

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

Deliver To

Street Number Street Name


Street Type Street Direction

Unit Number

City Municipality

Province

Country



Supply Item	Quantity	Quantity Unit of Measure	Comments
<input type="text" value="GLOVES"/>	<input type="text" value="1"/>	<input type="text" value="BOX"/>	<input type="text"/>
MASKS	1	BOX	

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	Details

[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	Details

[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	Details

[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

This document was developed by Public Health Ontario (PHO). PHO provides scientific and technical advice to Ontario's government, public health organizations and health care providers. PHO's work is guided by the current best available evidence at the time of publication.

The application and use of this document is the responsibility of the user. PHO assumes no liability resulting from any such application or use.

This document may be reproduced without permission for non-commercial purposes only and provided that appropriate credit is given to PHO. No changes and/or modifications may be made to this document without express written permission from PHO.

