

IPHIS QUICK REFERENCE

Outbreak Module: Supply Order

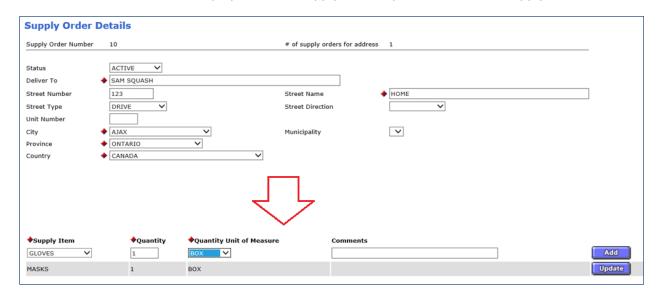
Public health unit (PHUs) may use the **Supply Order** functionality in iPHIS to track the provision of outbreak supplies provided to outbreak cases or contacts. Users configure the supplies available at the outbreak description level. Users can then enter order fulfillment and delivery details for a case or contact at the investigation level.

For cases, navigate to Cases > Case > Supply Order.

For contacts, navigate to Contacts > Contact > Supply Order.

Create a New Supply Order

- Select New Supplies. iPHIS will display the Supply Order screen with the client address prepopulated.
- 2. Select Save at the bottom of the page. iPHIS will generate a Supply Order Number.
- 3. Select a **Supply Item** from the drop-down list.
- 4. Enter the **Quantity** and select the corresponding **Quantity Unit of Measure** for the supply item being added. Comments are optional.
- 5. Select Add. iPHIS will display the saved supply item. Repeat for additional supply items.



Update a Supply Order

- 1. From within any case or contact in the outbreak, select the **Supply Orders** menu. iPHIS will display the **Supply Order Search** screen.
- 2. Enter three search criteria and select **Search**. iPHIS will display the **Supply Order Summary Results** screen.
- 3. Enter the name of who filled the order in the Filled By free-text field.
- 4. Indicate the date the order(s) were processed in the **Filled On** field.



5. **Select the checkbox for each order number to be updated** and select **Save**. iPHIS will update each order selected with a checkbox and set each record to "IN PROCESS".



- 6. Enter the name of who delivered the order in the **Delivered By** free-text field.
- 7. Indicate the date the order(s) were delivered in the **Delivered On** field.
- 8. **Select the checkbox for each order number to be updated** and select **Save**. iPHIS will update each order selected with a checkbox and set each record to "DELIVERED".



Citation

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Disclaimer

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