

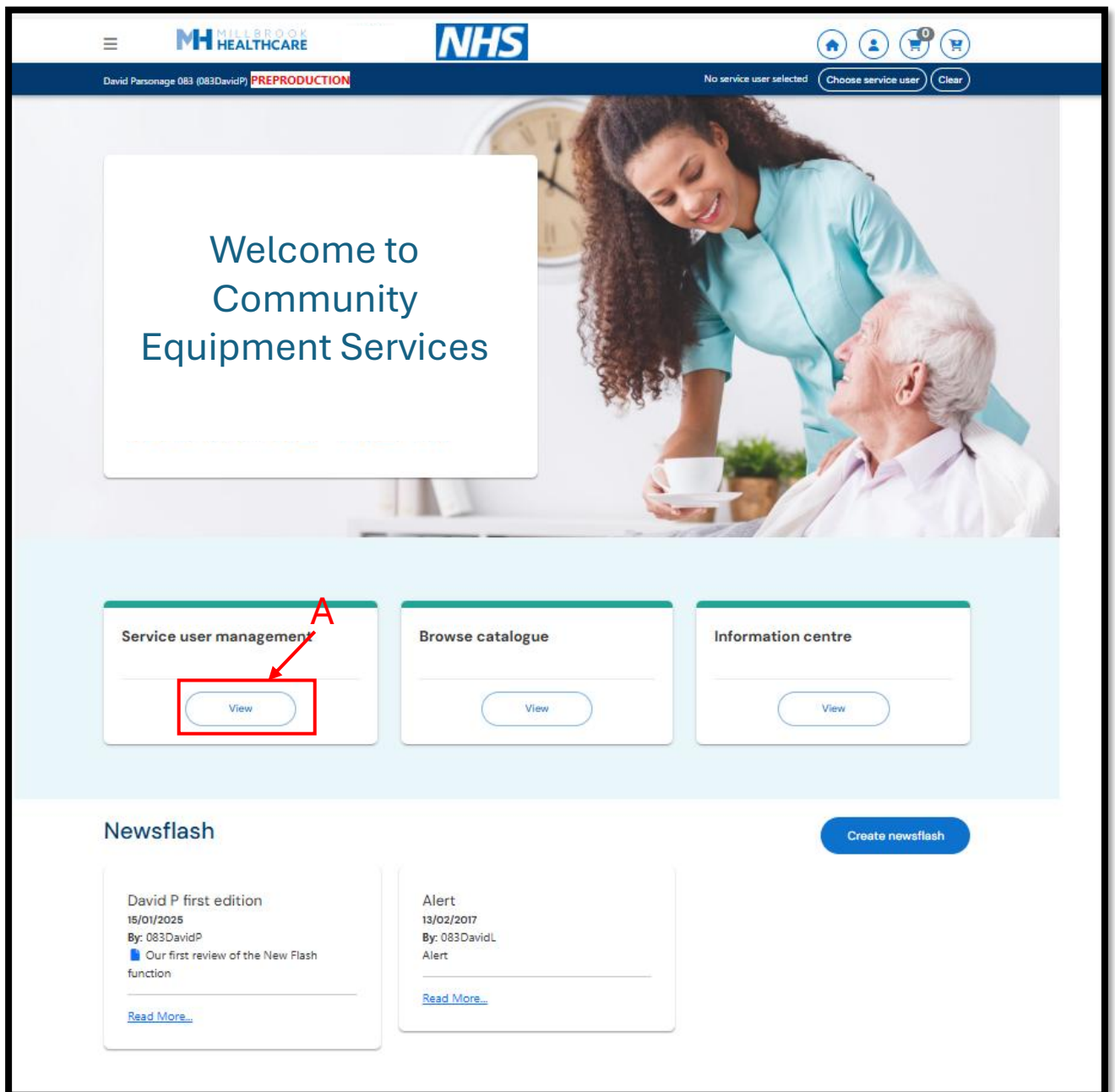


MILLFLOW

Prescriber Portal Guide

Adding additional an
address to an existing
client

Adding additional addresses



Notes

A – Select SERVICE USER MANAGEMENT

Adding additional addresses

Search for service users

Service user ref

Forename

Surname

Service user ref

Forename

Surname

Advanced Options

Search

Notes

You have 2 default options

B – Input the Service user ID, if known

OR

C – Input Forename &/or Surname

D – When details input to fields A or B, then Click SEARCH

Adding additional addresses

Search for service users

Service user ref: Forename: Surname:

Advanced Options Add new service user Search

Results: 28 service users Found

Items per Page: 6

Ref: 100030343 Other Yimfrpp Pragmen Pykwoox Bkkaie Inccioc MK43 OZA 21/12/1945 Select service user	Ref: 100049633 Other Uvrxbmfr Prcjjsn Tavphrg Nsnbmtv Lhbmuca PH13 9AN dd/mm/yyyy Select service user	Ref: 100053454 MS Uahwbvl Pprkncx Xaixano Xlknwqu Ovyjdli CM20 9SE 05/10/1924 Select service user	Ref: 100056018 Other Iytprai Pirosym Xsilmbq Bymiqmi Opaktqr S66 1FP 06/09/1919 Select service user
Ref: 100056665 MRS Yguhmeh Prkqkqn Cacsyig Inragab Mtyvtvw SL2 3PP 14/04/1940 Select service user	Ref: 100064872 Other Dtyutbp Prgmigd Pbdunai Pjxrji Solimyy HAB OPF 08/08/1922 Select service user		

First Previous Page 1 of 5 Next Last

Notes

E – Millflow will now return the closest matches to the search details input

F - You can now select the service user by clicking on [Select service user](#) their tile

Adding additional addresses

The screenshot shows the NHS Millbrook Healthcare interface. At the top, there are logos for Millbrook Healthcare and NHS. The page title is 'Other Dtyutbp Prgmigd' with a service user reference of 100064872. A blue button labeled 'More Information & Edit Client' is highlighted with a red box. A red arrow points from a red letter 'G' to this button. Below the title, there are two columns: 'Service User details' and 'Other Contact Information'. The 'Service User details' column includes fields for Date of birth (08/06/1922), Age (102 year(s) 7 month(s) 22 day(s) old), Title (Other), Address (Pbdunai Pjxrji, Atobhbc, Sofiryy, Ucjrtmy, HAB OFF), Primary contact number (1896337261), Mobile phone number, Email (bfmexa@nowhere.com), and Automated Notifications Opt In (Yes). The 'Other Contact Information' column includes fields for Name, Relationship, and Telephone.

Notes

G – Click on MORE INFORMATION & EDIT CLIENT

Editing an existing client

The screenshot shows the Millbrook Healthcare interface for editing a client. At the top, there are navigation icons and a header with 'Commercial Team (1420LCommercial)' and 'Ordering for: Mr David Parsonage'. A 'More Information & Edit Client' button is visible. The main content area is divided into two columns: 'Service User details' and 'Other Contact Information'. The 'Service User details' column includes fields for Date of birth (16/09/1970), Age (54 year(s) 4 month(s) 15 day(s) old), Title (Mr), Address (1 Furtherwood Road, Oldham, OL1 2PA), Primary contact number (01234567890), Mobile phone number, Email, and Automated Notifications Opt In (Yes). The 'Other Contact Information' column includes fields for Name, Relationship, and Telephone. At the bottom of the form, there are several tabs: Delivery, Collection, Repair, Peripheral Store, and Trusted Assessor.

Notes

MILLFLOW WILL RETURN THE SCREEN ABOVE.

YOU WILL NEED TO SCROLL DOWN THE SCREEN PAST

This screenshot shows the bottom section of the client profile page. It features a row of tabs: Delivery, Collection, Repair, Peripheral Store, and Trusted Assessor. Below the tabs is a grid of service categories, each with a 'View' button. The categories and their status are: On-Site Equipment (View), On-Site History (View with a checkmark), Pending Orders (View), PPM History (View), Alerts (View), Feedback (View), and Documents (View). A large red arrow points from the 'Notes' section down to this screenshot, indicating that the user should scroll past the top section to reach these options.

Adding additional addresses

Service user information

Service user details

Service user reference
100053454

Title
Other
MS

Forename *
Uahwbvl

Surname*
Pprkncx

Date of Birth *
05 / 10 / 1924

Age
100 year(s) 3 month(s) 25 day(s) old.

Gender
Female

Other contact information

Name
Other Contact Name

Relationship to service user
Relationship to service user

Telephone
Telephone No.

Contact Information

Search
Start typing to find an address.

House No/Name
Xaixano
+ More Address ← H

Postcode*
CM20 9SE

Property Type
None

Street
Xlknwqu

District
Ecxcstu

City
Ovyjdli

County
Flevalk


Telephone 1 *
2087597384 Preferred

Telephone 2
1708759488 Preferred

Mobile
Preferred

Email
crrxf@nowhere.com
crrxf@nowhere.com

SMS Notifications



Notes

H – Click on + MORE ADDRESSES

Adding additional addresses

Other contact information

Name

Relationship to service user

Telephone

Contact Information

Search

House No/Name

[+ More Address](#)

Postcode*

Property Type

Notes

I - Millflow now presents you with the screen above. It appears nothing has happened.

YOU NOW NEED TO SCROLL UP THE SCREEN..... SEE PAGE 9 BELOW


Adding additional addresses

Additional Addresses

You can add five additional addresses for a client. Clinic and pstore addresses also added in the list. Primary address will always appear on top.

[Hide Section](#) [Add New Address](#)

Address

1 Primary 

Furtherwood Address
Road
Oldham OL1
2PA

Service user information

Service user details

Service user reference

102708153

Title

Mr

Forename *

David

Surname*

Parsonage

Date of Birth *

16 / 09 / 1970

Age

54 year(s) 4 month(s) 15 day(s) old.

Gender

Male

Other contact information

Name

Other Contact Name

Relationship to service user

Relationship to service user

Telephone

Telephone No.

Contact Information

Search

Start typing to find an address.

House No/Name

1

[+ More Address](#)

Postcode*

OL1 2PA

Property Type

None

Street

Furtherwood Road

District

City

Oldham

County


Telephone 1 *

01234567890 [Preferred](#)

Adding additional addresses

Additional Addresses
You can add five additional addresses for a client. Clinic and pstore addresses also added in the list. Primary address will always appear on top.

Address


1 Primary 

Furtherwood Address
Road
Oldham OL1
2PA

J

Additional Addresses
You can add five additional addresses for a client. Clinic and pstore addresses also added in the list. Primary address will always appear on top.

Address

1 Primary 

Furtherwood Address
Road
Oldham OL1
2PA

K

Search
Start typing to find an address.

House Name/No*

Property Type
None

District

City*

Make this address as default

Street*

Region

County

Postcode*

Please add/update client additional addresses

M

L

Notes

J – Click ADD NEW ADDRESS

K – Populate all fields

L – You have the option to make this new address the default address

M – Once all fields populated click ADD AS NEW ADDRESS