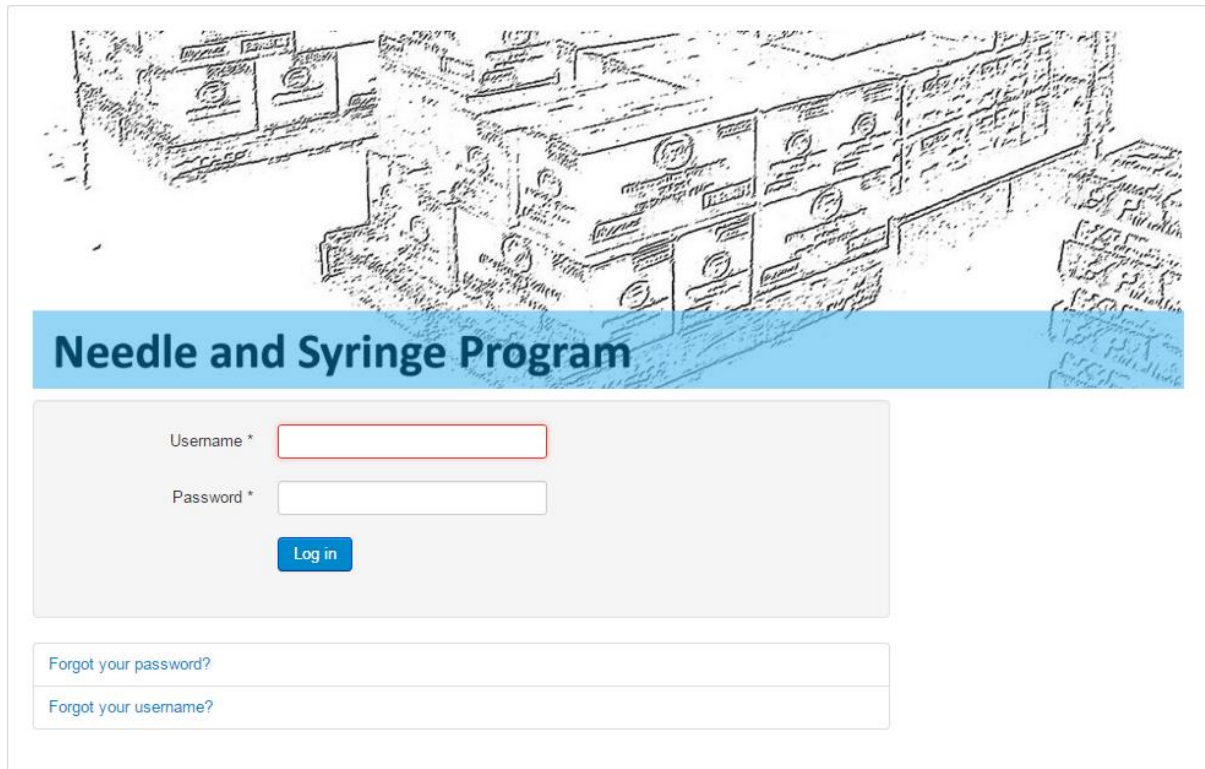


PHARMACY GUIDE FOR NSP ONLINE ORDERING

Type into your web browser: 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 bar contains '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 with a '100' dropdown. The product list includes three items: 'KIT PREPACKED TAS031 3 X 1ML', 'KIT PREPACKED TAS033 3 X 3ML', and 'KIT PREPACKED TAS035 3 X 5ML'. Each item shows its 'Product Id', 'Units in box: BX20', a quantity input box set to '1', and an 'Add to Cart' button. A fourth item, 'SHARPS CONTAINER 22.7L', is partially visible. On the right side, there is an 'Order Calendar' showing two months: March 2016 and April 2016, with dates 1 through 31.

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.

Needle and Syringe Program

Hi NXT0000,
[Log out](#)

Cart Checkout Step 4

[Continue Shopping](#)

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

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

Confirm Purchase

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

Main Menu

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

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

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" (with a year selector set to 2015), "By Month", "By Week", "Today", "Search", and "Jump to month" (with left and right arrows). The main content is a calendar for "12 June 2015". The calendar shows days from Sunday to Saturday. On Tuesday, 9 June, and Tuesday, 23 June, there are blue boxes indicating "08:00am NSP ORDERS DUE TODAY BEFORE 12 NOON". On Friday, 12 June, there is a red box. 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. In the June 2015 calendar, the date 12 is highlighted with a red box. The footer contains "© 2015 Tasmanian Health Services" and a "Back to Top" link.

DON'T FORGET TO LOGOUT