

## 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

1. Select **New Supplies**. iPHIS will display the **Supply Order** screen with the client address pre-populated.
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.

**Supply Order Details**

Supply Order Number 10 # of supply orders for address 1

Status ACTIVE

Deliver To SAM SQUASH

Street Number 123 Street Name HOME

Street Type DRIVE Street Direction

Unit Number

City AJAX Municipality

Province ONTARIO

Country CANADA

Supply Item Quantity Quantity Unit of Measure Comments

GLOVES	1	BOX	
MASKS	1	BOX	

Add Update



## 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.

**Supply Order Summary Results**

Filled By: PHARMACY  
Delivered By:   
Filled On: 2020-01-31  
Delivered On:

Order Number	Deliver To	Delivery Address	Filled On	Delivered On	Status	
<input type="checkbox"/> 10	SAM SQUASH	123 HOME DRIVE			ACTIVE	<a href="#">Details</a>

[Save](#) [Search Again](#) [Yes to All](#) [No to All](#)

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".

**Supply Order Summary Results**

Filled By:   
Delivered By:   
Filled On:   
Delivered On:

Order Number	Deliver To	Delivery Address	Filled On	Delivered On	Status	
<input type="checkbox"/> 10	SAM SQUASH	123 HOME DRIVE	2020-01-31		IN PROCESS	<a href="#">Details</a>

[Save](#) [Search Again](#) [Yes to All](#) [No to All](#)

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".

**Supply Order Summary Results**

Filled By:   
Delivered By:   
Filled On:   
Delivered On:

Order Number	Deliver To	Delivery Address	Filled On	Delivered On	Status	
<input type="checkbox"/> 10	SAM SQUASH	123 HOME DRIVE	2020-01-31	2020-01-31	DELIVERED	<a href="#">Details</a>

[Save](#) [Search Again](#) [Yes to All](#) [No to All](#)

## Citation

Ontario Agency for Health Protection and Promotion (Public Health Ontario). Outbreak Module: Supply Order. Toronto, ON: Queen's Printer for Ontario; 2020.

## Disclaimer

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