



# MILLFLOW

## Prescriber Portal Guide

Peripheral store issue by  
PUK

# Peripheral store issue to client

David Personage 083 (083DavidP) **PREPRODUCTION** No service user selected Choose service user Clear

## Welcome to Community Equipment Services

Service user management **A**  
View

Browse catalogue  
View

Information centre  
View

### Newsflash

Create newsflash

David P first edition  
15/01/2025  
By: 083DavidP  
Our first review of the New Flash function  
[Read More...](#)

Alert  
13/02/2017  
By: 083DavidL  
Alert  
[Read More...](#)

## Notes

A – Select SERVICE USER MANAGEMENT

# Peripheral store issue to client

Search for service users

Service user ref **B**

Forename **C** Surname

Service user ref Forename Surname

Advanced Options

**D** 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

# Peripheral store issue to client

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 Bkxaxie Inccioc MK43 OZA 21/12/1945 Select service user	Ref: 100049633 Other Uvrxbmfr Precjsn 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 Ygultmab 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

You can now review all records returned by clicking on [Select service user](#) on each tile

# Peripheral store issue to client

[More Information & Edit Client](#)

## Mr David Parsonage

Service user reference: 102708153

---

### Service User details

**Date of birth**  
16/09/1970

**Age**  
54 year(s) 4 month(s) 17 day(s) old.

**Title**  
Mr

**Address**  
1 Furtherwood Road  
  
Oldham  
OL1 2PA

**Primary contact number**  
01234567890

**Mobile phone number**

**Email**

**Automated Notifications Opt In**  
Yes

### Other Contact Information

**Name**

**Relationship**

**Telephone**

---

Delivery

Collection

Repair

Peripheral Store

Trusted Assessor

#### On-Site Equipment

View

#### On-Site History

View ✓

#### Pending Orders

View

#### PPM History

View

#### Alerts

View

#### Feedback

View

#### Documents

View

G



## Notes

G – Click on the PERIPHERAL STORE button

# Peripheral store issue to client

David Parsonage (083DavidP) **PREPRODUCTION** Ordering for: Mr David Parsonage Mr David Parsonage Clear

Issue from Peripheral Stores List Issue by PUK Number

← Back

## Peripheral Store Order

Peripheral Store

Peripheral Store Example

H

You are creating an order for Mr David Parsonage Change service user

Speed:

PStore to Client

Issue Type:

Please Select

Target Date :

06/02/2025 14 : 08

Place Order

## Notes

H – Click on ISSUE BY PUK NUMBER

# Peripheral store issue to client

The screenshot shows a web form titled "Peripheral Store Order". At the top right is a "Back" button. Below the title, there is a "Peripheral Store" dropdown menu with "None" selected, annotated with a red arrow and the letter "I". Below that is a "PUK Code" field with the placeholder text "Enter Puk Code Here", annotated with a red arrow and the letter "J". To the right of this field is an "Add" button, annotated with a red arrow and the letter "K". Below the form, there is a message: "You are creating an order for Mr David Parsonage" with a "Change service user" button. At the bottom, there are fields for "Speed" (set to "PStore to Client"), "Issue Type" (set to "Please Select"), and "Target Date" (set to "06/02/2025 15 : 13"). A "Place Order" button is at the bottom right.

## Notes

I – Select your Peripheral Store from the drop-down

J – Input the PUK NUMBER in this field. **\*\* IMPORTANT – IF THE PUK NUMBER ON THE EQUIPMENT STARTS WITH LETTERS, IGNORE THESE LETTERS & JUST INPUT THE NUMBERS. IN THE CASE BELOW, PUK RF187649, JUST INPUT 187649 \*\*\*\***



K – Click the Add button

MILLFLOW will respond in one of two ways

Option 1 – IF THE PUK YOU INPUT IS IN THE STORE - SEE PAGE 8

Option 2 – IF THE PUK YOU INPUT **IS NOT** IN THE STORE – SEE PAGE 9

# Peripheral store issue to client

## Option 1 – PUK Number is in the store

The screenshot shows the 'Peripheral Store Order' form. At the top right is a 'Back' button. Below the title, there is a 'Peripheral Store' dropdown menu with 'Peripheral Store Example' selected. A 'PUK Code' field contains '86804257'. An 'Add' button is on the right. A red box highlights the item 'CES15007-0079 - General - Derby Half Step - 66091 (86804257)'. A red arrow labeled 'L' points to this item. Below the item list, it says 'You are creating an order for Mr David Parsonage' with a 'Change service user' button. The 'Speed' dropdown is set to 'PStore to Client'. The 'Issue Type' dropdown is set to 'Please Select' and is highlighted with a red box. A red arrow labeled 'M' points to this dropdown. Below it is a 'Target Date' field with '06/02/2025 15 : 29'. At the bottom right, a 'Place Order' button is highlighted with a red box and a red arrow labeled 'N'.

## Notes

L – Millflow has placed the item you selected in the basket

M – Select the appropriate ISSUE TYPE from the drop-down

N – Click on PLACE ORDER

Millflow returns the below screen confirming order placed successfully & order number

The screenshot shows the confirmation screen for the 'Peripheral Store Order'. At the top, it says 'David Parsonage (083DavidP) PREPRODUCTION' and 'Ordering for : Mr David Parsonage'. There are 'Mr David Parsonage' and 'Clear' buttons. A 'Back' button is at the top right. The 'Peripheral Store' dropdown is now set to 'None'. It says 'You are creating an order for Mr David Parsonage' with a 'Change service user' button. The 'Speed' dropdown is 'PStore to Client'. The 'Issue Type' dropdown is now set to 'Facilitate Hospital Discharge'. The 'Target Date' field shows '06/02/2025 15 : 05'. At the bottom right, a red box highlights the message: 'Order created successfully. Delivery to Client Order Number: 94802703'. Below this are 'Place Order' and 'Print this Order' buttons.

# Peripheral store issue to client

Option 2 – PUK Number **is not** in the store

**Peripheral Store Order**

Peripheral Store  
Peripheral Store Example

PUK Code  
123456789

**Add**

PUK could not be found, please select an item from below list by selecting the 'Add' button. Once selections have been made click Place Order

**LES Items**

Material	Description	Add
CES15007-0079	General - Derby Half Step - 66091	<input type="checkbox"/>
CES15011	Buckingham Walking Frame Caddy - AA8389	<input type="checkbox"/>
CES15700	Trolley - 275	<input type="checkbox"/>
CES21001	Sling - Un Fast Fit Poly - Med - Pre con	<input type="checkbox"/>
CES21385-0083	Sling In Situ Medium SL 1092	<input type="checkbox"/>
CES21706-0425	Sling -Med Deluxe Support Poly - 8H1400	<input type="checkbox"/>
CES21707-0425	Sling - Large Deluxe Support Poly 8H1300	<input type="checkbox"/>
CES21711	Sling - Standing - Medium - EKR003	<input type="checkbox"/>
CES22238-0728	Slide Sheet - 4 direction Satin slide draw sheet 147 x 140 cm - IM4115S	<input type="checkbox"/>
CES22249-0728	Slide Sheet - 2 way Maxi Satin Slide base Sheet IM4107S	<input type="checkbox"/>
CES22266-0728	Safety Strap & Sleeve – Raiser belt for Molift, L/XL - 82965	<input type="checkbox"/>
ces22272-0121	Transfer - Molift Raiser Pro - 16090204	<input type="checkbox"/>
CES22702	Boomerang Board - AA8835	<input type="checkbox"/>
CES22708	Slide Sheet 145 x 71cm - LOCO-002X	<input type="checkbox"/>
CES22709	Slide Sheet 72 x 70cm - LOCO-012	<input type="checkbox"/>
CES22710	Slide Sheet 122 x 100cm - LOCO-003X	<input type="checkbox"/>

## Notes

O – Millflow now shows you a list of all material codes available in the store

P – When you have found the equipment type you are issuing flag the box on that row

**You now need to scroll down to the bottom of the page**

You are creating an order for Mr David Parsonage [Change service user](#)

Speed:  
PStore to Client

Issue Type:  
Please Select

Target Date :  
06/02/2025 16 : 25

**Place Order**

## Notes

Q – Select the appropriate ISSUE TYPE

R – Click on PLACE ORDER

# Peripheral store issue to client

Speed:  
PStore to Client

Issue Type:  
Facilitate Hospital Discharge

Target Date :  
06/02/2025 16 : 25

Order created successfully.  
Delivery to Client Order Number: 94802706

Place Order Print this Order

## Notes

Millflow returns the above screen confirming order placed successfully & order number