iRIS4
nrs-uk.co.uk

QUICK REFERENCE GUIDE PERIPHERAL STORES
**Version 1.1**

**No.4 – Creating a peripheral store *issue*
(used to record the issue of equipment
from Peripheral Store to client)**

START HERE

1. Log in to iRIS4 with your PIN & password to access the home screen.

2. Click [Peripheral Stores] from the left hand menu.

3. Select the correct Peripheral Store (from which the product(s) have been issued) from the drop-down list.

4. Enter the client search criteria & click [Search] to find your client.

5. If you can't find your client in the search results, proceed to step 20.

6. Find your client on the results page then click the 🔍 on the relevant row.

7. Check the client details and any pending orders then click [Create PStore Delivery] at the top of the page.

8. Click [Add Products].

9. Locate the barcode label on the equipment being issued and note the PUK number and product code (shown beneath the barcode) …

10. Enter the product code in the search box & click [Search] or browse the products using the categories shown.

11. Click ⊕ beside the thumbnail image to add the product to the order in 1 go. If you need more product information, click on the thumbnail image to display the product detail page, then click [Add to Basket].

12. Accurately enter the PUK number into the PUK input box on the order line and hit 'enter'…

PUK

18743005
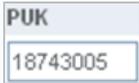
13. Repeat steps 10 – 12 until you have selected all of the products that have been issued to the client and take care when entering PUK numbers.

14. Click [Place Requisition]

15. Complete the 'Requisition Details' section at the top of the page and check/amend the delivery address as required.

16. In the 'Order Options' section, accept the default service level. *Note that you do not need to enter any delivery instructions or sensitive information.*

17. Click [Confirm Delivery Instructions]

18. Check the order summary displayed then click [Confirm Authorised Order].

19. Note the order number displayed. You can click [Create PDF] to download a copy of the order summary if required or simply click [Click here to view activity note] to print a copy directly from here.

FINISH HERE

20. Click [Create New Client].

21. Complete the 'Service User/Customer details' section of the page taking care to ensure that all information entered is accurate & correct.

22. Enter the clients post code in the 'Service User/Customer Address' section, then click [Find]. A list of matching addresses will be populated in to the scrollable list. Click on the correct client address to select it.

23. Change/update any of the address fields as required then repeat the process for the alternate address.

24. Click [Add Client].

25. Proceed to step 7.

This process will update the client history data to reflect the fact that the item has been issued to the named client. It will also update the NRS stock records to indicate that the store requires replenishment of that item. Note that it will **not** create a delivery order to trigger an equipment delivery from the NRS service centre to the client.

Please check local arrangements for Peripheral Store top-up orders!

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Guide to Symbols

Context Sensitive Help (Click for help)

Add this item to my order

This is a Hire item

Remove order line / cancel order

Send email reminder to authoriser

Change the authoriser

Create & send message to prescriber or authoriser

Read messages or send another

Authorise this order

View client or order

This order has not yet been authorised

This item is assigned to a service level group