

Make more possible.



## **APS Group – Online Ordering Portal**

## Introduction

The PHE Screening Online Ordering Portal allows the ordering of stocked printed literature. This guide is a short document designed to get you started on using the system.

If you have any queries please contact the APS Customer Service Team who will be happy to help:

Tel: 0161 495 4962 e-mail: PHEScreening.CST@theapsgroup.com

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## **General Administration**

## Link to the website

The site can be accessed at the following address: <u>https://phe-screening.theapsgroup.com</u>

### How to log in for the first time

To access the site navigate to the site at the above link and either login if you have an existing account or click "**Create one here**" if you need to register for the first time

C			
Public Hea England	llth	PHE Screeni	ng
Sign in			
- The		- alle	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
ALL.			
Care Pro			TT T
at 1			
		13- 116	
Username:		10 - Co	
	first.Lastname@email.com		
Username: Password: Stay logged in:	-		
Password:	-		
Password: Stay logged in: Login	-		

Then follow the wizard to create your account...

Create a username (we recommend this to be your email address) and password, and then confirm your password in the third box to confirm. Click **Next** to proceed.

Public Health England PHE Screening			
Registration: (1) Identify > (2) Credentials > (3) User Profile > (4) Address			
<i>≫</i> Identify			
Username*: first.Lastname@email.com			
Password*:			
Good Confirm*: The passwords match			
Cancel	Next: Credentials >		



Public Health England PHE Screeni				
Registration: (1)	Identify > (2) Credentials > (3) User Profile > (4) Address			
Please ensure	you enter a valid email address			
We will use your en	nail address to confirm your registration and to send information about your order.			
& Credentials E-mail*: First name*: Last name*:	John.Smith@nhs.gov.uk John Smith			
Localization	1			
Region:	UK •			
< Previous: Identify		Next: User Profile >		

#### Select the group you belong to.

Note: Public Health England	PHE Screening
Registration:     1     Identify     2     Credentials     3     User Profile     4     Address       User Groups	
Which of the following groups do you belong to? * Please select Please select Please select NHS hospital/gundation trust	
Maternity (Trust) Private healthcare (providing NHS screening) Public Health England Netwhere Negrine precision previder	Next: Address >

Enter your primary address for ordering, this can be changed on individual orders. Click **Register** to proceed.

🔊 Public Health England			
ify > (2) Credentials > (3) User Profile > (4) Address			
Enter a postcode, street or address			
	tify > 2 Credentials > 3 User Profile > 4 Address		

After clicking register you will receive a confirmation email to your chosen address. Click the link in the email to complete the registration. **Note:** Depending on your user type your account may also require additional authorisation by PHE Screening before your authorisation email is released.

Once you click the link on the activation email you are up and running!



### How to reset or amend your password

Should you forget your password click the login link to access the login page. Then click the reset password link at bottom

Sign in	
Username:	John.Smith@NHS.gov.uk
Password:	
Stay logged in:	
Login	
Have you forgotten y	your password? Request it here
Don't have an accou	

Then enter you username into the wizard to have a reset password link emailed to you. Click the link in the email and you will be able to set your new password.

## How to edit your profile

To change any details entered when you were registering first login into the site. Then in the top right corner there will be an option to "**Edit Profile**", click this.

ublic Health England	pping basket n(s) added 🛒
gramme ▼ Order History	Q

You will then be able to amend any of your profile fields. Please note the address book is on a third tab on the left of your profile options.

🕺 🕸 Public Health England			Welcome Test user - visitor 🔔 Edit profile   Log off	Shopping basket 2 item(s) added 🛒
Home Programme   Order History			Search all pro	ducts Q
User Profile				
& Credentials	🤱 Credentials			
Refile	First name: Last name: E-mail:	Test user - visitor Test_Catherine.O'Connor@theapsgroup.com		
	Username: Password:	test user - visitor + change password		



## Navigating the site

Once logged in at the top of the page you will find the navigation tabs of **Home**, **Programme** and **Order History.** There is also a **Quick Search** box you can use to find any product using the code or description.

The Home, Programme and Order History tabs	The <b>Quick search</b> box
Home Programme   Order History  Cross Programme  Accommon Action Anticonystin Screening (AAA)	Edit profile   Log off   2 item(s) added # Search all products
Please ut Bowel Cancer Screening Programme (BCSP) You can a Breast Screening Programme (BSP)	ducts. y product name or code.
PHE S Cervical Screening Programme (CSP) Diabetic Eve Screening (DES)	

## The main tabs

**Home Page** – this is the first page you will see after login. It houses links to useful information about the site and the programmes.

Note: Health England	Welcome Test user - visitor Shopping basket A Edit profile   Log off 2 item(s) added I
Home Programme ▼ Order History	Search all products Q
Welcome to the PHE Screening online ordering portal Please use the menu bar above to select a Programme and view available products. You can also use the search facility in the top right of the screen to find items by product name or code. PHE Screening	× 🗆
Print yourself a leaflet or poster         Print yourself a leaflet or poster         Read more         Print yourself a leaflet or poster         Set up a standing order       Can't find what you're         Can't find what you're       Accessible information	Order restrictions         Anyone ordering leaflets for free must be able to confirm they:         • are an NHS or private provider of NHS screening programmes in England         • use the leaflets according to the NHS England screening service specifications as part of the standard screening pathway         • only use one leaflet per individual per screening appointment or result         • do not stockpile leaflets or order more than 6 months' supply as we update and review our leaflets regularly         We do not provide free leaflets for promotional purposes and campaigns, or for other organisations, but it will be possible to purchase them by contacting us
PHE Screening v1.87 About APS Group   Contact & Support	Privacy Notice   Terms & Conditions   PHE Screening Blog



**Programme** – this tab is a drop down allowing you to navigate to the programme you required and see all available materials.

**Please Note**: the option 'Cross programme' contains materials that are used on multiple programmes.

	Vigit Public Health England		
	Home Programme ▼ Ord	ler History	
	Filters	Search results	
On the right there are	Keyword	3 products found with 'Cross Programme'	
search options	Search all products       Type	TRANSO1 Information for Trans People - NHS Screening Progr Information leaflet explaining screening to trans and non-binary people Created 3 weeks ago by PHE Screening	
Checking any tick boxes	Products (3)		
will activate filters,	Programme 🖃		
adding or removing	Cross Programme (3)	ANNB01 Screening tests for you and your baby Leaflet given to all women during pregnancy	
literature from other	Abdominal Aortic An (0) Bowel Cancer Scree (0)	Created 3 weeks ago by PHE Screening	
programmes to your	Breast Screening Pr (0) Cervical Screening (0)		
view. Allowing you to	Diabetic Eye Screeni (0) Fetal Anomaly (FASP) (0)		
customise your view	Petal Atlonary (PASP)     (0)       Newborn Blood Spot     (0)       Newborn Hearing Sc     (0)       Sickle Cell and Thal     (0)	NICU1 Screening tests for you and your baby: babies in special Leaflet given to women/parents of babies cared for in special care units Created 3 weeks ago by PHE Screening	

**Order history** - displays previous orders allowing you review what was ordered and to quickly place a repeat order for the same items.

🐞 Public Health England				
			Search all products	Q.
			\$	
and reorder previous orders				
Items	Date	Total	Action	
0	Mar 6, 2018	£ 0.00	🛒 Open	Select View to review
2	Mar 14, 2018	£ 0.00	Tiew	
				the order detail
About APS Group	Contact & Support	Privacy Notice   Te	erms & Conditions   PHE Screeni	ng Blog
	1 tems 0 2	Items         Date           0         Mar 6, 2018           2         Mar 14, 2018	tems Date Total 0 Mar 6, 2018 £ 0.00 2 Mar 14, 2018 £ 0.00	and reorder previous orders       Items     Date     Total     Action       0     Mar 6, 2018     £ 0.00 <b>© Open</b> 2     Mar 14, 2018     £ 0.00 <b>View</b>



# **Placing an Order**

## Adding an item to the basket

To add an item to basket click the **Order** button to the right of the product.

Filters		Search res	ults	Sorted by: Date 💌
Keyword		3 products four	id with 'Cross Programme'	Clear
Search all products	_ <b>Q</b>		ANNB01 Screening tests for you and your baby (Pack of 200) Leaflet given to all women during pregnancy	
Products	(3)	1	Created 45 minutes ago by PHE Screening	£ excl. VAT Order 🛒
Programme	Ξ			

Or if you click the product title you will see a detailed product screen. You can add an item to an order form here by clicking the **Add to basket** button found on the right of the product screen:

🗱 Public Health England	Welcome Test user - visitor       Shopping basket         Edit profile       Log off         2 item(s) added T
Home Programme 🔻 Order History	Search all products Q
Products	
ANNB01 Screening tests for you and your baby (Pack of 200) Created 46 minutes ago by PHE Screening	M Item is out of stock, if will be out on backarder Price: £ 0.00 excl. VAT
Public Health England Screening tests for you and your baby	

When you click this button you will be presented with a pop up detailing what you are adding and giving you the option to choose what quantity you want to order:





Once you have everything you require in your basket you can proceed to place the order. You can get here by clicking the **Go to basket** button when ordering an item to take you directly to the basket or by clicking the **Shopping basket** button in the top right corner of the screen at any time.

	Direct link to your shopping basket
Public Health England	Welcome Test user - visitor 🔔   Shopping basket A Edit profile   Log off   2 item(s) added 🛒
Home Programme  Vorder History	Search all products

A wizard will then flow you through the finalisation process before submitting the order.

Order progress: 1 Shopping Basket > 2 Delivery > 3 Options > 4 Overview

### 1) The Shopping Basket

You will be presented with a summary of your order included all the products, quantities and prices. From here you can amend these details and removed items as required. This screen will also notify you if an item you are trying to order is out of stock

😻 Public Health England				Welcome <b>Test us</b> Edit pr	Shopping basket 2 item(s) added W	
Home Pi	rogramme ▼ Order History				Search all pro	oducts Q
Placing y	our order					× =
Check you	have selected the correct quantity and click Next to continue					
Order progres	ss: (1) Shopping Basket > (2) Delivery > (3) Options	> (4) Overvie	ew			
Shopping	g Basket: 2 item(s) added					
		Price	Quantity	Total	VAT	
P	RANS01 Information for Trans People - NHS Screening rogrammes (Pack of 25) normation leaflet explaining screening to trans and non-binary people	£ 0.00	1	£ 0.00	£ 0.00 (20%)	Remove
🔺 Item is	out of stock, it will be put on backorder					
	<b>IICU1</b> Screening tests for you and your baby: babies in special are units (Pack of 100) eaflet given to women/parents of babies cared for in special care units fier delivery	£ 0.00	1	£ 0.00	£ 0.00 (20%)	Remove
🛕 Item is	out of stock, it will be put on backorder					
		Basket Total	2 item(s)	£ 0.00 excl. VAT		Remove all
						Next: Delivery >

Once you are happy click Next to review the delivery details



Set the delivery address for your order. The default will be the address you setup when you first registered but you can edit this address or add a new one here.

🎊 Public	Health England	Welcome Test user - visitor 💄   Shopping basket Edit profile   Log off   2 item(s) added 🛒	
Home Programm	e ▼ Order History		Search all products Q
Order progress: 1	Shopping Basket > (2) Delivery > (3) Options >	(4) Overview	
Shipping address	5	Billing address	
Contact: Organisation: Address Line 1: Address Line 2: Address Line 3: Town / City: Postcode: Telephone Number: Delivery Remarks: Select Address Ed	John Smith - Buckingham Palace 111 Buckingham Palace Road - London SW1W 0DT 01234 123456 - t Address	Contact: Organisation: Address Line 1: Address Line 2: Address Line 3: Town / City: Postcode: Telephone Number: Delivery Remarks: Select Address Ed	John Smith - Buckingham Palace 111 Buckingham Palace Road - London SW1W 0DT 01234 123456 - t Address
Previous: Shopping	Basket		Next: Options >

Once you are happy click Next to see the Options Tab

## 3) Options

Here you can add any relevant notes or references you might need to identify the order

🛛 🎊 Public	e Health England	Welcome Test user - visitor 🛓 Edit profile   Log off	Shopping basket 2 item(s) added s
Home Programr	ne 🔻 Order History	Search all pro	oducts Q
Order progress: 1	Shopping Basket > (2) Delivery > (3) Options > (4)	) Overview	
Order options			
Order reference:	Provide your own order reference (optional)		
Remarks:			
	Put any additional remarks or requirements here.		
* = Required field			
Previous: Delivery			Next: Overview >

Click Next to go to the Overview tab and complete the order



### 4) Overview

A full summary for final review. Please check everything is as you expect. Once you are happy click the **Submit order** button to finalise and place the order.

8 Public Health England		Wel	come Test user Edit prof	- visitor 💄 ile   Log off	Shopping ba 2 item(s) addee	
Home Programme 🔻 Order History				Search all pro	ducts	Q
Order restrictions Anyone ordering leaflets for free must be able to confirm they: are an NHS or private provider of NHS screening programmes in England use the lastlets according to the NHS end as screening service specifications as part of the standa only use one leaflets or order more than 0 morths' supply as we update and review our leaflets in do not stockpile leaflets or order more than 0 morths' supply as we update and review our leaflets in We do not provide free leaflets for promotional purposes and campaigns, or for other organisations, bu	egularly	y for them by contactin	g the national pr	int provider.		
Order progress: (1) Shopping Basket > (2) Delivery > (3) Options > (4) Overvie	ew					
Order overview: 2 item(s) added						
TRANS01 Information for Trans People - NH5 Screening Programmes (Pack of 25)	)	Price £ 0.00	Quantity	Total £ 0.00	£ 0.00 (20%)	
Item is out of stock, it will be put on backorder      ITEM Screening tests for you and your baby: babies in special care units (Pack of the stock) is a special care units (Pack of the stock) i	of 100)	£ 0.00 Basket Tota	1 al 2 item(s)	£ 0.00 £ 0.00 excl. VAT	£ 0.00 (20%)	
Cost summary	Shipping address	5				
Sell Price VAT	Contact: Organisation:	John Smith				
Basket Total         £ 0.00         £ 0.00           Total         £ 0.00            VAT (20%)         £ 0.00	Address Line 1: Address Line 2: Address Line 3:	Buckingham Palace 111 Buckingham Pala -	ace Road			
Grand Total £ 0.00	Town / City: Postcode: Telephone Number:	London SW1W 0DT 01234 123456				
Instalment(s) Amount Status Due Date	Delivery Remarks:	-				
E 0.00     Not paid  Ordering options	Billing address Contact: Organisation:	John Smith				
Payment method: Manual payment	Address Line 1: Address Line 2: Address Line 3:	Buckingham Palace 111 Buckingham Pala -	ace Road			
Order reference: - Remarks: -	Town / City: Postcode: Telephone Number: Delivery Remarks:	London SW1W 0DT 01234 123458 -				
C Previous: Options Print		🗆 l ac	cept the orderin	g terms & cond	itions. Submit or	

## **Contact and Support**

Should you require any support or assistance please contact the APS Customer Services team via the following:

Tel: 0161 495 4962

E-mail: PHEScreening.CST@theapsgroup.com

For all delivery queries please quote your order number where possible.