

Orders

- 1. Introduction**
- 2. Adding an order**
- 3. Adding a repeat order**
- 4. Amending an order**
- 5. Printing/Faxing orders in batch**
- 6. Re-printing a batch of orders**
- 7. Printing orders as they are raised**
- 8. Re-printing individual orders**
- 9. Re-faxing individual orders**
- 10. E-mailing orders**
- 11. Deleting an order**
- 12. Receiving an order**
- 13. Returning goods**
- 14. Supplying an order**
- 15. Progress**
- 16. Jump to functions**

- 17. Deceased patients**
- 18. Archiving old orders**
- 19. Detail**
- 20. Reports – Adhoc**
- 21. Reports – Batches**

1. Introduction


Official orders can be raised on OPAS for the purpose of purchasing orthotic items for your patients. Once raised, these can be printed for sending to suppliers or can be faxed or e-mailed directly to your suppliers from OPAS (if you have the necessary fax hardware/software installed).

Throughout OPAS you will see Orders being referred to as History. This is because the details of the orders, which can be seen on the patient record, are providing a history of that patients past and current care.

Once an order has been raised you are able to track its progress by recording further information e.g. when the goods were received, when the goods were supplied to the patient and when the invoice for the items have been passed to Finance for payment.

It is these orders that will provide the information for producing a variety of management reports available within OPAS. The reports will only be as good as the data that has been entered, so the more information that is entered the more information you will be able to retrieve.

The following chapter will explain the options available from the **History** option on the main menu. However, it needs to be pointed out that there are actually two ways of finding an order.

1. using **Patients – Goto, History, Current**: firstly find the patient, then click on the ‘order’ icon  (or **Goto, History, Current**) to go to the orders for that patient
1. using **History – Orders**: find the order.

So if you know the order number, it is quicker to use **History - Orders**; if you only know the patient name, it is quicker to use **Patients – Goto, History, Current**.

When updating an order it does not matter which way is used to find it. You will find which way is quickest/easiest as you become more familiar with using OPAS.


2. Adding an Order

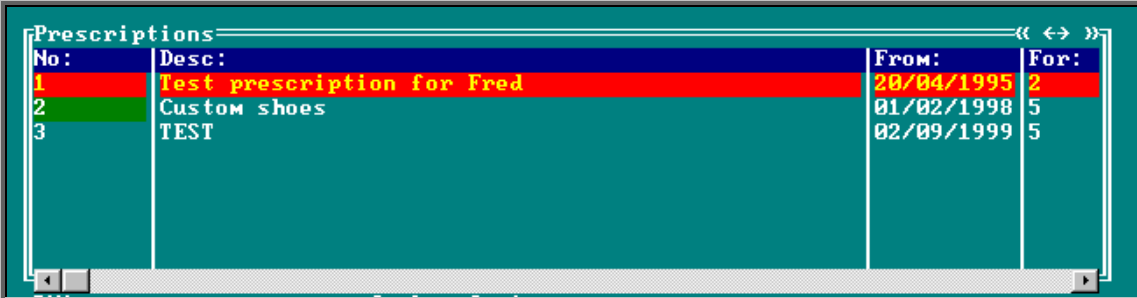
Menu: **Patients**

Although most of the order maintenance is carried out in **History**, new orders can only be entered from the **Patients** screen.

To add an order, find the patient that you want to add the order for.


If you are not using prescriptions move onto step 2

If you are using prescriptions you will then have to select which prescription this order is going to be assigned to. To do this, press the 'arrow' icon  (or **PgDn**) so that you can see the prescription table. Select the relevant prescription by clicking on it with the mouse so that the green highlight appears. (Alternatively press **Alt-T**, select Prescription and move down the list with the arrow keys.) Prescriptions are highlighted in red if they have expired. You cannot add an order to a Prescription if it has expired.




No:	Desc:	From:	For:
1	Test prescription for Fred	20/04/1995	2
2	Custom shoes	01/02/1998	5
3	TEST	02/09/1999	5

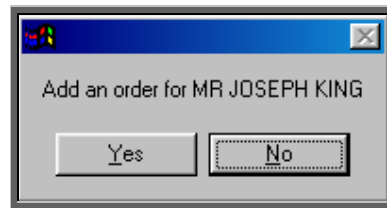
Click on the 'enter' icon  (or **E**dit, **E**nter) and the box below will appear. ←



Enter:

To select Order, click on the Order button with the mouse, or type **O**.

Note: If Order is not an available option you are in the 'short' **Patient** screen. To change back to the 'long' **Patient** screen, click on the 'swap' icon  (or **F**ile, **S**wap)



You are asked to confirm that you wish to add an order for this patient. If you have forgotten to find the patient before trying to add an order, this is your opportunity to abandon entering an order.

If you select **Yes** a new order will appear on the screen for you to complete.

Some of the fields will already be filled in for you. The fields below in red **must** be completed. The other fields are optional.

- | | |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Hospital No</i> | Hospital No will be brought through from the patient record. |
| <i>Patient</i> | Patient name will be brought through from the patient record. |
| <i>Sex</i> | (M)ale or (F)emale will be brought through from the patient record. |
| <i>DOB</i> | DOB will be brought through from the patient record. |
| <i>Purchaser</i> | Purchaser will be brought through from the patient record but if you need to change it press the Tab key to see the list of your purchasers and make an alternate selection. Otherwise press the Enter key to move to the next field. |
| <i>Date of Order</i> | Today's date will automatically be entered. You can overwrite with another date if required. |
| <i>Order Number</i> | The next sequential number will automatically be entered in this field if an order number formula has been created (see Utilities - Note 49. Order numbers). You can overwrite this as long as the order number you type is unique (i.e. has not been used before and is unlikely to be automatically offered on a future order). |
| <i>Supplier</i> | Select the supplier you are ordering the goods from. (If the supplier does not appear in the pop-up list they will need to be added in Utilities – NSI – Suppliers.) |
| <i>Cross Ref or Hsp Order No</i> | This is an optional field where you may wish to quote a supplier's reference number or an internal reference number. |
| <i>Description</i> | 50 characters available to describe in simple words what the order is for. This description will appear in appointment letters so should be terminology understood by the patient. As well as being able to free type in this field you can also select a description from a pop-up list by pressing the Tab key. (Standard descriptions to appear in the pop-up should be set up in Utilities – Choices – Descriptions) |

- Orthosis Code** This is a mandatory field. You must select a code from the pop-up list. (Orthosis codes to appear in the pop-up should be set up in **Utilities – Choices – Orthosis Codes**)
- Referrer** Referrer will be brought through from the patient record but if you need to change it press the **Tab** key to see the list of your Referrers and make an alternate selection. Otherwise press the **Enter** key to move to the next field.
- In-patient** Type **N** for No or **Y** for Yes.
- Paid** If the patient has to pay for the goods, (e.g. the orthosis incurs a prescription charge) the date they pay can be entered here in the format ddmmyyy. To leave this field blank press the **Enter** key.
- Receipt** If the patient has to pay for the goods, the receipt number can be entered here.
- Amount** If the patient has to pay for the goods, the amount they paid can be entered here.
- Expected Supply Date** This date will be calculated from the Orthosis Code that was entered above. When the Orthosis codes are set up there is the opportunity to say how long that type of item takes to be delivered. If an Orthosis Code has been set up with a delivery of 7 days, the *Expected Supply Date* will show as 7 days from today's date. If the delivery field is not used when the Orthosis Code is set up, the *Expected Supply Date* will show as today's date. The date that appears can be overtyped with another date if required.
- ACO** What you enter here will determine what OPAS will do when you book the goods in as being received.
- A** if the order will need an appointment to be made for fitting. When the order is received from the supplier, the system will automatically make an appointment.
- C** if the order is to be collected but does not need an appointment: when the order is received from the supplier, the system will generate a collection letter to advise the patient that the order is ready for collection.
- E** if the order will be fitted during an existing appointment for that patient. The system will check the existing appointments for the patient and link the appointment to the order by automatically entering the order details onto the appointment and inserting the date of the existing appointment into the *Appointment* field on the order. If the patient has more than one future appointment you will be asked to select which appointment you wish to link the order with.

Appt	Date:	Time:	clinic:	orth:
1	22/10/2003	10:00	Appliance Department	Mrs Ortho
2	23/10/2003	09:15	Appliance Department	Mr Ortho

Select appointment

1 2

OPAS will also check that the appointment date is after the expected supply date on the order. If it is not, you will get the following message:



T if the order needs to be taken to a ward. The information will appear at the bottom of the next clinic and can appear on the clinic list if required.

O for any other circumstance: the system will not take any particular action when the order is received.

Time If you enter **A** in the *ACO* field, you must indicate how long an appointment the patient will need. The default length of your appointments (as set in **Utilities – Choices – System**) will automatically appear in the *Time* field but this can be overtyped.

Clinic If you enter **A** or **C** in the *ACO* field, you must say which clinic venue they need to attend or collect the goods from. A pop-up list will give you your available options. (Clinic venues to appear in the pop-up should be set up in **Appointments - Venues**)

Clinician If you enter **A** in the *ACO* field, you can state which Clinician they need to see. If the patient can see any Clinician then leave this field blank. If you have entered a Clinician on the Patient record, this will show through onto the order. If you need to add/edit the Clinician, press the **Tab** key to see the list of options.

Day If necessary, a day of the week can be specified for the appointment. Press the **Tab** key to see the list of options. If you enter a day here,

when the goods are booked in and OPAS finds the next available appointment, it will only look for available appointments on that day. Therefore, care should be taken that you do not enter a mismatch here i.e. by saying that they need to see Mr Clinician on a Monday when Mr Clinician only has a clinic on Fridays.

- Letter* If you enter **A** in the *ACO* field, you can state which letter type will be required for the appointment when it is made. The field will default to your standard appointment letter (as set in **Utilities – Users**), but can be overtyped with a different letter type.
- Transport* If you enter **A** in the *ACO* field, you can state which type of transport the patient needs, if any. If you have entered Transport details on the Patient record, this will show through onto the order.
- Prescription* If you are using prescriptions, the prescription number will show automatically in this field.
- No*

Once the above fields have been entered you will be taken into the **Detail** box where details of the items to be ordered are shown.

- Code* Press the **Tab** key to see the list of items held in OPAS. This will show a combination of OPrice items, Non Scheduled Items (NSI) and stock items.

CODE	DESCRIPT
A014	ADDITIONAL CHARGE FOR BRIDGED OR ARHED WAIST
A015	ANY ADDITIONAL PADDING TO ONE SINGLE ITEM OF FOOTWEAR
A016	HIGH OR ELONGATED STIFFENER UP TO 150MM
A017	HIGH BOOT UPPERS EACH ADDITIONAL 25MM
A018a	LAMBSWOOL LINING UP TO 150MM
A018b	LAMBSWOOL LINING EACH ADDITIONAL 25MM

Start typing the item that you are looking for and the pop-up list will go to those items that match your search criteria.

Position the green highlight on the item you require and press the **Enter** key.

If the item you are looking for is not in the list, press the **Esc** key to make the pop-up list disappear and leave the code field blank. If the item is not in the pop-up list and it is an item you order regularly you can add the item as a Non Scheduled Item (**Utilities – NSI – Items see Utilities - Note 47. NSI**) so that it appears in the pop-up list in future.

- Description* If you have selected a schedule number in the *Code* field the description will automatically appear. If not, the description entered in the *Description* field above will appear.
- Orthosis Code* The Orthosis Code entered earlier on the order will automatically appear here. On most occasions this will be correct and pressing the

Enter key will take you to the next field. However, if you are ordering more than one item it may be that the Orthosis code entered earlier is not correct for both items. If you need to change the code on any of the order lines, press the **Tab** key to see the list of Orthosis codes available and make an alternate selection.

(V)AT *V* shows the rate of VAT for that item, as

S standard
E exempt
Z zero-rated
R reclaim.

The VAT field will default to **S** but you can overtype this with an alternate VAT rate.

Qty Enter the quantity to be ordered. This will default to 1 but can be overtyped. (The default *Qty* can be changed in **Utilities – Choices – Defaults**)

Price If you have selected a schedule number in the *Code* field and there is a price in OPAS for the item from the supplier named above, then the price will automatically appear.

If the price does not appear automatically it will have to be entered manually. If this is an item you order regularly you can add the price as a Non Scheduled Price (**Utilities – NSI – Prices** *see Utilities - Note 47. NSI*) so that the price will appear automatically in future.

Enter as many lines in the detail section as are needed, but you **must** press **Enter** after entering the *Price*, so that the highlight moves on to the next line. If you don't, background calculations are not carried out by the system and problems may occur in the calculation of VAT. Once you have entered the last line it is safest to press **Enter** to move the highlight into *Code*, then **Enter** again to move it into *Description* then **Enter** again to move it into *Notes*.

Notes Any additional information can be entered here.

Care Episode If a care episode has been created for this patient, the order can be linked to the care episode by entering the care episode reference number. Press the **Tab** key to see the list of care episodes entered on OPAS.

More than one order can be linked to a care episode. When the goods are booked in against an order, if the ACO field has been set to **A** (Appointment) or **C** (Collection) an appointment or collection letter will not be produced until all the orders quoting that care episode have been received.

- Technician* If required, a Technician can be specified for the order. This is for those hospitals with an internal workshop. Press the **Tab** key to see the list of options. The Technicians seen in the pop-up list are created in **Utilities – Choices – Technicians**.
- Ward* If the patient is an in-patient the Ward they are in can be entered here. Press the **Tab** key to see the list of options. The Wards seen in the pop-up list are created in **Utilities – Choices – Wards**.
- Fitting Note* This is a multiple lined field to enable extensive fitting notes to be entered.

Once you have finished entering data into the required fields, press **Ctrl-Enter** to save the order and to return to the patient record.

If you have instant print switched on, the order will print automatically at this point (see **Orders - Note 7. Printing orders as they are raised**).


3. Adding a repeat order

If you need to add an order to a patient when they have already had an order for a similar orthosis, rather than enter the whole order from scratch, enter a repeat order. Repeat orders is not an available option for those using prescriptions where each order has to be linked to a valid prescription when raised.

Menu: Patients

Find the patient who you wish to add a repeat order for.

Firstly, select which of the patients previous orders you would like to repeat. To do


this, press the 'arrow' icon  (or **PgDn**) so that you can see the order table. Select the relevant prescription by clicking on it with the mouse so that the green highlight appears. (Alternatively press **Alt-T**, select Order and move down the list with the arrow keys.)

Orders				« ↔ »
Date of Or	Order No	Sup	Desc	Received
22/10/2003	G00418	189	Repairs	
20/07/2002	G00414	078	Shoes	21/08/2002

Now click on the 'enter' icon  (or Edit, Enter) and the box below will appear.

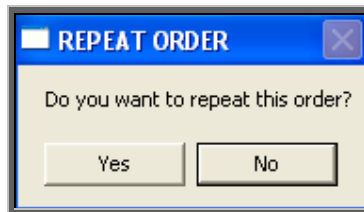


Note: If Repeat Order is not an available option you are either in the 'short' Patient screen or you are set up for prescriptions. To change back to the 'long'

Patient screen, click on the 'swap' icon  (or File, Swap)

To select Repeat Order, click on the Repeat Order button with the mouse, or type **R**.

You will be shown the original order and asked to confirm that this is the order you wish to raise a repeat order on.

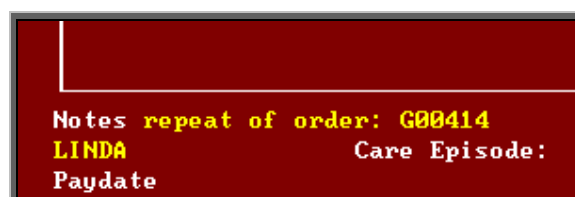


Click on **Yes** to continue.

At the bottom of the screen you will be offered the next order number in the sequence. Press **Enter** to accept this number. If you choose to alter the order number offered, ensure the number has not been used before, or is not one that may be offered in the future.



You will then be taken into the new order which will be a copy of the original. In the notes at the foot of the order, it will indicate that this was a repeat of an existing order.



Move through the order to make any necessary changes. Once you have finished, press **Ctrl-Enter** to save the order and to return to the patient record.


4. Amending an order



There are two ways to amend an order. You can amend an order from the **Patients** screen or by going into **History**.

1. From the patient screen

Menu: **Patients**

Find the patient whose order you wish to amend.

Click on the 'orders' icon  (or **G**oto, **H**istory, **C**urrent) to show the current orders for that patient.

Use the 'arrow' icon  (or **F6**) to find the order you wish to edit, and then click on the 'update' icon  (or **E**dit, **U**date).

You will be taken to the *Purchaser* field, as the Patient details cannot be amended.

To update a particular field, either move through the fields with **F4** or **Enter**, or click on the data you want to change.


You can use **Tab** with the following fields, to show a pop-up menu from which to choose an alternative:

Purchaser
Supplier
Description
Orthosis Code
Referrer
Clinic
Clinician
Day
Transport
Code
Care Episode
Technician
Ward

When you have finished updating the order, press **Ctrl-Enter** to save the changes.

2. From History

Menu: History - Orders

Find the relevant order and then click on the 'update' icon  (or Edit, Udate).

You will be taken to the *Purchaser* field, as the Patient details cannot be amended.

To update a particular field, either move through the fields with **F4** or **Enter**, or click on the data you want to change.

You can use **Tab** with the following fields, to show a pop-up menu from which to choose an alternative:

Purchaser
Supplier
Description
Orthosis Code
Referrer
Clinic
Clinician
Day
Transport
Code
Care Episode
Technician
Ward


When you have finished updating data, press **Ctrl-Enter** to save the changes.

5. Printing/Faxing orders in batch

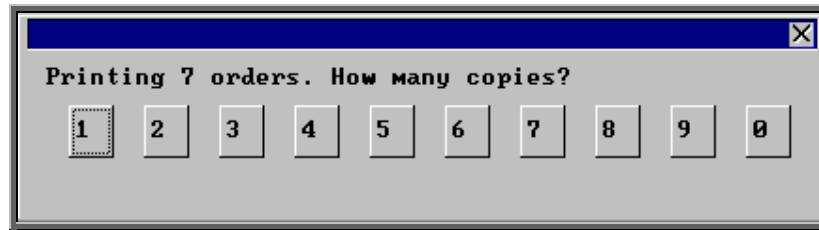
Orders are normally printed in batches (e.g. at the end of the day).

Menu: History – Orders

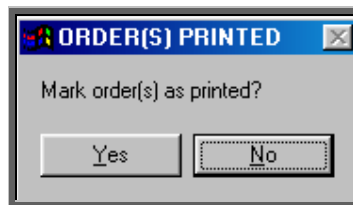
1. Printing to the printer

Click on the 'print' icon  (or File, Print) and then select **Orders** from the print menu.

The system finds those orders which have not yet been printed and asks how many copies you require:



After the required number of copies have been sent to the printer, you are asked whether to mark these orders as having been printed:




Since problems can arise with printers, we recommend that you wait until all the orders have emerged from the printer and been checked before responding **Yes** to this prompt. If there have been problems, e.g. the printer has run out of toner, respond with **NO** and these orders will then print again next time this routine is used.

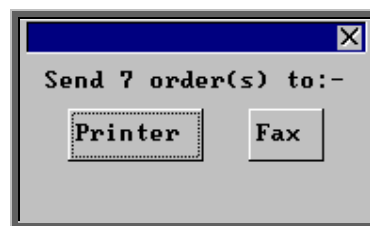
If you accidentally mark the orders as printed when they didn't actually print successfully [see Orders - Note 6. Re-printing a batch of orders.](#)

2. Faxing orders direct to suppliers

Note: To be able to fax orders direct to the supplier, the fax driver information must be entered in the *Fax printer* field in the system parameters screen (**Utilities – Choices – System**)

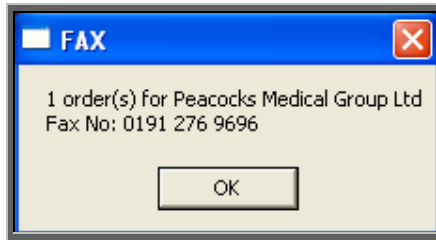
Click on the 'print' icon  (or **F**ile, **P**rint) and then select **Orders** from the print menu.

The system finds those orders that have not yet been printed and asks whether you wish to print or fax them.



If you select the **Printer** option by clicking on the **Printer** button with the mouse or by typing **P**, then you will continue as above by asking how many copies you require.

If you select the Fax option by clicking on the Fax button with the mouse or by typing **F**, a prompt will appear giving the fax number for the first supplier on the orders.

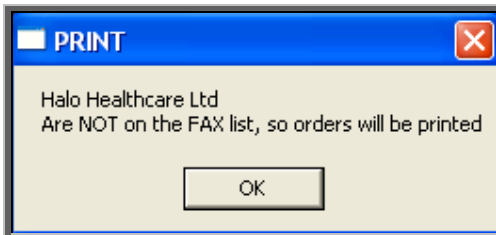


On clicking OK, your fax software will be launched. The fax number can then be typed into the send fax screen of your fax software.

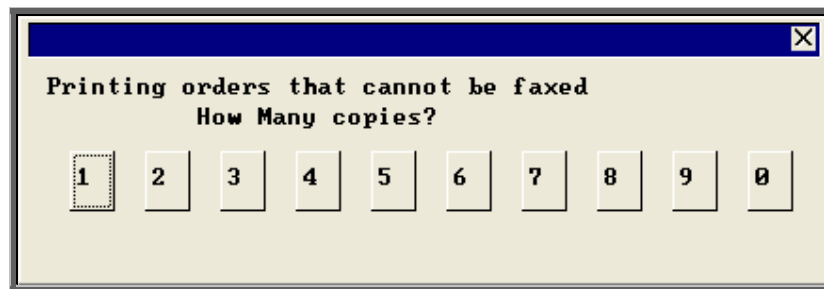
The supplier number should remain at the bottom of the **Order** screen until the fax is sent. We are aware though that some fax software clears the fax number from the **Order** screen prematurely, so it would be advisable to make a note of the fax number when the above box appears in case this should happen. Once you know that the number remains, you will not have to make a note of the number in future.

Once the fax has been sent, if there are orders to another supplier, another prompt will appear with the fax number of the next supplier. This will continue until all the suppliers in the batch have been faxed.

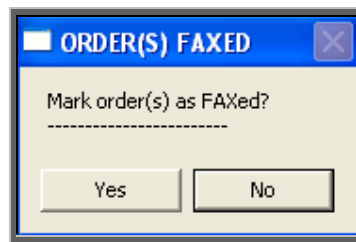
If orders are found for companies that are not set up for faxing (**Utilities – NSI – Fax see Utilities - Note 17. Choices - Fax**), the following prompt will appear.



Click on OK and then select how many copies to be printed instead..



Then you will be asked if you wish to mark the orders as faxed.



If you select **Yes** today's date will be entered in the *Printed* field on the orders and the orders will not be faxed again when orders are next printed in batch.

6. Re-printing a batch of orders

If you need to re-print orders printed today that have been marked as printed, e.g. because of a printer problem only discovered after the orders had been printed and marked as printed, this is done as follows.

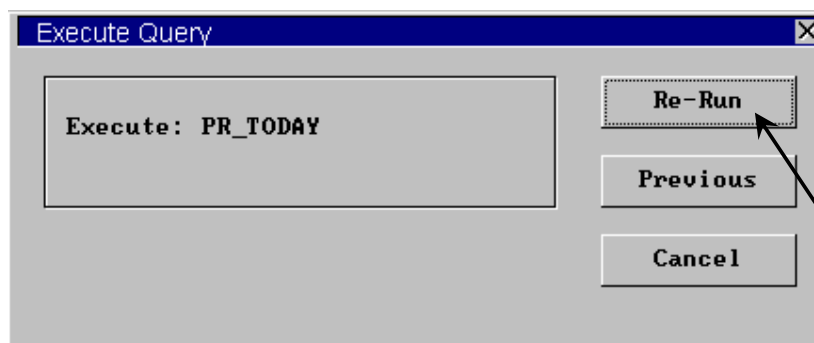
Menu: **History – Orders**

Click on Data and then Query

Click on This_view

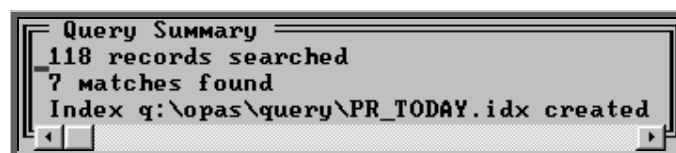
Using the down arrow key move the green highlight until it is on PR_TODAY

Click on Run




If you have not run this query before the option will be Run instead of Re-Run.

Click on Run or Re-Run.



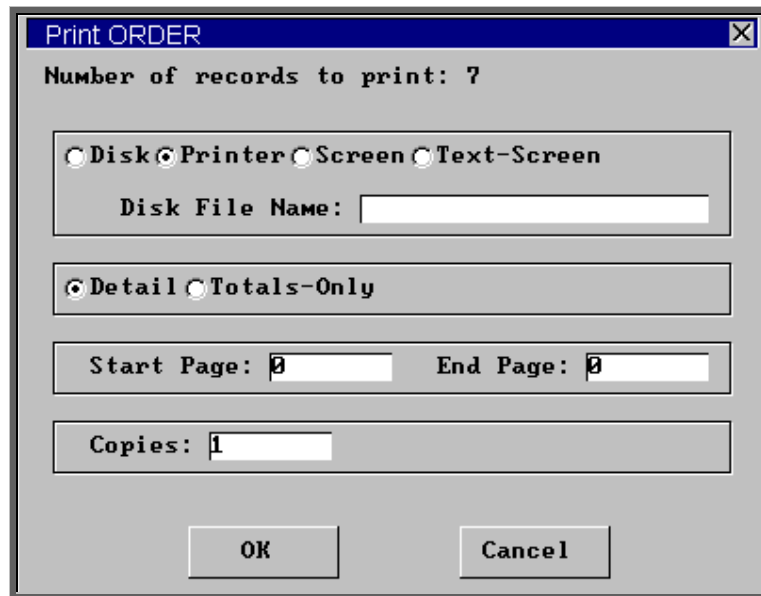
A Query Summary box will appear in the middle of the screen when it has found those orders where the printed date was today.

Press **Esc** once to remove the Query Summary box. The only orders you can see on the screen now are those that you need to reprint.

Click on the 'print' icon  (or File, Print) and select **Custom Report**.


Click on This-View and using the down arrow key move the green highlight until it is on **ORDER**.

Click on Run.



The Copies field will default to 1, but this can be amended if you need more than one copy. Then click on **OK** to continue.

Note: Until you come out of the Orders screen, the only orders you can see are those that you have just reprinted. To see all the orders again, either come out

of **Orders** and then go back into the option, or click on the 'sort' icon  (or Sort) and select **Physical**.

7. Printing orders as they are raised

There is a switch in the system parameters that will result in orders being printed instantly i.e. as they are raised. This is an alternate method to batch printing ([see Orders - Note](#)

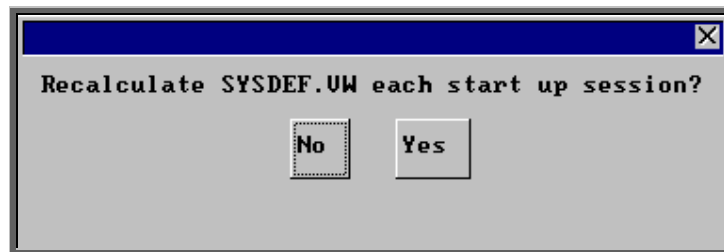
5. **Printing/Faxing orders in batch**). This function is not intended to be used if you are set up for faxing orders as the order will print regardless.

If you want each individual order to print automatically when you have finished inputting it, go into **Utilities – Choices – System** and enter the number of copies required in the *Orders* field.



Leave this field blank if you wish to continue batch printing orders.

Press **Ctrl-Enter** to save the changes made. The following prompt will appear.



Press the **Enter** key.

8. Re-printing individual orders

If you have lots of orders to print it is best to print them in batch ([see Orders - Note 5. Printing/Faxing orders in batch](#)), as this is much quicker. There are occasions however, when you want to print/reprint just one order.

Menu: **Patients**

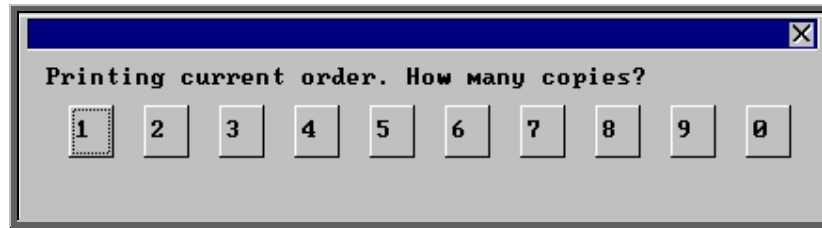
Find the patient whose order you wish to print.



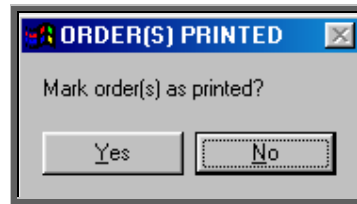
Click on the 'orders' icon (or **G**oto, **H**istory, **C**urrent) to show the current orders for that patient.



Find the relevant order, click on the 'print' icon (or **F**ile, **P**rint), and select **Orders** from the print menu.



After the required number of copies have been sent to the printer, you are asked whether to mark these orders as having been printed:



If you select **Yes** to mark the order as printed, the order will not be selected for printing when you next batch print orders from **History – Orders**.

You can print an individual order as many times as you need. The fact that it has been printed before, or that it has been marked as printed will not prevent you from printing a single order from the **Patient** screen.

9. Re-faxing individual orders

Note: To be able to fax orders direct to the supplier, the fax driver information must be entered in the *Fax printer* field in the system parameters screen ([see Utilities - Note 38. Choices - System](#))

Menu: **Patients**

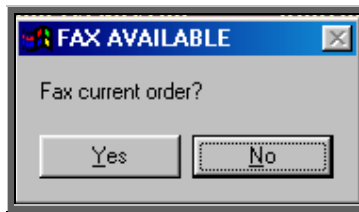
Find the patient whose order you wish to fax.



Click on the 'orders' icon (or Goto, History, Current) to show the orders for that patient.

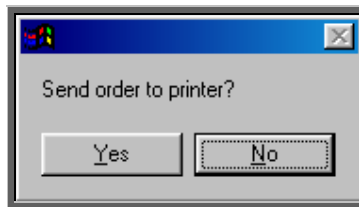


Find the relevant order, click on the 'print' icon (or File, Print), and select **Orders** from the print menu.



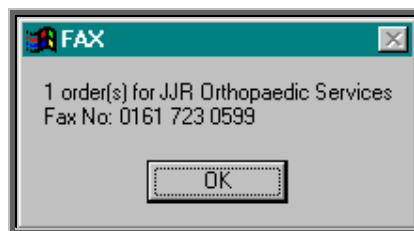
The above prompt will appear unless the supplier on the order is an internal stock supplier. If the supplier is **Stock** you will only be able to print the order and you will be asked how many copies are required.

If you do not want to fax the current order, and say **No**, the following prompt will appear.



On selecting **Yes** you will then be given the print box where you can choose how many copies you would like to print.

If, however, you select **Yes** a prompt will appear giving the fax number for the supplier on the order.



On clicking **OK**, your fax software will be launched. The fax number can then be typed into the send fax screen of your fax software.

The supplier number should remain at the bottom of the **Order** screen until the fax is sent. We are aware though that some fax software clears the fax number from the **Order** screen prematurely, so it would be advisable to make a note of the fax number when the above box appears in case this should happen. Once you know that the number remains, you will not have to make a note of the number in future.

Once the fax has been sent, you will be asked if you wish to mark the order as faxed.

If you select **Yes**, today's date will be entered in the *Printed* field on the Order and the order will not be faxed again when the orders are next printed in batch.

10. E-mailing orders

As well as being able to fax orders direct to suppliers, you also have the ability to e-mail orders directly (as long as you have e-mail on your computer!).

Setting Up

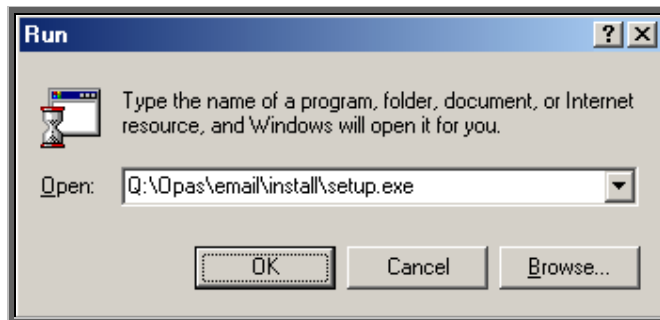
Step 1. Installing the e-mail daemon

The e-mail daemon acts as an interface between OPAS and your e-mail software and has to be installed on each computer that is to e-mail orders.

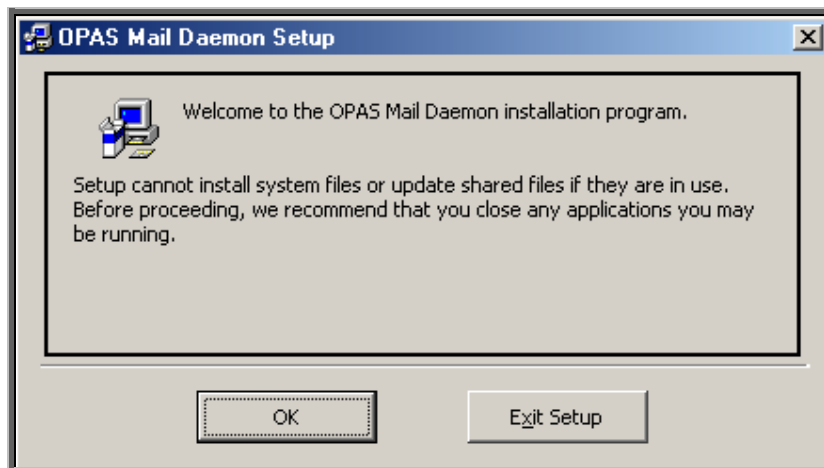


Use the **R**un option on your Start button to select
Q:\Opas\email\install\setup.exe.

If you are not familiar with this part of your computer, or the Run option has been disabled, IT should be able to do this for you.

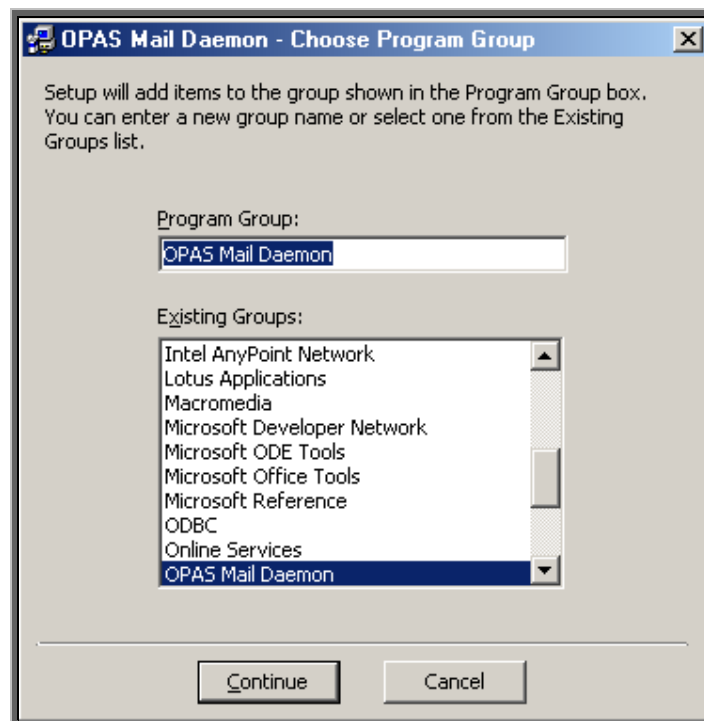
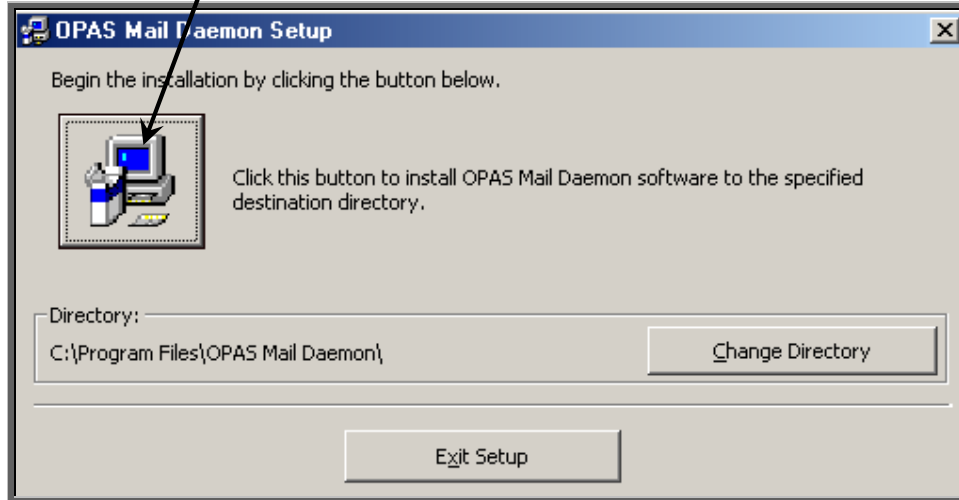


Click on OK to continue.



Click on OK to continue.

Click here to continue



Click on Continue.

A couple of boxes will appear while the installation procedure is carried out.

When it is complete, the following message will appear.



Click on OK.

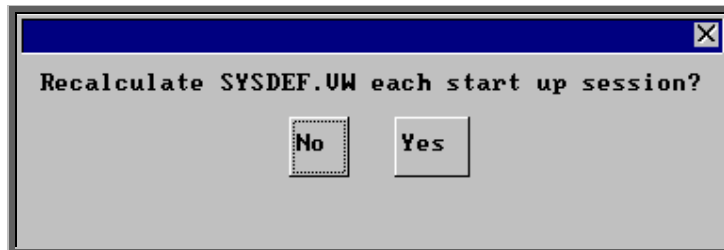
Don't forget – this needs to be done on each computer that you want to e-mail orders from.

Step 2. Switching e-mail on in OPAS

Go into **Utilities – Choices – System**. Update the *Email Orders* field to read `c:\daemon\`.



Press **Ctrl-Enter** to save the changes made. The following prompt will appear. Press the **Enter** key.



Step 3. Identifying which suppliers are to receive e-mails.

Go into **Utilities – Choices – E-mails**. Click on the 'enter' icon



(or **E**dit, **E**nter).

Code enter the supplier code, using the pop-up list to help you

Address: enter the e-mail address for the supplier

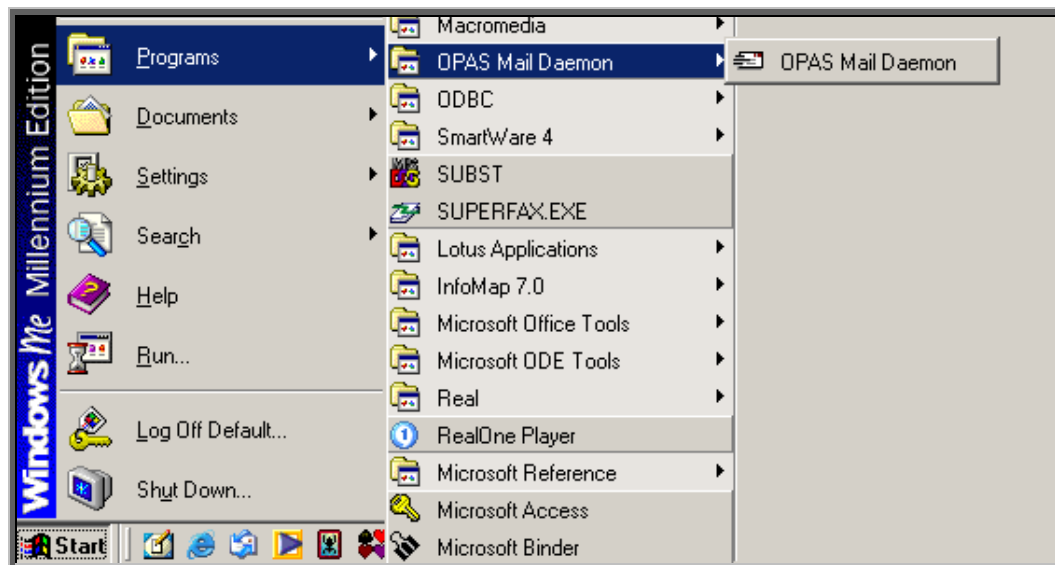
Enter the details for all those suppliers that you wish to e-mail orders to. If the supplier is not entered here, OPAS will not offer the option to send

an e-mail. However, if a supplier is entered here and you don't wish to e-mail a particular order when prompted, you can always say no to the prompt and print the order instead. Therefore, even suppliers that you want to e-mail occasionally would need to be entered here.

Using the e-mail function

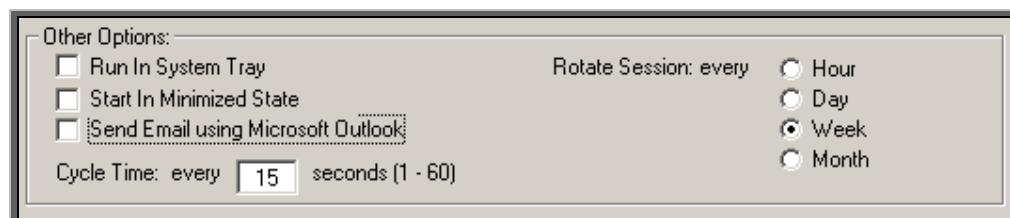
Step 1. Switching on the OPAS daemon.

The OPAS daemon needs to be open in order to take e-mail orders from OPAS to your e-mail software as they occur. To open the e-mail daemon, use the Programs option on your Start button to select OPAS Mail Daemon and then OPAS Mail Daemon again.



Alternatively you may wish to set up an icon on your desktop, or include it in your Windows Startup.

The first time you open OPAS Mail Daemon, click on the Options button. If you are using Microsoft Outlook, ensure the third box of the Other Options section is checked. You may also want to check the second box on Other Options so that the daemon starts minimized and sits on your taskbar out of the way.



If you check any of the boxes, ensure you click on the **Save** button.

The OPAS Mail Daemon will now sit in the background doing its job, but will need to be closed at the end of the day, or when you stop using OPAS.

Step 2. E-mailing orders

Add your order in the usual way. When you finish adding the order, OPAS will check whether the order is for a supplier that you have set up for e-mailing (see Setting Up – Step 3 above).

If it is, you will be asked if you wish to e-mail the order.



If you do not wish to e-mail the order, click on **No**.


Note - If you select **NO, you will not be able to e-mail the order later. This is the only opportunity for sending the order by e-mail.**

If you wish to e-mail the order, click on **Yes**. The order will be sent to the OPAS Mail Daemon and then on to your e-mail software. If your e-mail software is not currently running, it is likely that it will prompt you to open your e-mail system so that the order/message can be sent.

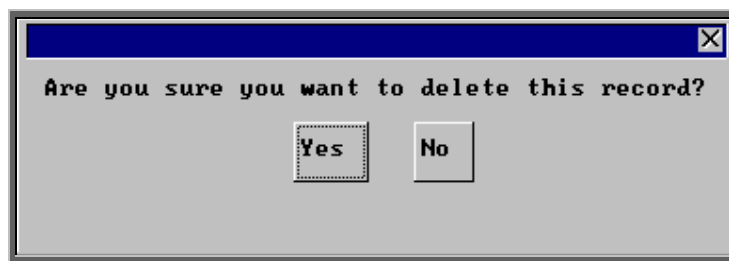
The order will be marked at the bottom with the date it was e-mailed. The printed date remains blank, which means that the order will be printed when printing orders in batch, but it will have a banner on it indicating that it is a confirmation of an e-mailed order. If you would prefer that e-mailed orders were not printed when batch printing, contact the Helpdesk.

11. Deleting an order

Menu: History – Orders


Find the relevant order and then click on the 'delete' icon  (or Edit, Delete).

You are asked to confirm deletion of the order.



If you click on **Yes** the record is deleted, but remains on the system. The message **Order cancelled** will appear above the *Description* field to indicate that it has been marked for deletion.



If you cancel the wrong order by mistake, you can re-instate the order by clicking on the 'delete' icon  (or Edit, Delete) again.

Note: Once an order is cancelled the details will not appear on any reports.

If you want to permanently remove the order from OPAS so that there is no longer any record of it, this can be done by clicking Edit, Krunch.

Warning: Edit, Krunch will remove **all** orders that have been marked as deleted (i.e. cancelled) and **cannot** be reversed.

12. Receiving an order

This option is used to mark an order as having been received from the supplier. If only part of an order is received, then the order should not be received until the rest of the order has arrived.

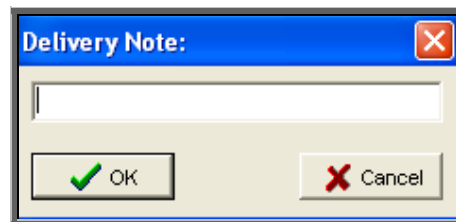
Menu: History - Orders

Find the relevant order and then click on the word Goods at the top of the screen, and then select In from the drop down menu.

Delivery note numbers can be recorded if the flag is switched on in the system parameters (see [Utilities - Note 38. Choices - System](#)).

Update after Pass	Yes	Process invoice for received/	Yes
Auto-update DOR	No	supplied goods only	
Manufacture	Local	Record Delivery Notes	Yes

If the *Record Delivery Notes* field is set to **Yes**, the following prompt will appear.



Enter the delivery note number and click on **OK**, or if there is no delivery note with that particular order simply click on **Cancel**.

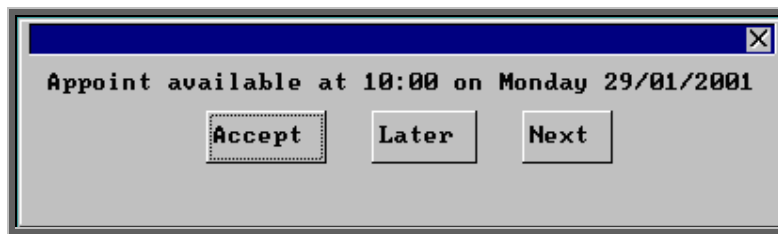
(The delivery note number is held on the progress screen, which can be accessed by clicking on the word *Progress* above the icons on the **Order** and **Invoice** screen.)

Depending on what was entered in the *ACO* field when the order was added, the following will then occur.

'A' entered in the *ACO* field

'A' is entered in the *ACO* field when the patient requires an appointment to be allocated when the goods have been received. Therefore, when you select Goods - In, OPAS will search for the next available appointment based on the criteria entered on the order, i.e.

- length of appointment
- clinic selected
- Clinician selected (optional)
- day selected (optional)

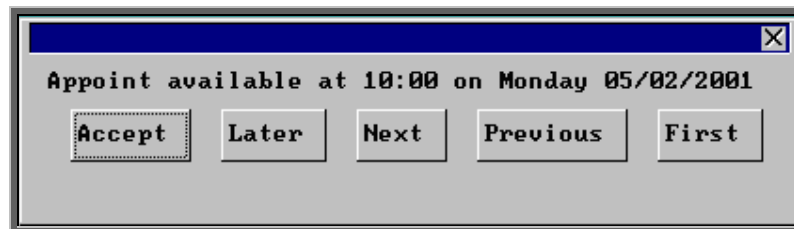


When the first available appointment is offered, you initially have 3 options.

- **Accept.** If you are happy with the first date/time offered click on the Accept button with the mouse (or type **A**).
- **Later.** If you would like an appointment on the date offered but would like it later in the day click on the Later button with the mouse (or type **L**). If however, there are no more available appointments on this date you will be offered an appointment on the next date there is availability.
- **Next.** If the first date found is not suitable and you would like to find the next date there are appointments available, click on the Next button with the mouse (or type **N**).

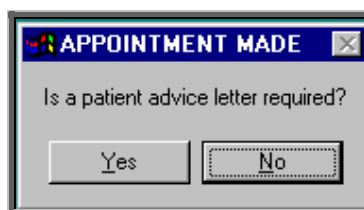
If you wish to abandon finding an appointment press **Esc**

If you select Later and/or Next two more options become available.



- **Previous.** Click on Previous (or type **P**) to go back to the previous date offered.
- **First.** Click on First (or type **F**) to go back to the First date/time that was offered.

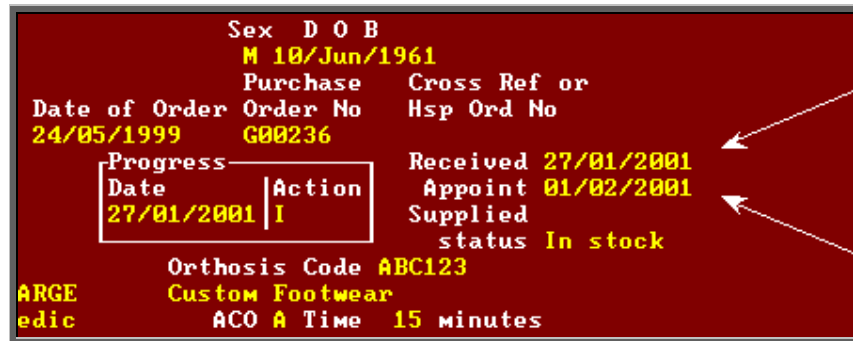
Once you have accepted an appointment date/time you will be asked if the patient requires an appointment letter.




If the patient requires transport, you are reminded to arrange it:



Having arranged the appointment you will be returned to the **Order** screen where the *Received* field will have been populated with today's date, the *Appointment* field with the date of the accepted appointment and the *Status* changed from On Order to In Stock.



Note: The appointment made will be shown as a fitting appointment i.e. F will be inserted in the *New* field on the appointment. If this is not appropriate, click on the 'appointment' icon  (or **Goto, Appointment**) to take you to the appointment just made, and edit the *New* field accordingly.

'C' entered in the ACO field

'C' is entered in the *ACO* field when a letter needs to be automatically generated, advising the patient that their items are ready for collection. Therefore, when you select **Goods - In**, OPAS will tell the appointment module that a collection letter is required by creating a dummy appointment against the next day that clinic is running. These letters can subsequently be batch printed in **Appointment - Print - Letters** (see [Appointments - Note 15. Printing appointment letters](#))

The *Received* field will also be populated with today's date and the *Status* changed from On Order to In Stock.

'E' entered in the ACO field

'E' is entered in the *ACO* field when an appointment had already been made when the order was entered and no action is required when the goods are booked in. Therefore, when you select Goods - In, the *Received* field will be populated with today's date and the *Status* changed from On Order to In Stock.

'O' entered in the ACO field

'O' is entered in the *ACO* field no action is required when the goods are booked in. Therefore, when you select Goods - In, the *Received* field will be populated with today's date and the *Status* changed from On Order to In Stock.

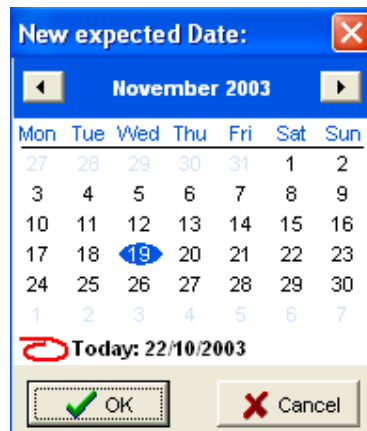
13. Returning goods

This option is used if goods have to be returned to the supplier, e.g. faulty or for finishing. As well as updating the order, a Goods Return Note can be produced if required.

Menu: **History - Orders**

Find the relevant order and then click on the word Goods at the top of the screen, and then select Return from the drop down menu.

•



Select the new expected supply date

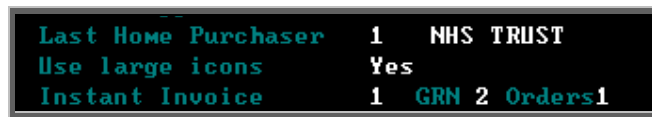
- You will then be asked for a Goods Return Number. If your supplier has given you a returns reference number to quote this can be entered here. Otherwise press the **Enter** key to leave it blank.
- Then you will be asked for the Reason for their return. You can type an explanation up to 50 characters long or press the **Enter** key to leave the field blank.

- Then you will be asked if you would like to print a Goods Returned Notification.



If you require a Goods Returned Notification, select **Yes** at this prompt. Otherwise select **No**.

Note: If you will always need a Goods Returned Notification printing, then the GRN flag in the System parameters can be set to the number of copies required.



These will then automatically print after you have entered the reason without being prompted. (see [Utilities - Note 38](#). [Choices - System](#))

When you look at the progress information on the order or invoice (see [Orders - Note 15](#). [Progress](#)), you will be able to see the Goods Return Number and the Reason for return if entered.

14. Supplying an order

Use this option to mark on the order when a patient is supplied or fitted with their goods.

Menu: **History - Orders**

Find the relevant order and then click on the word **G**oods at the top of the screen, and then select **S**upply from the drop down menu.

Today's date will be entered into the *Supplied* field and the *Status* changed from In Stock to Supplied.

Sex	D O B		
	M	17/Jun/1966	
Purchase			Cross Ref or
Date of Order	Order No		Hsp Ord No
14/11/2000	G00336		234567
Progress			Received 14/11/2000
Date	Action		Appoint 23/11/2000
28/01/2001	S		Supplied 28/01/2001
			status Supplied
Orthosis Code		XYZ890	
Stock Footwear			

If, however, the patient is supplied while attending an appointment, as a part of logging the attendance of that appointment (by logging the patient's departure time or by inserting the appointment outcome) you will be asked if the patient was supplied.

ORDER

Appointment linked to an order. If patient was supplied with item(s), select 'YES' to update History

If **Yes** is selected, the order will automatically be updated as having been supplied.

If the item(s) have been supplied from stock, the Stock Control system and the order are updated if **Yes** is selected to the following prompt.

STOCK

Appointment linked to STOCK order. If patient was supplied with item(s), select 'YES' to update Stock Control

15. Progress

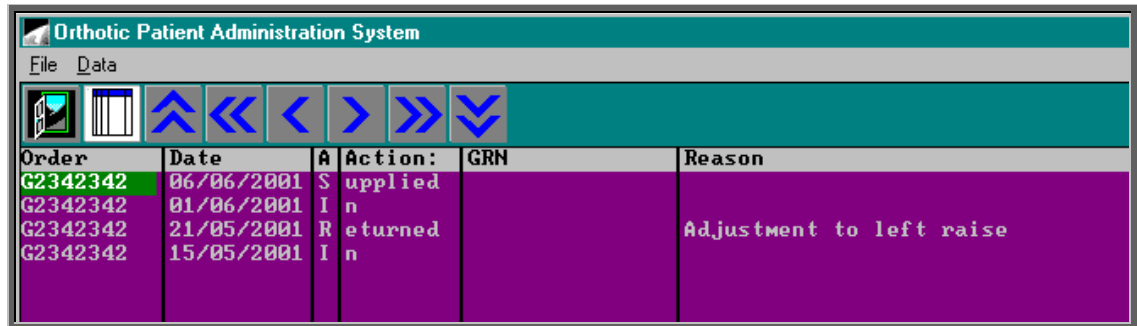
Menu: **History – Orders** or Menu: **History – Invoices**

On both the **Order** and **Invoice** screen there is a small **Progress** table. The last action on the order is indicated here.

Progress	
Date	Action
27/04/2003	I

The goods were booked **In** on 27 April 2003

The full progress table can be seen more clearly by clicking on the **Progress** option above the icons. This will also show delivery note numbers and goods return numbers if applicable.




Order	Date	A	Action:	GRN	Reason
G2342342	06/06/2001	S	upplied		
G2342342	01/06/2001	I	n		
G2342342	21/05/2001	R	eturned		Adjustment to left raise
G2342342	15/05/2001	I	n		

If you want to see the progress information for all orders, rather than for a specific order, this can be done by going into **History – Progress**.

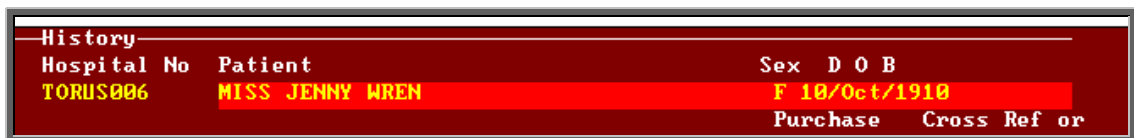
16. Jump to functions

Menu: **History – Orders** or Menu: **History – Invoices**

When in the **History** or **Invoices** screen, you have the ability to jump to that patient's patient record, an appointment linked to the order or a care episode linked to the order.

- 1) To jump to the patient record, click on the 'patient' icon  (or **P**atient)

Jumps to the patient record will only work where the patient is a current patient i.e. they have not been moved to Ex-patients. If a patient is an Ex-patient their name will be highlighted in red on the order.




History		Sex	D O B
Hospital No	Patient		
TORUS006	MISS JENNY WREN	F	10/Oct/1910
		Purchase	Cross Ref or

If you do try to jump to an Ex-patient, the following message will appear.



Having jumped to the patient record, you can move about that patient record looking at their notes, other orders etc. However, that patient is the only patient you can see. To be able to see all patients select **Patients** from the main menu.


To return to the order press the **Esc** key.

- 2) To jump to the appointment, click on the 'appointment' icon  (or **G**oto, **A**ppointment).

Jumps to the appointment will only work where the appointment is current i.e. it has not been archived. If you try to jump to an archived appointment, the following message will appear.



Having jumped to the appointment, press the **Esc** key to return to the order.

- 3) To jump to the care episode, click on the 'care episode' icon  (or **C**are).

To return to the order press the **Esc** key.

17. Deceased patients

History			
Hospital No	Patient	Sex	D O B
TORUS004	MISS TESSA SMITH	F	12/Dec/1934
		Purchase	Cross Ref or

If a patient is deceased, their name on the order will be highlighted in grey.

The order can still be processed, but if you book the goods in, and the ACO field is set for an appointment or collection letter, the goods will be marked as received but no appointment or collection letter will be generated. Instead the following message will appear.



18. Archiving old orders


There are two types of order archive available. Which you use, and when, will be determined by what you are hoping to achieve.

Option 1 (see below) will look for those orders that are more than 18 months old and where there has been no invoice.

Option 2 (see below) will archive all orders before a specific date (chosen by you) regardless of the status of the order.

Option 1

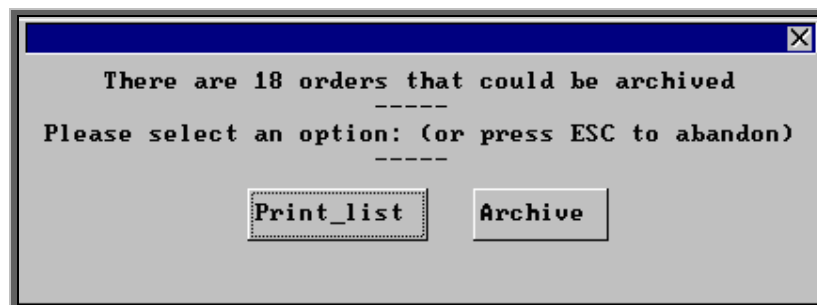
Menu: **History – Invoices**

Once in the **INVOICES** screen click on the 'archive' icon  (or Archive).



If you wish to continue, click on OK. Otherwise select Cancel.

Once it has found all the orders that are 18 months old and have no invoice you will be presented with the following option.



If you want to see a list of those that can be archived click on **Print_list**.

Once the list has printed, the above option box will appear again. If you wish to continue to archive the orders click on **Archive**. If you wish to abandon the archive press the **Esc** key.

You will be informed when the archive is complete.



The orders have now been permanently removed from the current **Orders** database but can still be viewed by going into **History – Archive – Orders**, or by going to the **Patients** record and selecting **Goto, History, Archived**.

If you need to change the search criteria from 18 months old to a different age, then go into **History - Invoices** and:

- select Data, Query
- select This_view
- select ORDERARC
- select Edit
- select Edit...
- press **Ctrl-End** to move to the end of the line

```
View Expression
d days([Date of Order])<days(addmonths(today,-18)) and dfq()
```

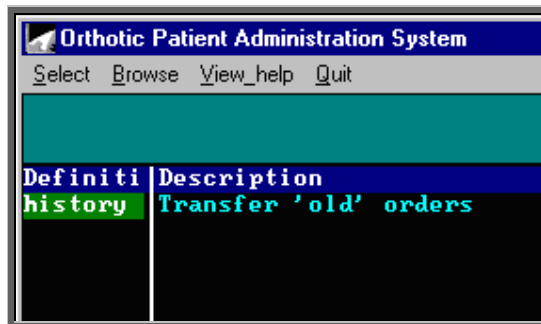
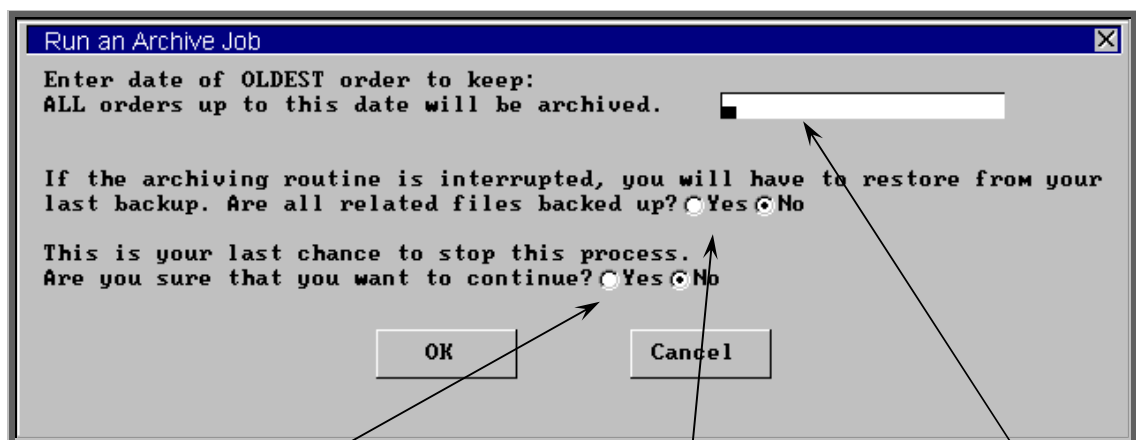
move left and change the **18** to the number of months required

press **F10** twice

- select OK, and then Quit.

Option 2

Menu: History – Archive – Run

Click on Select to continue.

Click on **Yes** if you wish to continue with the archive. Otherwise select **No**

A backup **MUST** be taken before archiving orders. Click on **Yes** to confirm that this has been done. The archive will not continue unless you confirm a backup has been taken

Enter the date up to which orders are to be archived


19. Detail

Menu: History – Detail

Detail shows a record for each individual line on an order. This screen provides the facility to interrogate the orders by schedule number. To analyse the data, click on the

‘analysis’ icon  (or Analysis).

At the bottom of the screen you are asked for the Starting Schedule No.



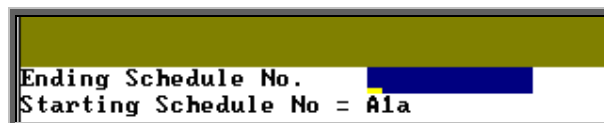
Starting Schedule No. [redacted]
(leave blank to use all schedules)

If you want to analyse a range of schedule numbers, enter the starting schedule number of the range.

If you want to analyse one schedule number, enter that schedule number.

If you want to analyse all schedule numbers, leave this blank (and the next prompt will not appear).

Then you are asked for the Ending Schedule No.



Ending Schedule No. [redacted]
Starting Schedule No = A1a

If you want to analyse a range of schedule numbers, enter the last schedule number of the range.


If you want to analyse one schedule number, enter that schedule number again.

Then you will be asked to enter the Starting Date of the date range to be analysed.



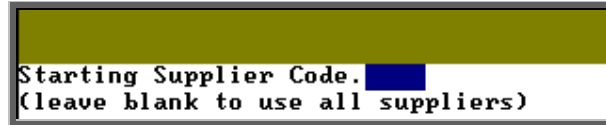
Starting Date: [redacted] / /
(DD/MM/YYYY, or press ESC to use all dates)

Then you will be asked to enter the Ending Date of the date range to be analysed.



```
Ending Date: / /
Starting Date = 01/01/2000
```

Then you will be asked to enter the starting Supplier Code.



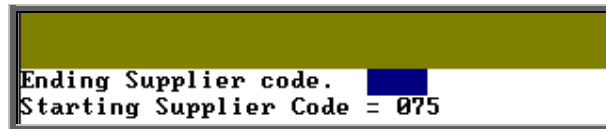
```
Starting Supplier Code.
(leave blank to use all suppliers)
```

If you want to analyse a range of suppliers, enter the starting supplier code of the range.

If you want to analyse one supplier, enter that schedule code.

If you want to analyse all suppliers, leave this blank (and the next prompt will not appear).

Then you are asked for the Ending Supplier code.



```
Ending Supplier code.
Starting Supplier Code = 075
```

If you want to analyse a range of suppliers, enter the last supplier code of the range.

If you want to analyse one supplier, enter that supplier code again.

Then you are asked for the Purchaser code.



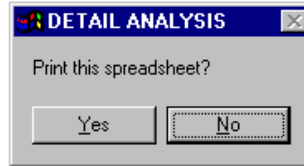
```
Purchaser code.
(leave blank to include all purchasers)
```

If you want to analyse one purchaser, enter that purchaser code.

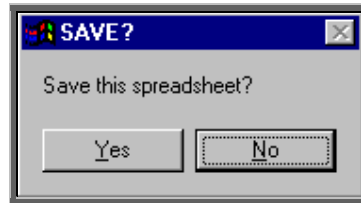
If you want to analyse all purchasers, leave this blank.

OPAS will then find all the order lines that matched the criteria entered, and show the results on screen in spreadsheet format.

1	2	3	4	5
1	SCHEDULES: A1A - A2			
2	ORDERS DATED: 01/01/2001 - 31/03/2001			
3	SUPPLIER CODES: 075 - 075			
4	ALL PURCHASERS			
5				
6	SCHEDULE	Qty	Net Price	Gross Price
7	A1a	3.00	876.99	979.31
8	A1b	1.00	282.58	332.03
9				
10		4.00	1,159.57	1,311.34
11				
12				
13	Printed 5/6/2001 by ROOT			
14				
15				
16				
17				
18				
19				
20				
21				



You have the option to print the results. Whether you choose to print the spreadsheet or not, you then have the option to save the spreadsheet.



If you select Yes, you will be asked at the bottom of the screen to give the file a name. This will then be saved as a Lotus 123 file in the directory Q:\OPAS\ so that the file can be opened in Lotus 123 or MS Excel.

20. Reports – Ad hoc

Menu: Reports – Financial – Ad hoc or

Menu: History - Reports

The **Ad hoc** report gives you the flexibility to report on specific order information by completing the selection criteria screen below appropriately.

OPAS Reports Selection Criteria Screen

Purchaser	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input type="radio"/> Range		
Directorate	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input type="radio"/> Range		
Referrer	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input type="radio"/> Range		
Orthosis Code	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input type="radio"/> Range		
Supplier	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input type="radio"/> Range		
GP	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input type="radio"/> Range		
Post Code	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input type="radio"/> Range		
Dates	<input type="radio"/> All	<input type="radio"/> One	<input type="radio"/> Range			
Using	<input type="radio"/> Ordered	<input type="radio"/> Received	<input type="radio"/> Supplied	<input type="radio"/> Invoiced	<input type="radio"/> Purchase_Invoice	<input type="radio"/> Paydate

Continue? No Yes

Purchaser

Select No if all Purchasers are to be included in the report but you **do not** require a sub-total for each Purchaser

Select Yes if all Purchasers are to be included in the report and you **do** want a sub-total for each Purchaser. Use the space bar on your keyboard to move the highlight from No to Yes

Select One if only one Purchaser is to be included on the report. Use the space bar on your keyboard to move the highlight from No to One and press **Enter**. A pop up list will appear for you to make your selection from. Your selection will appear on the screen.

Purchaser	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> One	<input type="radio"/> Range	1	NHS TRUST
Directorate	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input type="radio"/> Range		

Select Range if a range of Purchasers are to be included in the report. Use the space bar on your keyboard to move the highlight from No to Range and press **Enter**. A pop up list will appear for you to select the first Purchaser in the range. Having selected the first Purchaser, this will be entered on the selection screen and the pop up list will stay for you to select the last purchaser of the range. Your selection will appear on the screen.

Purchaser	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input checked="" type="radio"/> Range	1	NHS TRUST
					to 2	GP Fundholder
Directorate	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> One	<input type="radio"/> Range		

Directorate, Referrer, Orthosis Code, Supplier, GP and Postcode.

Apply the same selection procedure as with Purchaser to select No, Yes, One or Range.

Dates

Select All if you want to report on all orders on OPAS.

Select One if you want to report on one specific date. Use the space bar on your keyboard to move the highlight from All to One and press **Enter**. Type the date in the space provided in the format DD MM YYYY.



Select Range if you want to report on a range of dates (this is the usual practice e.g. a month, quarter or year). Use the space bar on your keyboard to move the highlight from All to Range and press **Enter**. Type the start date in the space provided in the format DD MM YYYY and press **Enter**.



Now type in the from date in the next space.

**Using**

Select Ordered if you want to report on those orders that have an order date within the dates selected above

Select Received if you want to report on those orders that were received within the dates selected above

Select Supplied if you want to report on those orders that were supplied within the dates selected above

Select Invoiced if you want to report on those orders where the date of the suppliers invoice is within the dates selected above

- Select Purchase Invoice if you want to report on those orders where the date of the purchase invoice is within the dates selected above
- Select Paydate if you want to report on those orders that were passed for payment is within the dates selected above

Continue

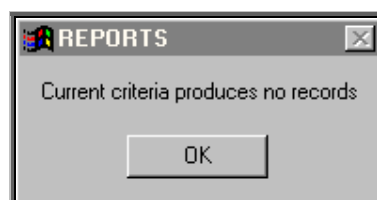
- Select No if you wish to abandon the Ad hoc report screen
- Select Yes if you wish OPAS to search for the orders that match the criteria selected

The selection screen below would show me all orders that had been supplied in April 2001 that were raised for Trauma & Orthopaedic for custom footwear, giving sub-totals for each supplier.

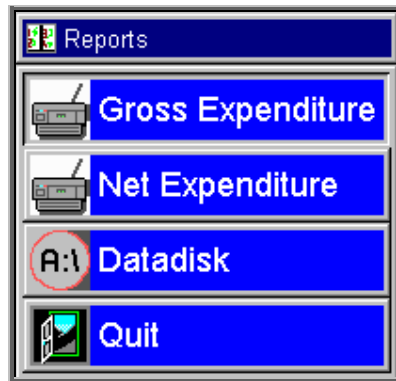
OPAS Reports Selection Criteria Screen

Purchaser	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> One	<input type="checkbox"/> Range		
Directorate	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> One	<input type="checkbox"/> Range	Trauma & Orthopaedic	
Referrer	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> One	<input type="checkbox"/> Range		
Orthosis Code	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> One	<input type="checkbox"/> Range	ABC123	Custom Footwear
Supplier	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> One	<input type="checkbox"/> Range		
GP	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> One	<input type="checkbox"/> Range		
Post Code	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> One	<input type="checkbox"/> Range		
Dates	<input type="checkbox"/> All	<input type="checkbox"/> One	<input checked="" type="checkbox"/> Range		01/04/2001 to 30/04/2001	
Using	<input type="checkbox"/> Ordered	<input type="checkbox"/> Received	<input checked="" type="checkbox"/> Supplied	<input type="checkbox"/> Invoiced	<input type="checkbox"/> Purchase_Invoice	<input type="checkbox"/> Paydate
Continue? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes						

Once you have selected **Yes** to continue, OPAS will search for all those orders that match the criteria selected. If no matches are found, the following message will appear.

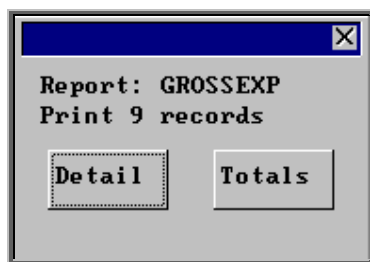


If orders have been found that match your criteria then the following Reports menu will appear.

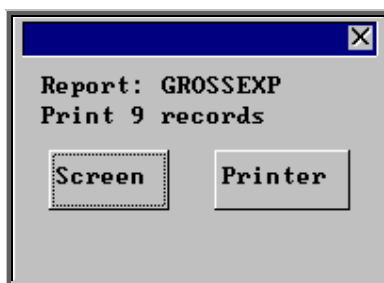


Gross Expenditure

If you wish to see the value of the orders including VAT, select **Gross Expenditure**.



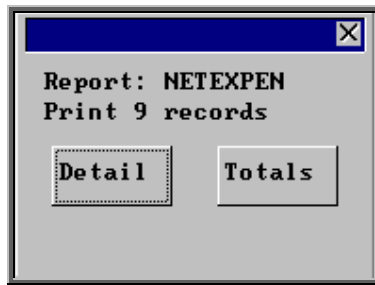
You will be shown how many orders OPAS has found and ask if you want to see the information in **detail** i.e. a line for each order or just **totals**



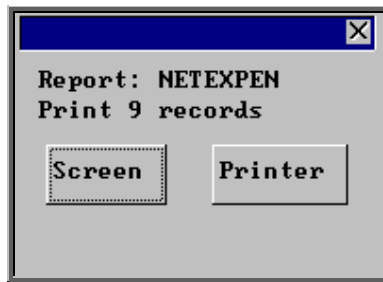
You will then be asked if you wish to see the information on the **screen** or to be sent to the **printer**. If screen is selected, having looked at it on the screen, you still have the option to send the information to the printer afterwards. If you don't want either option, press **Esc** to abandon.

Net Expenditure

If you wish to see the value of the orders excluding VAT, select **Net Expenditure**.



You will be shown how many orders OPAS has found and ask if you want to see the information in **detail** i.e. a line for each order or just **totals**



You will then be asked if you wish to see the information on the **screen** or to be sent to the **printer**. If screen is selected, having looked at it on the screen, you still have the option to send the information to the printer afterwards. If you don't want either option, press **Esc** to abandon.

Datadisk

The **Datadisk** option transfers the information found onto a 3 ½ floppy disk so that the data can be exported into a spreadsheet for manipulation, or into a report.

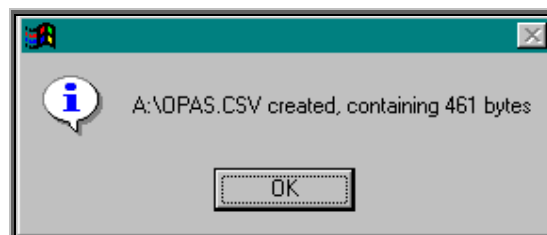
Having selected **Datadisk**, you can then choose what information on the order will be transferred. Move down the list, selecting those fields required by pressing **F7**. If a field is selected by mistake press **F7** again to de-select. The list is more than a page, so scroll down the page to see more. Once you have all the fields required press **F10** to continue. In the example below, I have selected the Order Number, Order Date, Patients full name and the Supplier name.

Fieldname	Type	Length	Filename	On table
Order No	Alpha	10	applianc	No
Order Ref	Counter	8	applianc	No
Post Code	Alpha	15	patients	No
Fit	Alpha	1	purchase	No
Pass	Alpha	1	applianc	No
Paydate	Date	8	applianc	No
Hsp Ord No	Alpha	20	applianc	No
Date of Order	Date	8	applianc	No
Sup Inv No	Alpha	10	applianc	No
Invoice Date	Date	8	applianc	No
Received	Date	8	applianc	No
Supplied	Date	8	applianc	No
Processor:	Alpha	8	applianc	No
Sales UAT	Alpha	1	purchase	No
Discount	Numeric	8	purchase	No
Hospital No	Alpha	12	applianc	No
Title	Alpha	12	patients	No
Forenames	Alpha	20	patients	No
Surname	Alpha	20	patients	No
Search	Alpha	18	oprice	No
MANUFACT	Numeric	8	oprice	No
code:	Alpha	15	item	No
DESCRIPT	Alpha	60	item	No
Purch Inv Date:	Date	8	applianc	No
pin:	Alpha	15	applianc	No
Clinician	Numeric	8	applianc	No
O:	Inverted	25	orthists	No
Supplier Code	Alpha	3	applianc	No
Cons_ref	Numeric	8	applianc	No
Purchaser	Numeric	8	applianc	No
Purchaser:	Alpha	30	purchase	No
NAME	Alpha	50	Supplier	No

A 3 ½ floppy disk now needs to be put into your computer, and then click on OK.



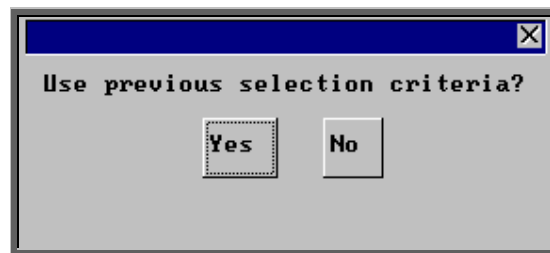
A comma separated variable file will be created called **OPAS.csv**.



This can now be exported into Lotus123 or MS Excel.

A	A	B	C	D	E	F
1	G00363	25/06/2002	MR	FRED	BLOGGS	Gilbert & Mellish Ltd
2	G00366	25/06/2002		S	ADLER	Jane Saunders & Manning Ltd
3	G00368	27/06/2002		DA	HANLEY	Jane Saunders & Manning Ltd
4	G00370	12/07/2002	MR	MARTIN	CRAVEN	Jane Saunders & Manning Ltd
5	G00369	12/07/2002		HJ	CARNE	Jane Saunders & Manning Ltd
6	G00371	25/07/2002	MR	FRED	BLOGGS	Ortho C Fab
7	G00375	11/09/2002	MR	KELVIN	BLOGGS	Jane Saunders & Manning Ltd

Note: The next time you select the **Ad hoc** report the following prompt will appear.



This is to save having to enter all the search criteria again if you want to run exactly the same report again, or perhaps the same report with a different date range.

21. Reports – Batches

Batch reports are report templates that are designed to be quick and easy to run. There are currently 27 different batch reports for orders alone, so we do not expect you to remember what they all do. If you are in any doubt as to which report will produce the information required, please contact the OPAS Helpdesk for guidance.

For full details on how to run the order batch reports [see Reports - Note 17 to Note 42](#).

Users of OPAS have requested all the reports in OPAS. If there is a report currently not in OPAS that you require, please let us know. All new reports are included in future versions of OPAS so that everyone benefits.

Finally, and I cannot stress this enough, the format of the printed report can be tailored to suit your requirements. Just like your order and letters layouts were customised when you first started using OPAS, so can your reports. So, if you print a report and it shows the patient's hospital number and you would rather see the patient's name, or if the value of the order is showing net cost and you need gross or if the report is in date order and you want it to be in supplier order, then please let us know and we can change the report for you.

