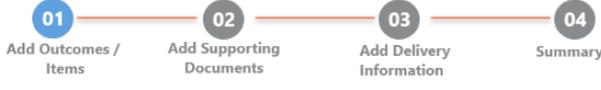
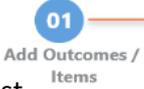


Record a MOH Trial Outcome and/or Add New Item in an Existing Service Request

Step	Details
	<p>Completed steps:</p> <ol style="list-style-type: none"> The Assessor has submitted a Service Request and received a trial approval confirmation email from Accessable Service Request status is Trial in Progress The Assessor has trialed the item(s) with the Customer and is ready to update aSAP with the trial outcomes The Assessor has trialed the item(s) and needs to add additional trial or purchase items
<p>1.</p>	<p>Search and Open the Trial Service Request (Edit mode)</p> <ol style="list-style-type: none"> Click Applications Click <i>Service Requests (MOH Assessor)</i> Search for the required Service Request <input type="text" value="Search..."/>  using numerical or alpha information Note: You can use the Service Request Sub Type filter <input checked="" type="checkbox"/> <i>Equipment Trial</i> to display Trial Service Requests Select the Trial Service Request and Click  Select from the drop down options <div data-bbox="454 1232 635 1377" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p> View details</p> <p> Edit</p> <p> Update Trial (Flow)</p> </div> <div data-bbox="678 1220 1417 1400" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0; color: red;"> <p>Note: If the Update Trial (Flow) option is not visible and the status is Trial in Progress this indicates the Service Request has items pending approval from Accessable and is non editable at this time</p> </div> <ul style="list-style-type: none"> View details – allows full Service Request details to be shown and is non editable Edit – allows Assessor to edit non-equipment related areas, e.g. Supporting Documents and Comments sections Update Trial (Flow) – allows Assessor to provide outcomes and add new items Click <i>Update Trial (Flow)</i> to enter the Trial and Purchase workflow to add a Trial Outcome and/or Add New Item This will take you through the required steps to complete your Service Request. The blue workflow colour identifies your location in the workflow <div data-bbox="502 1780 1173 1881" style="text-align: center; margin-top: 20px;">  </div>

Step	Details
2.	<div style="text-align: center;">  </div> <p>Step 01 – To update a trial outcome:</p> <ol style="list-style-type: none"> Select the equipment trial item and Click <input type="checkbox"/> and select from the drop down options The Trial Decision will automatically update to Pending Trial Decision Pending- Successful After recording trial outcomes for the required item(s) and <u>no new item(s) are required</u> click SAVE AND PROCEED TO NEXT STEP and continue through workflow Steps 02-04 and submit the updates
Or	
	<div style="text-align: right;">  </div> <p>Step 01 – To add a new item(s) to the Service Request either trial or purchase:</p> <ol style="list-style-type: none"> Select the item via the relevant catalogue search and add to the Service Request <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Note: Uploading of items from the catalogue can take a few minutes</p> <p>Note: New trial items require a new expected trial start date before adding items from the relevant catalogue</p> </div> <ol style="list-style-type: none"> Click SAVE AND PROCEED TO NEXT STEP
	<div style="text-align: right;">  </div> <p>Step 02 – Add Supporting Documents</p> <ol style="list-style-type: none"> Add relevant documents by clicking the appropriate button: <div style="display: flex; justify-content: center; gap: 10px; margin: 5px 0;"> ATTACH SPECIFICATION ATTACH QUOTE + ADD FILES </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Note: Uploading of documents can take a few minutes</p> <p>Note: We recommend when using + ADD FILES that you name the document with the relevant version number at the start of the title</p> </div> Other Sections <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>The system is identifying if any other information is required to allow you to submit the Service Request. If auto populated – no action is required</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Reason for Adding Items is required to assist with Accessable funding review - mandatory</p> <ul style="list-style-type: none"> Essential disability related need Rationale for adding item e.g. previous trial unsuccessful because; Customer requires alternative items because... </div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Trial Outcome Comments – optional</p> <ul style="list-style-type: none"> Information assists Accessable with funding and procurement reviews </div>

Step	Details
	<p data-bbox="288 286 710 324">c. Click SAVE AND PROCEED TO NEXT STEP</p> <hr/> <p data-bbox="240 347 694 380">Step 03 – Add Delivery Information</p> <p data-bbox="288 398 1204 432">a. View and select details – Delivery Address and Delivery Contact Details</p> <p data-bbox="336 454 1204 488">Note: Recommend using Address Finder - start typing address here if updating address</p> <p data-bbox="288 506 710 544">b. Click SAVE AND PROCEED TO NEXT STEP</p> <hr/> <p data-bbox="240 571 1141 604">Step 04 – Summary page displays to allow Assessor to review content</p> <div data-bbox="263 698 1417 869" style="border: 1px solid black; padding: 10px;"> <p data-bbox="284 730 1204 763">Note: New Trial and Purchase Items status will be shown as Solution Build</p> <p data-bbox="284 786 1396 853">Note: Each time a new trial or purchase item is submitted a new version within the Service Request is created and will be referenced in the Service Request number APP000001-V#</p> </div> <p data-bbox="240 909 646 943">The following message displays:</p> <p data-bbox="252 965 1236 999" style="color: green;">Great! Your Application is saved and completed. Would you like to</p> <p data-bbox="288 1021 1412 1088">a. Submit the Service Request, click SUBMIT and then click SUBMIT to confirm the privacy declaration</p> <p data-bbox="379 1115 414 1149" style="text-align: center;">Or</p> <p data-bbox="288 1171 1284 1238">b. Save the Service Request and return to the previous page to edit details click SAVE AND RETURN TO PREVIOUS STEP</p> <p data-bbox="379 1265 414 1299" style="text-align: center;">Or</p> <p data-bbox="288 1321 1412 1355">c. To edit the Trial Service Request from the start of Add Outcomes or Items, click CHANGE</p> <p data-bbox="240 1429 1428 1541">Note: After submission, a full summary overview will display titled Edit Service Request. You can exit this view by selecting one of the options from the top green navigation bar (e.g. Application) depending on what you would like to do next</p>