

ImmForm Helpsheet 19 – Creating a deferred order

This helpsheet explains how to place a deferred vaccine order on ImmForm.

Instead of processing the order immediately, an order can be deferred so that it is not submitted until a specified date. This will allow customers to place an advance order if they are on holiday, for example, instead of making a larger than normal order when there may be insufficient space in their vaccine fridge. Deferred Orders cannot have a submission date more than 3 months into the future.

1. Create an order in exactly the same way as usual (see ImmForm Helpsheet 16 – Vaccine Ordering Quick Start Guide).
2. On the ‘Submission Date’ field on the order page select a date in the future on which you wish to submit the order.

The screenshot shows the ImmForm order page. The 'Submission Date' field is circled in red. Below the form, a calendar is displayed with the date 18th highlighted. A red oval highlights the 'Submission Date' field and the calendar area.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
44	31	1	2	3	4	5	6
45	7	8	9	10	11	12	13
46	14	15	16	17	18	19	20
47	21	22	23	24	25	26	27
48	28	29	30	1	2	3	4
49	5	6	7	8	9	10	11

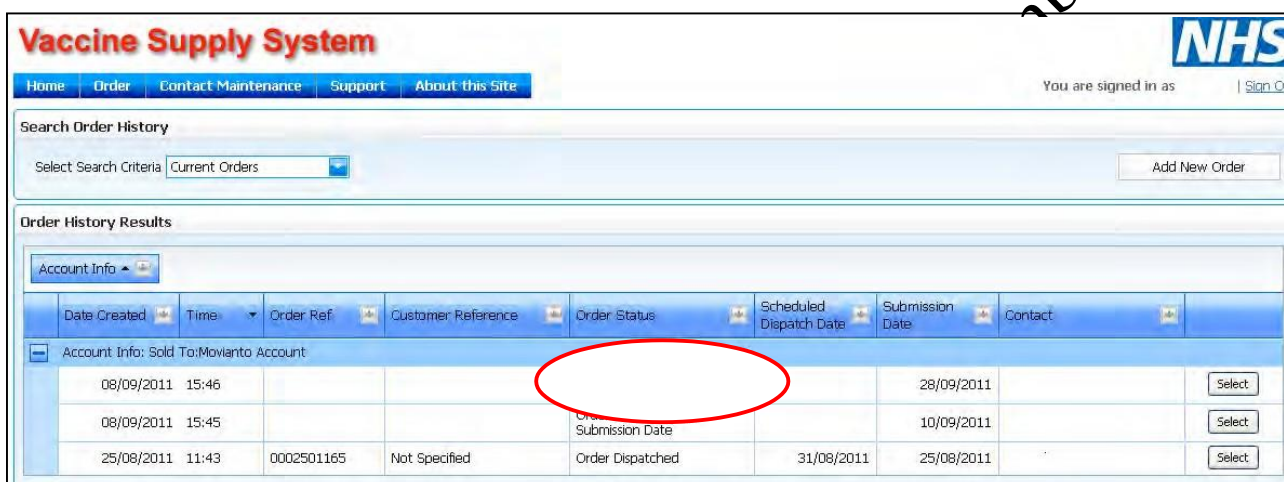
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Tip: Please remember to allow for ordering two working days in advance of your normal delivery day and to take account of any Bank Holidays, as necessary.

3. Click 'Confirm Order'
4. The Order History page is displayed.
5. Observe that the created order has a status of 'Order Deferred until Submission Date' confirming that the deferred order has been correctly created.



Vaccine Supply System **NHS**
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Select Search Criteria: Current Orders

Order History Results

Account Info

Date Created	Time	Order Ref	Customer Reference	Order Status	Scheduled Dispatch Date	Submission Date	Contact
Account Info: Sold To: Movianto Account							
08/09/2011	15:46			Order Deferred until Submission Date		28/09/2011	<input type="button" value="Select"/>
08/09/2011	15:45			Order Deferred until Submission Date		10/09/2011	<input type="button" value="Select"/>
25/08/2011	11:43	0002501165	Not Specified	Order Dispatched	31/08/2011	25/08/2011	<input type="button" value="Select"/>

The order will not be processed further until the submission date is reached. Like any other order, it can be cancelled at any point before it reaches the 'Order Dispatched' stage.