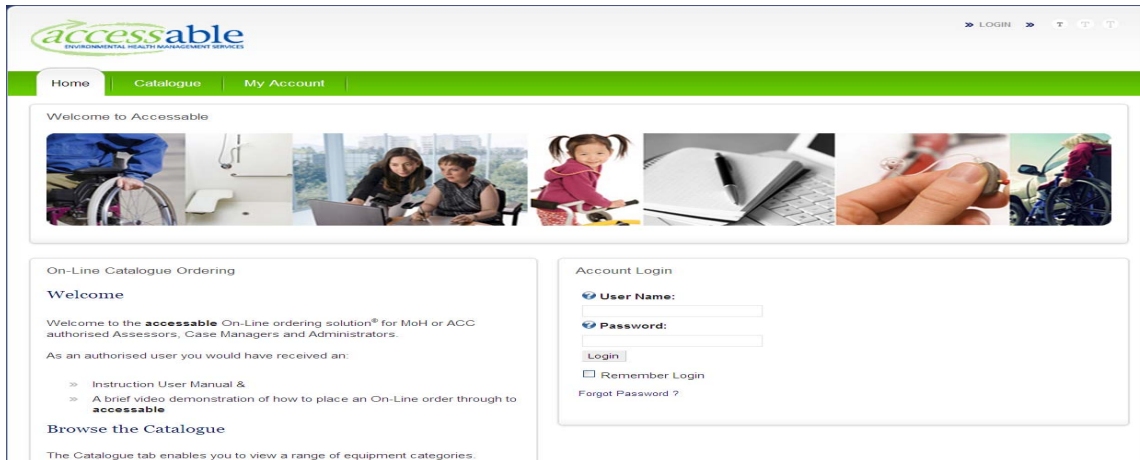


On-Line Ordering for Equipment List Applications for all MoH Accredited Assessors: October 2011

accessible after a successful trial programme is about to release to all EMS Assessors working in the Auckland and Northland regions the ability to order List Equipment items directly On-line. If you have not seen this new website initiatives please go to the catalogue page within our website and connect to the Catalogue to view:

<http://www.accessable.co.nz/catalogue.php>



The screenshot shows the accessible website interface. At the top, there is a navigation bar with 'Home', 'Catalogue', and 'My Account' tabs. Below this is a banner area with several small images. The main content area is divided into two columns. The left column is titled 'On-Line Catalogue Ordering' and contains a 'Welcome' message, a list of items received by authorized users (Instruction User Manual & a brief video demonstration), and a 'Browse the Catalogue' section. The right column is titled 'Account Login' and contains a login form with fields for 'User Name' and 'Password', a 'Login' button, a 'Remember Login' checkbox, and a 'Forgot Password?' link.

During this week all EMS Assessors and Service Accreditation users who are approved to request List Equipment items will receive a direct communication that outlines their unique Log-in and a password that will allow them to explore further.

Important information

We encourage you to take advantage of this new opportunity by;

- Viewing the On-line training video
- Reading the On-line user guide
- Registering for one of the training workshops by contacting Tim Choy @ **accessible** Ph 09-620 1700 ext 815 or tchoy@accessable.co.nz

On-Line Forms

The forms that link from the catalogue arrive at **accessible** with the highest priority and the Customer Services team will process them with speed. The form is very easy to use and provides users with immediate confirmation that the MoH List Equipment application form has been submitted to the **accessible** team. Not only can the form be printed immediately but this history is stored within each user's account as part of the catalogue.

Managing Change

Change can also cause confusion until it is in common usage. Many Assessors who have participated in the trial programme said it took a little time to get used to the On-line ordering system. However now they are totally familiar with the process OCO has become their 1st choice for making an application for their clients when only MoH List Equipment items are required.

accessible will still accept printed or email forms for MoH List Equipment applications but we would encourage all Assessors to go On-line and explore this new way of placing MoH List Equipment applications.

More detailed documentation with unique Assessor or Service Accreditation information will be sent in the near future.

Internet Browser Connection

Users will need access to either Internet Explorer 8 or Firefox 6 as an internet browser in order to have the best speed and performance when using the On-line Ordering solution. Health Alliance is at present looking at installing Firefox 6.0 as an alternative browser and if there is no access to up to date browsers please contact their helpdesk to have it installed. Older versions of internet browsers may be very slow and frustrate this process.

Other Documents

Included on our Website is the Trial Review document that has been prepared for background information and includes the comments of the current users. These comments have meant that further enhancements to the process have been implemented that make ordering easier and more streamlined.



The screenshot shows the accessible website interface. At the top is a green navigation bar with the accessible logo and various icons for Home, Manuals, Equipment Catalogue, FAQ, Team, Inquiries, Services, Hearing, Education, and Contact Us. Below the navigation bar, there are links for "On-Line Catalogue" and "Training Videos". A large green arrow points from the "On-Line Catalogue" link to a table of manuals. The table has columns for Status, Download, and Title.

Status	Download	Title
★ NEW	PDF WORD	Online Catalogue Ordering MOH Manual - August 2011
★ NEW	PDF WORD	Online Catalogue Ordering ACC Manual - August 2011

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