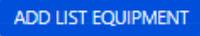
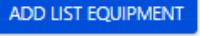
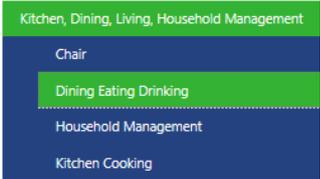


Add List Equipment Item - MOH

Step	Description
	<p>Completed steps:</p> <p>a. An equipment purchase Service Request has been created for a Customer</p>
1.	<p>In the Items section of the Edit Service Request page:</p> <ul style="list-style-type: none"> Click  <p>Note:  displays for equipment purchase Service Requests; it does not display for equipment trial Service Requests</p>
2.	<p>Find the required List Equipment item in the catalogue by using keyword or SIC code search, and/or band and/or product classification filters.</p> <p>Note: Click  to remove keyword or SIC code search, and/or filters applied to the catalogue</p> <p>Keyword or SIC code search</p> <p>a. Enter the keyword or SIC code in the search field <small>Search by Keywords or SIC code</small> </p> <p>Example: Enter keyword wheelchair or SIC code EM721</p> <p>b. Click  (or click Enter on the keyboard). The Catalogue is filtered using the SIC code or keyword</p> <p>Apply Band Filter</p> <p>a. Click </p> <p>b. Select one or more options from the list – Band 1, Band 2, Band 3</p> <p>c. Click . The Band Filter option list collapses</p> <p>Note: Click  to expand or collapse the Band Filter option list</p> <p>Apply product classification filter</p> <p>a. Click a classification filter on the left of the catalogue page to apply the filter</p> <p>Example: The illustration below shows the Dining Eating Drinking filter (Level 2 classification) applied to the Catalogue. Kitchen, Dining, Living, Household Management is a Level 1 classification</p>

Step	Description
	 <p>Note: If an item does not display, it is recommended to check for the item using the Service Accreditation filter as the item may also be classified as LST</p>
3.	<p>Add the found item to the shopping cart</p> <p>a. Click  for the item. The messages ‘Adding item to cart’ then ‘Item added successfully’ displays</p>
4.	<p>View items added to the cart</p> <p>a. Click  to view item(s) added to the cart</p> <p>Note: The cart will continue displaying at the top of the page until  is clicked again</p> <p>Note: If not all items added to the cart are displaying click </p>
5.	<p>Return to Service Request</p> <p>a. When all required items have been added to the cart, click  to return to the Edit Service Request page</p> <p>Note: In the Edit Service Request page, edit or remove Items as required. Click  next to the item and select  or Remove. If an item is removed, click  to confirm the deletion</p>
6.	<p>Complete, save and submit the Service Request</p>