

Online Ordering

<https://orders.miblood.org>

Welcome to
Michigan Blood's
online ordering system.



Online Ordering

<https://orders.miblood.org>

This presentation will step you through enrolling your staff to use Michigan Blood's online ordering system.

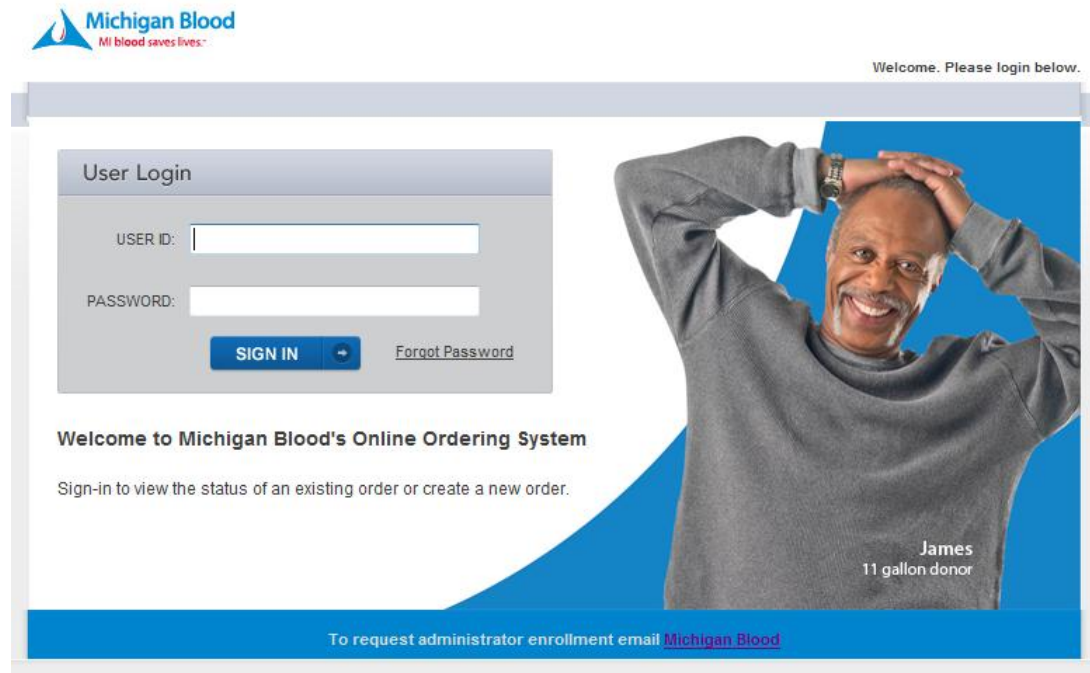


Online Ordering

<https://orders.miblood.org>

Accessing Website

Enter <https://orders.miblood.org> in your browser address or access from the www.miblood.org "Hospital Services" drop down menu. The User Login screen will display. Enter the User ID and Password that has been assigned to you.



The screenshot shows the Michigan Blood website's user login interface. At the top left is the Michigan Blood logo with the tagline "MI blood saves lives." Below the logo is a navigation bar with the text "Welcome. Please login below." The main content area features a "User Login" form with two input fields: "USER ID:" and "PASSWORD:". Below the fields is a blue "SIGN IN" button with a right-pointing arrow and a link for "Forgot Password". To the right of the form is a large photograph of a smiling man, James, with his hands on his head. Below the photo, it says "James" and "11 gallon donor". At the bottom of the page, there is a blue banner with the text "To request administrator enrollment email [Michigan Blood](#)".



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Enrolling Staff

Click “Administration” and
then “User Enrollment”

Michigan Blood
MI blood saves lives.™

Hi, John Smith Location: SPECTRUM HEALTH-BLODGETT Logout

Administration Orders My Settings

User Enrollment

MY ORDERS

NEW ORDER

Previous Order Details

ORDER #	DATE	TIME	REQ DATE	REQ TIME	WEB?	STATUS	ORDERED BY	
141107	1/12/2012	22:46	1/13/2012	10:00	Y	New Order	how	View Order
141106	1/12/2012	11:21	1/12/2012	ASAP	Y	New Order	how	View Order
141105	1/11/2012	16:17	1/12/2012	10:00	Y	New Order	mroggel	View Order

Need Technical Help? Email [Service](#) or call (616) 233-8544. Need Order Help? Please call your local distribution center.

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Online Ordering

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Enrolling Staff

Click
"Add User"

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Hi, John Smith Location: SPECTRUM HEALTH-BLOGGETT Logout

Administration Orders My Settings

USER ENROLLMENT

Click Add User or click a User ID to update user information.

[Add User](#)

Users created for your location

USER ID ▲	USER NAME	AUTHORITY LEVEL
JSMITH	John Smith	Location Administrator

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Enrolling Staff

Follow instructions for completing each field.

ADD NEW USER

1. Enter a User ID between 3 and 20 lowercase letters and/or numbers only.
2. Enter a Password between 5 and 10 lowercase letters and/or numbers only.
3. Select Website User for Authority Level for non-admin account.
4. Select Orders for Initial Page for Website User accounts.
5. Verify Question and Verify Answer are not used at this time.
6. Enter email address for Order confirmation emails to be sent, leave blank for no email.

USER ID:	<input type="text" value="mjones"/>
USER NAME:	<input type="text" value="Mary Jones"/>
PASSWORD:	<input type="password" value="•••••"/>
VERIFY PASSWORD:	<input type="password" value="•••••"/>
AUTHORITY LEVEL:	<input type="text" value="10. Website User"/>
INITIAL PAGE:	<input type="text" value="Orders (USR020:10)"/>
VERIFY QUESTION:	<input type="text"/>
VERIFY ANSWER:	<input type="text"/>
EMAIL ADDRESS:	<input type="text"/>

Click "Clear" to clear entries and start over.

Click "Cancel" to leave without saving new user account.

Click "Add" to save new user account.



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Enrolling Staff

Hi, John Smith Location: SPECTRUM HEALTH-BLOGGETT Logout

Administration Orders My Settings

USER ENROLLMENT

Click Add User or click a User ID to update user information.

Add User

Users created for your location

USER ID ▲	USER NAME	AUTHORITY LEVEL
JSMITH	John Smith	Location Administrator
MJONES	Mary Jones	Website User

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User has been added to list of users for your location.
Click on User Id to change or delete user's account.



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Enrolling Staff

Follow instructions for changing each field.

USER MAINTENANCE

1. User ID must be between 3 and 20 lowercase letters and/or numbers only.
2. Password must be between 5 and 10 lowercase letters and/or numbers only.
3. Verify Question and Verify Answer are not used at this time.
4. Order confirmation emails will be sent to email address entered. Contact service@miblood.org to clear a previously entered email address.

USER ID: MJONES

	CURRENT VALUE	NEW VALUE
USER ID:	mjones	<input type="text"/>
USER NAME:	Mary Jones	<input type="text"/>
PASSWORD:		<input type="password"/>
VERIFY PASSWORD:		<input type="password"/>
AUTHORITY LEVEL:	10. Website User	10. Website User ▾
INITIAL PAGE:	Orders (USR020:10)	Orders (USR020:10) ▾
VERIFY QUESTION:		<input type="text"/>
VERIFY ANSWER:		<input type="text"/>
EMAIL ADDRESS:		<input type="text"/>
LOCATION ID:	1010	
LAST UPDATE DATE:		
VALID LOGON COUNT:	0	

Click "Clear" to clear entries and start over.

Click "Delete" to delete user account.

Click "Update" to save changes.

Click "Cancel" to leave without saving changes.



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Thank you for enrolling your staff .
If you experience any difficulties maintaining
your user accounts, please contact
Michigan Blood at service@miblood.org.

