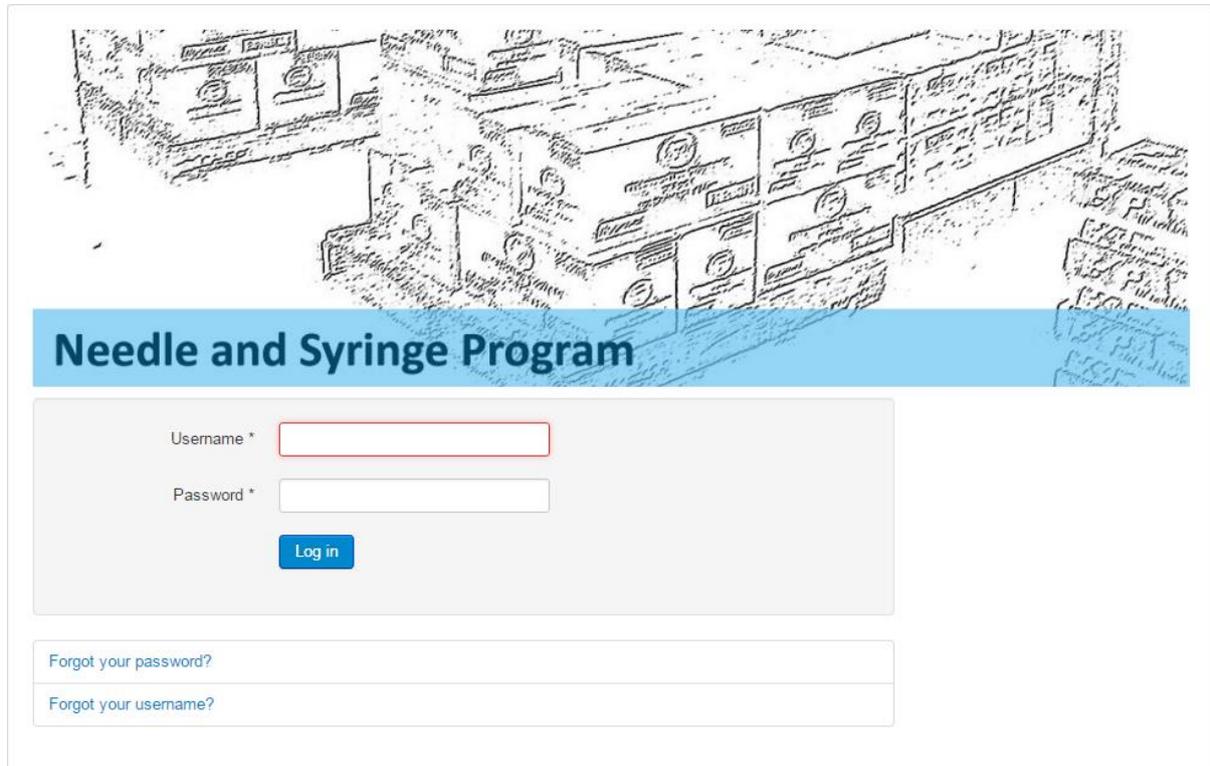


## PHARMACY GUIDE FOR NSP ONLINE ORDERING

Type into your web browser: [www.tasdoc.com.au](http://www.tasdoc.com.au)

Save as a favourite.

Works quickest using Google Chrome (has also been tested in Internet Explorer and Firefox).



**Needle and Syringe Program**

Username \*

Password \*

[Log in](#)

[Forgot your password?](#)

[Forgot your username?](#)

### **LOGIN:**

Username: Enter your Outlet Number (starting with NXT\*\*\*\*)

Password: Enter your password

Enter your Outlet Number in **upper case with no spaces or dashes, use zeros not Os.**

Outlet Numbers for pharmacies always starts with NXT followed by four digits: e.g.NXT9999.

Currently there is no facility to change the Username or Password.

## PHARMACY GUIDE FOR NSP ONLINE ORDERING

### CREATE AN ORDER:

To start an order, select “Create Order” from the Main Menu.

The screenshot shows the 'Needle and Syringe Program' web interface. At the top, there is a blue header with the program name and a user greeting 'Hi NXT0000' with a 'Log out' button. Below the header, a navigation menu includes 'Home', 'Create Order' (circled in red), 'Order List', 'Contact Us', and 'NSP Ordering Dates'. The main content area is titled 'Products available under the Tasmanian Health Service Needles and Syringes Program'. It features a 'Sort by' dropdown menu with options 'Product Name +/-' and 'Product SKU', and a 'Results 1 - 10 of 10' indicator. A list of products is displayed, each with a blue title, product ID, units in box, and an 'Add to Cart' button. The products shown are: 'KIT PREPACKED TAS031 3 X 1ML', 'KIT PREPACKED TAS033 3 X 3ML', and 'KIT PREPACKED TAS035 3 X 5ML'. A fourth product, 'SHARPS CONTAINER 22.7L', is partially visible. On the right side, there is an 'Order Calendar' showing the months of March and April 2016 with a grid of dates.

Click on the blue product name to get a popup window with a picture of the item, to help if you are unsure of the product – just close this popup window to return the list.

Quantity to order can be changed by using the **+** or **-** buttons or over typing the quantity in the box.

Then click the “Add to Cart” button.

A popup box will indicate the item has been added to the Order Cart and how many.

There are two ways to continue shopping:

- 1) By clicking the “Continue Shopping” link - this will close the popup box and refresh the product list. This is the slow way as you will need to wait for the page to refresh each time.
- 2) By closing the popup box using the “X” in the right hand side of the box above Show Cart. This will return you directly to the product list without refreshing.

**NOTE: Cost of items is not displayed in this system**

Water for Injection is charged a cost recovery by DHHS for the NSP.  
Orders for Water for injections will result in an invoice for payment from DHHS

Make sure that staff responsible for NSP orders understand that not all items are subsidised

## PHARMACY GUIDE FOR NSP ONLINE ORDERING

### ORDER CART:

When you have finished adding all your items to the order, select “Order Cart” from the Main Menu.

The screenshot displays the 'Needle and Syringe Program' checkout page. At the top right, it says 'Hi NXT0000' and has a 'Log out' button. The main heading is 'Cart' with 'Checkout Step 4' and a 'Continue Shopping' link. The cart table lists three items:

Name	SKU	Quantity Update
KIT PREPACKED TAS031 3 X 1ML	000031	5 [update arrows] [delete bin]
KIT PREPACKED TAS035 3 X 5ML	000035	3 [update arrows] [delete bin]
WATER FOR INJECTION 2ML (Pharmacy charges apply)	020002	1 [update arrows] [delete bin]

On the right, the 'Main Menu' includes links for Home, Create Order, **Order Cart** (circled in red), Order List, Contact Us, and NSP Ordering Dates. Below that is an 'Order Calendar' showing March and April 2016. At the bottom center, a large blue 'Confirm Purchase' button is circled in red.

From this screen your Order Cart can be viewed and checked.

Quantities can be changed or deleted if necessary.

To change quantities, over type the quantity in the box and the click on the arrows  next to that box to update the Order Cart.

To delete an item, click the circular waste bin  beside the item quantity.

To complete and submit the order, click the “Confirm Purchase” button.

The following “Thank you” will be displayed.

Thank you for your order

Order Number 228

[View your order](#)

## PHARMACY GUIDE FOR NSP ONLINE ORDERING

You should always “View your order”, print it and keep a copy of your order to check against the delivery.

Select the “View your order” button.

Use the “Print Order” option at the top right near the Main Menu.

**Needle and Syringe Program**

Hi NXT0000.  
[Log out](#)

### Order Information

**Order Number** 228  
**Order Date** 01 March 2016  
**Order Status** Pending  
**Last Updated** 01 March 2016

**Username:** NXT0000

**E-Mail** 948herald@gmail.com  
**Country** Australia  
**State** Tasmania

[Order Items](#) [Order History](#)

SKU	Product Name	Product status	Quantity
000031	KIT PREPACKED TAS031 3 X 1ML	Pending	5
000035	KIT PREPACKED TAS035 3 X 5ML	Pending	3
020002	WATER FOR INJECTION 2ML (Pharmacy charges apply)	Pending	1

[Print Order](#)  
[List Orders](#)

### Main Menu

- [Home](#)
- [Create Order](#)
- [Order Cart](#)
- [Order List](#)
- [Contact Us](#)
- [NSP Ordering Dates](#)

### Order Calendar

« < March 2016 > »

S	M	T	W	T	F	S
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

« < April 2016 > »

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

This is the end of the order process ..... **Always “Log Out”.**

**NOTE: Cost of items is not displayed in this system**

Water for Injection is charged a cost recovery by DHHS for the NSP.  
Orders for Water for injections will result in an invoice for payment from DHHS

Make sure that staff responsible for NSP orders understand that not all items are subsidised

## PHARMACY GUIDE FOR NSP ONLINE ORDERING

### OTHER FUNCTIONS:

To view or reprint past orders use the “Order List” from the Main Menu.

Order Numbers and dates are displayed in a list.

Select the required blue Order Number to display and view your order.

Use the “Print Order” option on the top right near the Main Menu to print a copy of the order.

The Order Calendar on the main page displays the cut-off dates by which your orders need to be submitted.

Selecting “NSP Order Dates”, from the Main Menu, displays a calendar with order cut-off dates that can be stepped through to future months using the green arrows at the top. This is useful for planning orders around busy periods such as Christmas or staff annual leave.

The screenshot displays the "NSP Ordering Dates" web interface. At the top right is a "Log out" button. The main heading is "NSP Ordering Dates". Below the heading are navigation controls: "By Year", "By Month", "By Week", "Today", "Search", and "Jump to month". The current date is "12 June 2015". The main calendar shows a grid of days from Sunday to Saturday. A red box highlights the date 12 June 2015. The calendar also shows order cut-off dates for other days, such as 2, 9, and 16 June 2015, with the text "08:00am NSP ORDERS DUE TODAY BEFORE 12 NOON". To the right of the main calendar is a "Main Menu" with links: Home, Create Order, Order Cart, Order List, Contact Us, and NSP Ordering Dates. Below the Main Menu is an "Order Calendar" showing two months: June 2015 and July 2015. The date 12 June 2015 is highlighted in the June calendar. The footer of the page includes "© 2015 Tasmanian Health Services" and a "Back to Top" link.

## DON'T FORGET TO LOGOUT