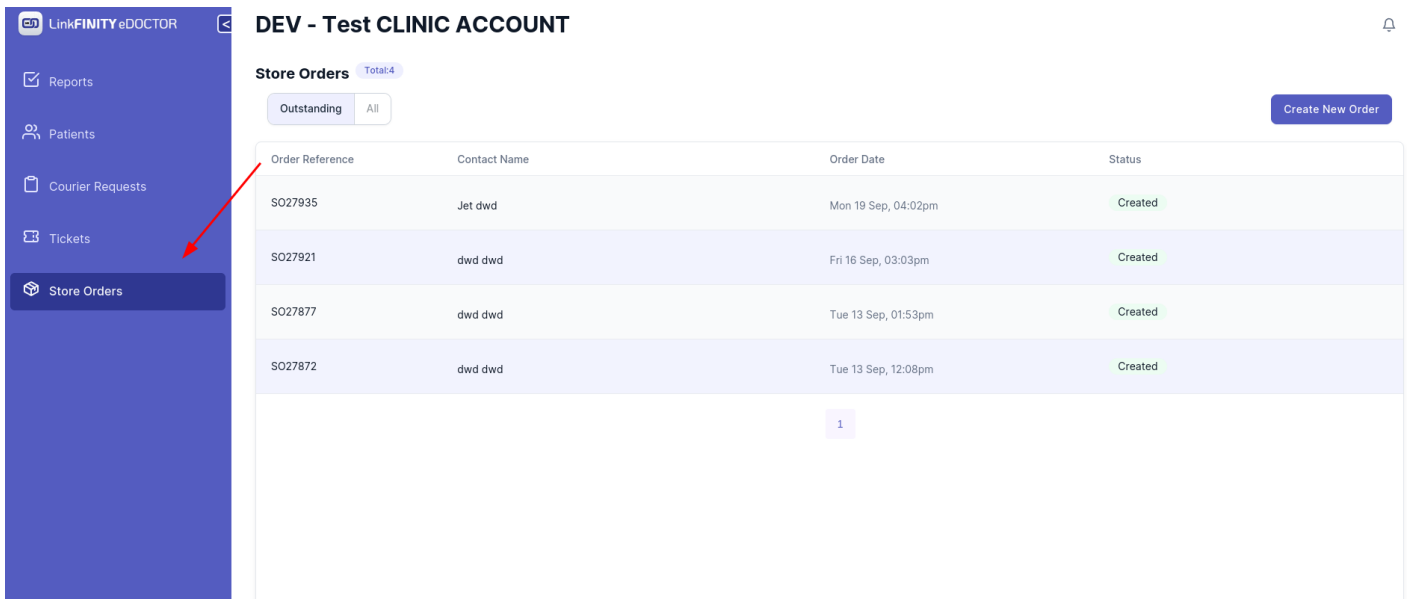
# How to make store order

In this page, you will learn how to:

1. **Make a store order.**
2. **Order an item that is not visible on the products list.**

## Make a store order

1. Navigate to store order tab



The screenshot shows the LinkFINITY eDOCTOR interface for a 'DEV - Test CLINIC ACCOUNT'. The left sidebar is dark blue with a white 'Store Orders' tab selected, indicated by a red arrow. The main content area is white and displays a 'Store Orders' section with a 'Total: 4' indicator. Below this, there are two filter buttons: 'Outstanding' and 'All'. A 'Create New Order' button is located in the top right corner. The main area contains a table with the following data:

| Order Reference | Contact Name | Order Date          | Status  |
|-----------------|--------------|---------------------|---------|
| SO27935         | Jet dwd      | Mon 19 Sep, 04:02pm | Created |
| SO27921         | dwd dwd      | Fri 16 Sep, 03:03pm | Created |
| SO27877         | dwd dwd      | Tue 13 Sep, 01:53pm | Created |
| SO27872         | dwd dwd      | Tue 13 Sep, 12:08pm | Created |

At the bottom of the table, there is a pagination control showing the number '1'.

2. Click on `Create New Order` Button

LinkFINITy eDOCTOR DEV - Test CLINIC ACCOUNT

Store Orders Total: 4

Outstanding All

Create New Order

| Order Reference | Contact Name | Order Date          | Status  |
|-----------------|--------------|---------------------|---------|
| SO27935         | Jet dwd      | Mon 19 Sep, 04:02pm | Created |
| SO27921         | dwd dwd      | Fri 16 Sep, 03:03pm | Created |
| SO27877         | dwd dwd      | Tue 13 Sep, 01:53pm | Created |
| SO27872         | dwd dwd      | Tue 13 Sep, 12:08pm | Created |

1

3. This Page should be showing

LinkFINITy eDOCTOR DEV - Test CLINIC ACCOUNT

Create Store Order

First Name\* Surname\*

Load Preset

Item Description Quantity

type something in

\*Under HIC regulations any stock ordered must be used for Pathology collection only

Save as Preset

Submit Clear Products

Contact Us

4. Type in your First Name and Surname in corresponding text box

LinkFINITY eDOCTOR DEV - Test CLINIC ACCOUNT

Reports Patients Courier Requests Tickets Store Orders Contact Us

**Create Store Order**

First Name\* Surname\*

Test Infinity Pathology

Load Preset

Item Description Quantity

type something in

\*Under HIC regulations any stock ordered must be used for Pathology collection only

Save as Preset

Submit Clear Products

5. Start Typing in the search box

LinkFINITY eDOCTOR DEV - Test CLINIC ACCOUNT

Reports Patients Courier Requests Tickets Store Orders Contact Us

**Create Store Order**

First Name\* Surname\*

Load Preset

Item Description Quantity

requ

Request Forms with labels - A4 - Ream/100

Add "requ"

Submit Clear Products

6. use mouse to left click on the product or hit enter key on your keyboard to select the product

7. If the product happens to be not in the list. an option would pop up saying `Add ProductName`  
use mouse to click it or just hit enter key on your keyboard to select

LinkFINITY eDOCTOR

- Reports
- Patients
- Courier Requests
- Tickets
- Store Orders**
- Contact Us

DEV - Test CLINIC ACCOUNT



Create Store Order

First Name\*  Surname\*

| Item Description                        | Quantity |
|---|----------|
| test                                    |          |
| Add "test"                              |          |
| <input type="checkbox"/> Save as Preset |          |

LinkFINITY eDOCTOR

- Reports
- Patients
- Courier Requests
- Tickets
- Store Orders**
- Contact Us

DEV - Test CLINIC ACCOUNT [→]  
yong.sun@infinitypath.com.au

DEV - Test CLINIC ACCOUNT



Create Store Order

First Name\*  Surname\*

| Item Description  | Quantity   |
|---|--|
| test  | <input type="text" value="1"/> <input type="button" value=""/> |
| type something in   |  |
| *Under HIC regulations any stock ordered must be used for Pathology collection only |  |
| <input type="checkbox"/> Save as Preset   |  |

8. repeat the process and once you get all the products you need.

**DEV - Test CLINIC ACCOUNT**

**Create Store Order**

First Name\*  Surname\*

| Item Description   | Quantity                        |                                  |
|--|---------------------------------|----------------------------------|
| test   | <input type="text" value="1"/>  | <input type="button" value="🗑"/> |
| Scalpel Blades - Size 10 (Kai) - Box/100 (Carbon Steel)* | <input type="text" value="1"/>  | <input type="button" value="🗑"/> |
| Histology Jars (10% Formalin) - 25ml - Pack/24           | <input type="text" value="1"/>  | <input type="button" value="🗑"/> |
| Scalpel Blades - Size 11 (Kai) Box/100*                  | <input type="text" value="20"/> | <input type="button" value="🗑"/> |
| Punch Biopsy Kits - 2mm (Kai) - Box/20*                  | <input type="text" value="3"/>  | <input type="button" value="🗑"/> |
| Test infinity Pathology                                  | <input type="text" value="1"/>  | <input type="button" value="🗑"/> |
| <input type="text" value="type something in"/>           |                                 |                                  |

\*Under HIC regulations any stock ordered must be used for Pathology collection only

Save as Preset

9. you can also save this order as a preset so it saves the hassle of typing everything in each time you want to make a store order.

10. Click on submit button

**DEV - Test CLINIC ACCOUNT**

**Create Store Order**

First Name\*  Surname\*

| Item Description   | Quantity                        |                                  |
|--|---------------------------------|----------------------------------|
| test   | <input type="text" value="1"/>  | <input type="button" value="🗑"/> |
| Scalpel Blades - Size 10 (Kai) - Box/100 (Carbon Steel)* | <input type="text" value="1"/>  | <input type="button" value="🗑"/> |
| Histology Jars (10% Formalin) - 25ml - Pack/24           | <input type="text" value="1"/>  | <input type="button" value="🗑"/> |
| Scalpel Blades - Size 11 (Kai) Box/100*                  | <input type="text" value="20"/> | <input type="button" value="🗑"/> |
| Punch Biopsy Kits - 2mm (Kai) - Box/20*                  | <input type="text" value="3"/>  | <input type="button" value="🗑"/> |
| Test infinity Pathology                                  | <input type="text" value="1"/>  | <input type="button" value="🗑"/> |
| <input type="text" value="type something in"/>           |                                 |                                  |

\*Under HIC regulations any stock ordered must be used for Pathology collection only

Save as Preset

11. If you get below message that means the order has been submitted successfully.

if you encountered a problem. please send a email to [eDoctor@linkfinity.com.au](mailto:eDoctor@linkfinity.com.au) for support.

The screenshot shows the LinkFINITY eDOCTOR interface for a 'DEV - Test CLINIC ACCOUNT'. A green notification banner at the top states 'Successfully submitted store order'. Below this, the 'Store Orders' section is displayed with a 'Total: 5' indicator. There are two tabs: 'Outstanding' and 'All'. A 'Create New Order' button is located in the top right corner. The main content is a table with the following data:

| Order Reference | Contact Name  | Order Date          | Status  |
|-----------------|---------------|---------------------|---------|
| SO27953         | Test Infinity | Tue 20 Sep, 01:01pm | Created |
| SO27935         | Jet dwd       | Mon 19 Sep, 04:02pm | Created |
| SO27921         | dwd dwd       | Fri 16 Sep, 03:03pm | Created |
| SO27877         | dwd dwd       | Tue 13 Sep, 01:53pm | Created |
| SO27872         | dwd dwd       | Tue 13 Sep, 12:08pm | Created |

A pagination control at the bottom of the table shows '1'.

## Order an item that is not listed in the products list

If you are unable to locate the item you need on the list, simply enter a name or description of the item in the search box and click "Add new product." Then, select the quantity you wish to order.

If you encounter any problems, please don't hesitate to contact us.

## New Store Order

### Contact person

First name

Last name

### Products

Load preset


Dermal Curette - 4mm (Kai) - Box/20\*

- 1 + 

Punch Biopsy Kits - 2mm (Kai) - Box/20\*

- 1 + 

Scalpel Blades - Size 11 (Kai) Box/100\*

- 2 + 

Biopsy Labels

Type product name in this box




Add new product "Biopsy Labels"

Save as preset

Submit

Click here to add product that's not in the list



Revision #9

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