



PHE Screening APS Group Online Ordering Portal

New user starter guide

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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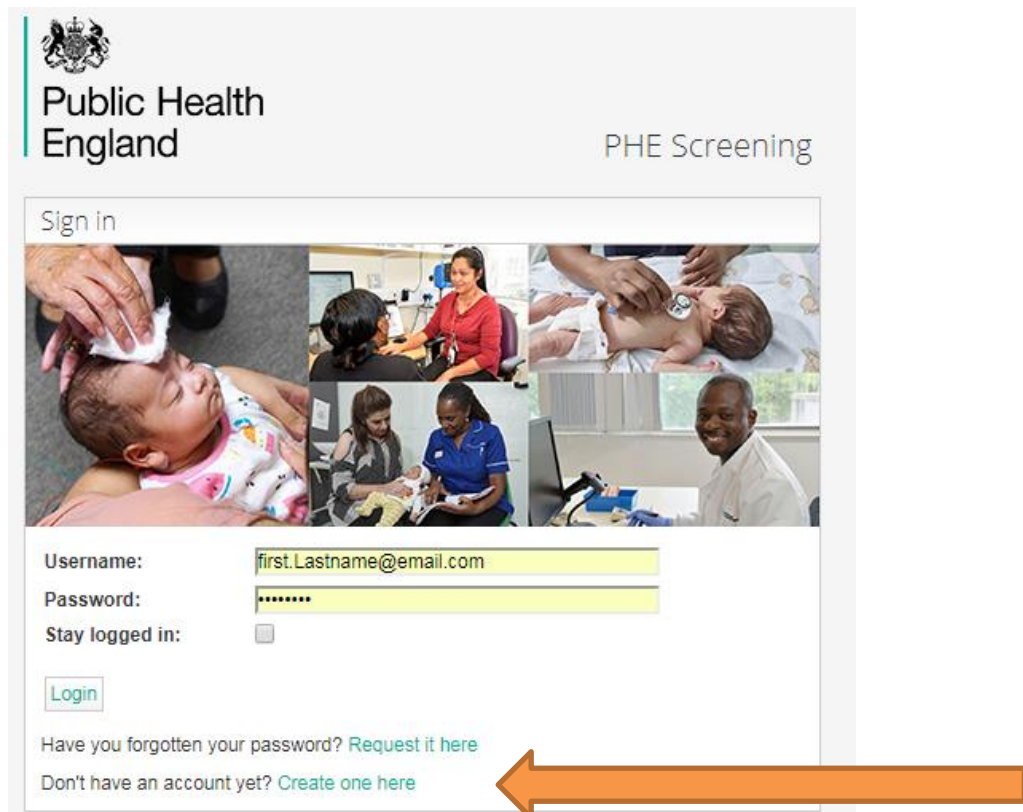
General Administration

Link to the website

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

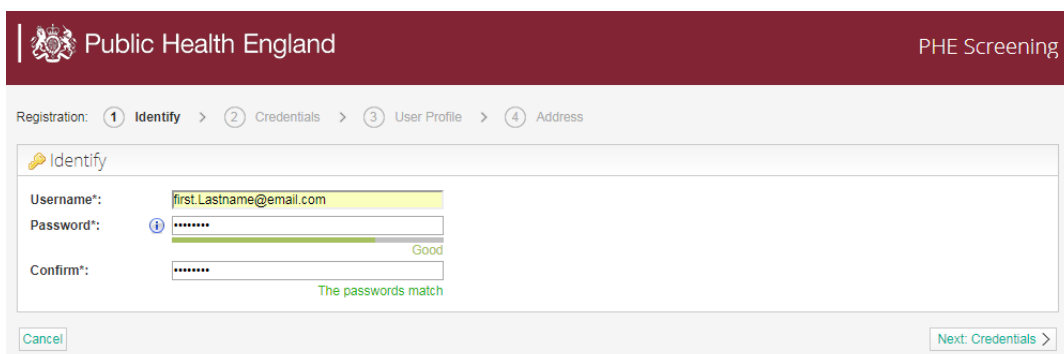
How to log in for the first time

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

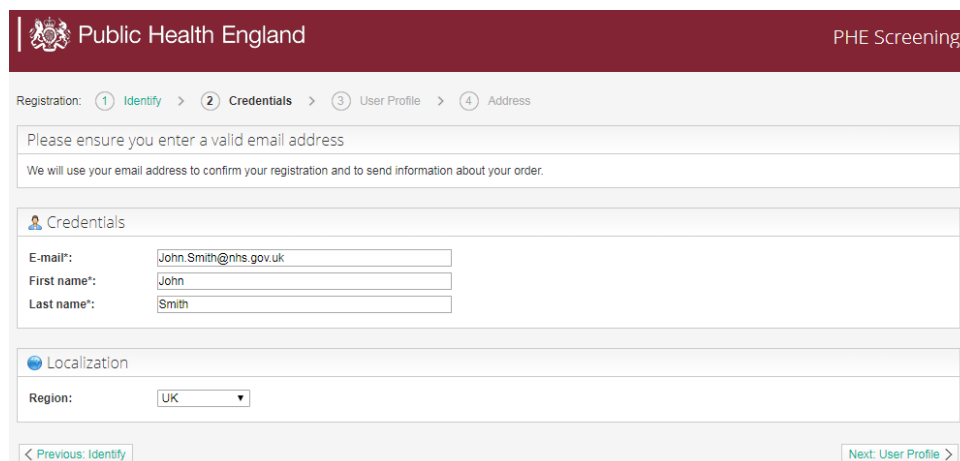


Then follow the wizard to create your account...

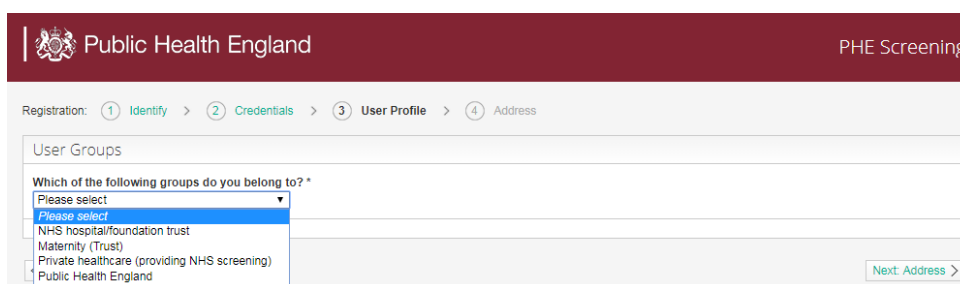
Create a username (we recommend this to be your email address) and password, and then confirm your password in the third box to confirm. Click **Next** to proceed.



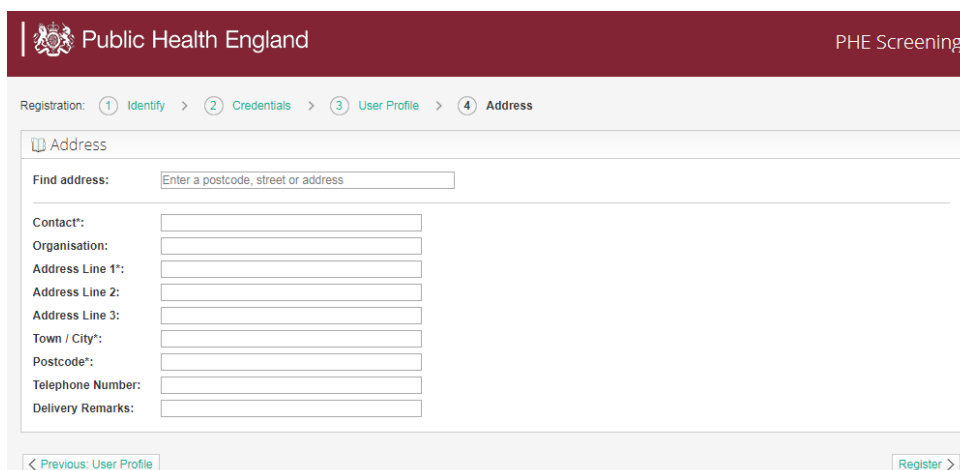
Enter your email address, name, and confirm region. Your email address will determine your access rights to the site so please take care when entering it.



Select the group you belong to.



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

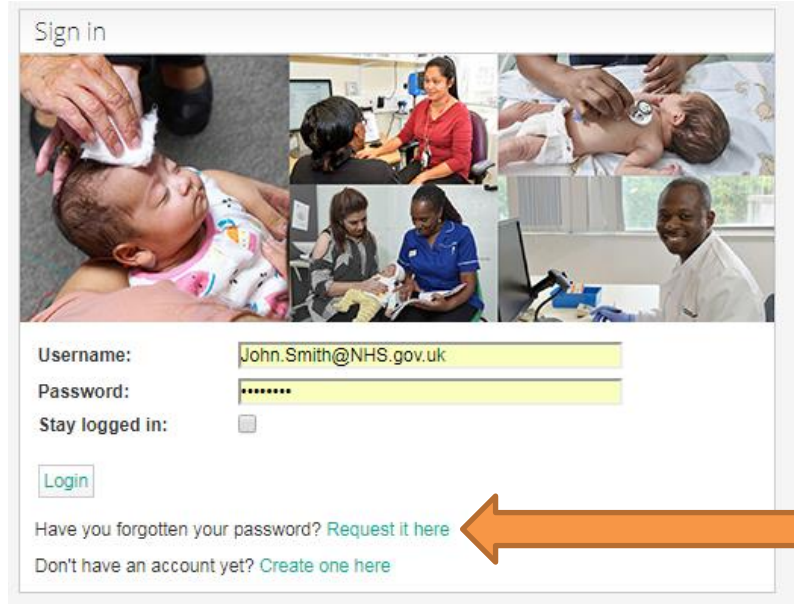


After clicking register you will receive a confirmation email to your chosen address. Click the link in the email to complete the registration. **Note:** Depending on your user type your account may also require additional authorisation by PHE Screening before your authorisation email is released.

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:

Password:

Stay logged in: ☐

Have you forgotten your password? [Request it here](#)

Don't have an account yet? [Create one here](#)

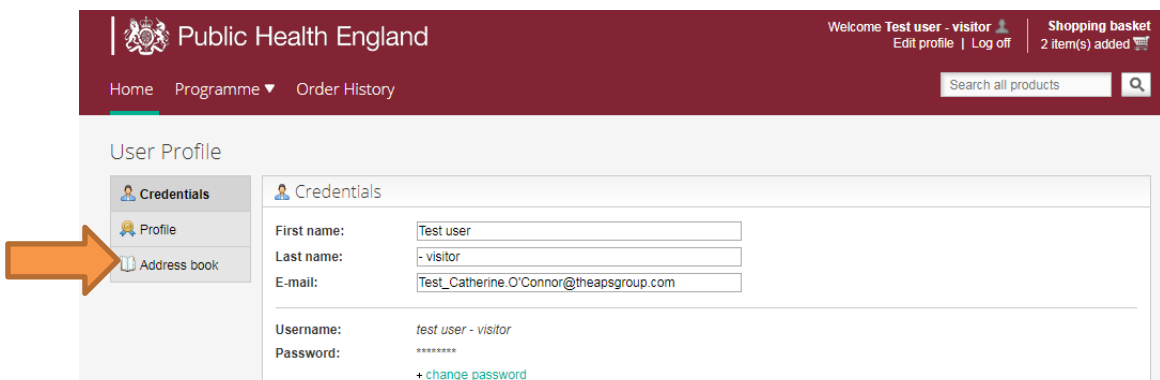
Then enter you username into the wizard to have a reset password link emailed to you. Click the link in the email and you will be able to set your new password.

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.



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 products

User Profile

Credentials

First name:

Last name:

E-mail:

Username:

Password:

[+ change password](#)

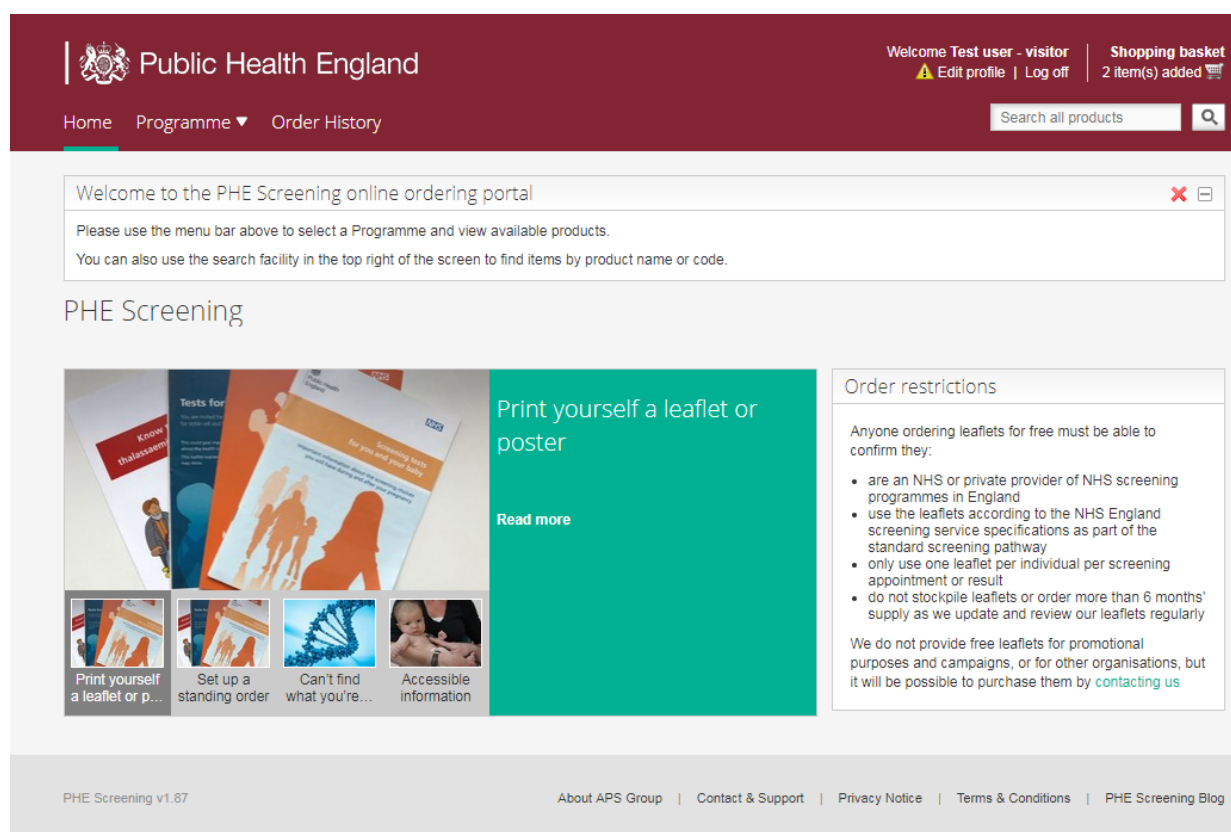
Navigating the site

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 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.



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

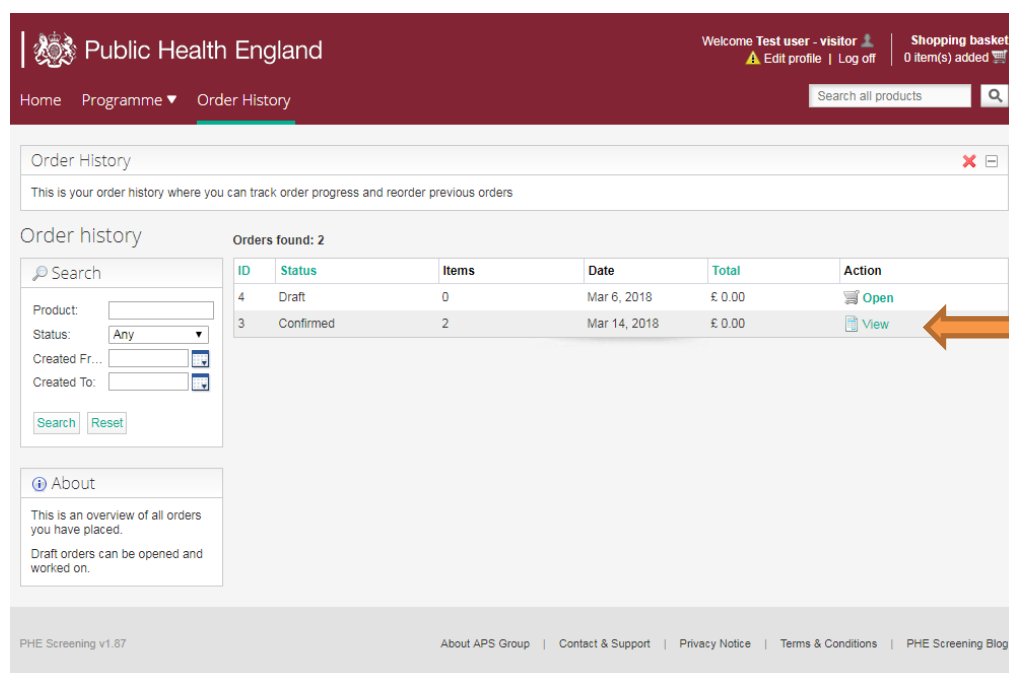
Please Note: the option 'Cross programme' contains materials that are used on multiple programmes.

On the right there are search options

Checking any tick boxes will activate filters, adding or removing literature from other programmes to your view. Allowing you to customise your view



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

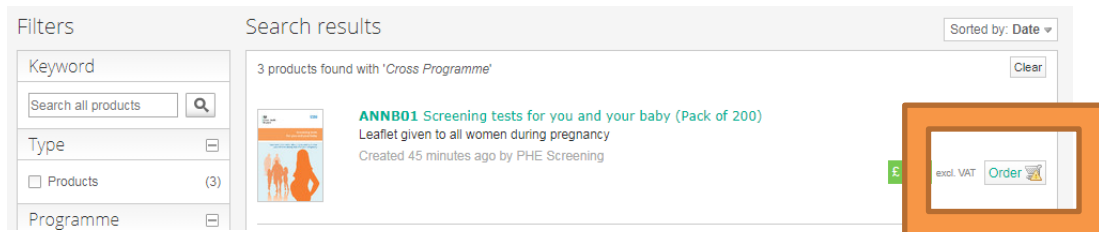


Select View to review the order detail

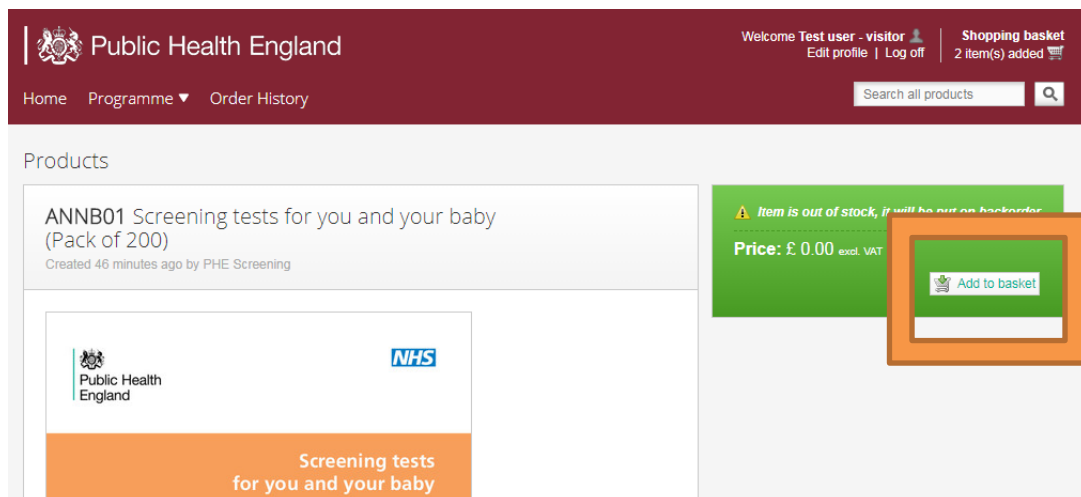
Placing an Order

Adding an item to the basket

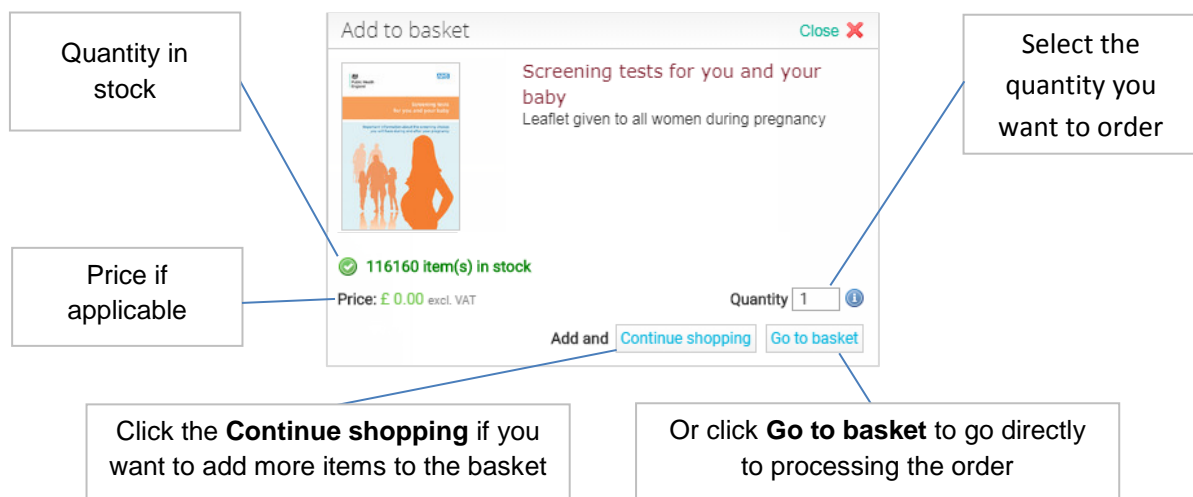
To add an item to basket click the **Order** button to the right of the product.



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:



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:



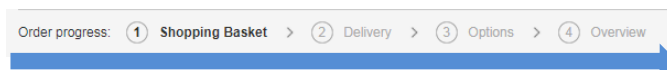
Finalising an order

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

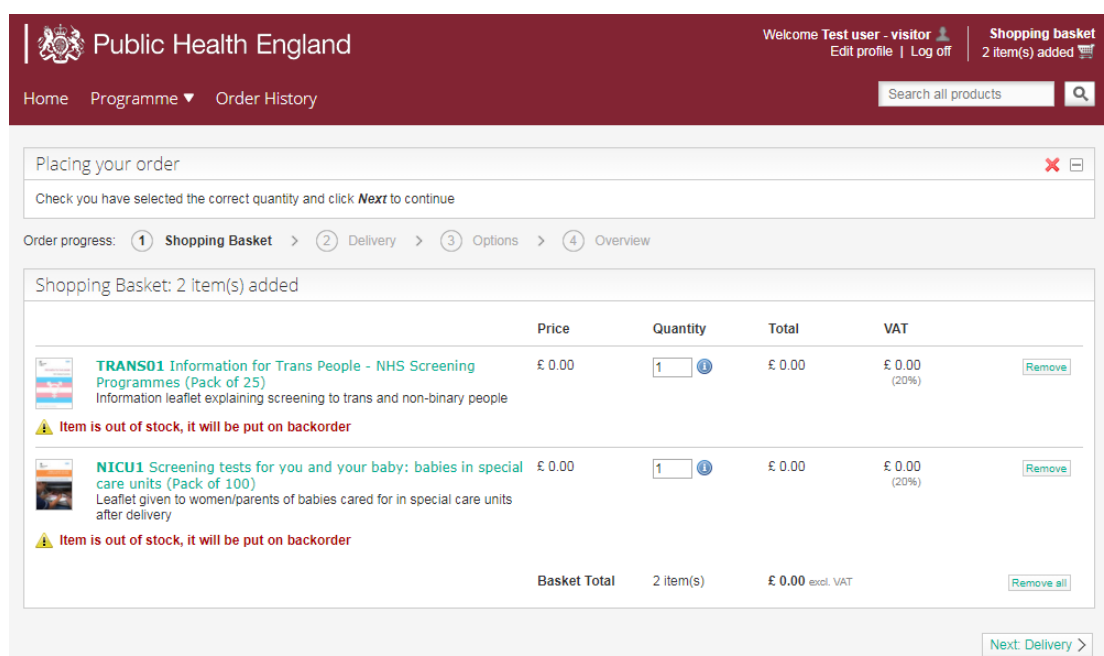


A wizard will then flow you through the finalisation process before submitting the order.



1) The Shopping Basket

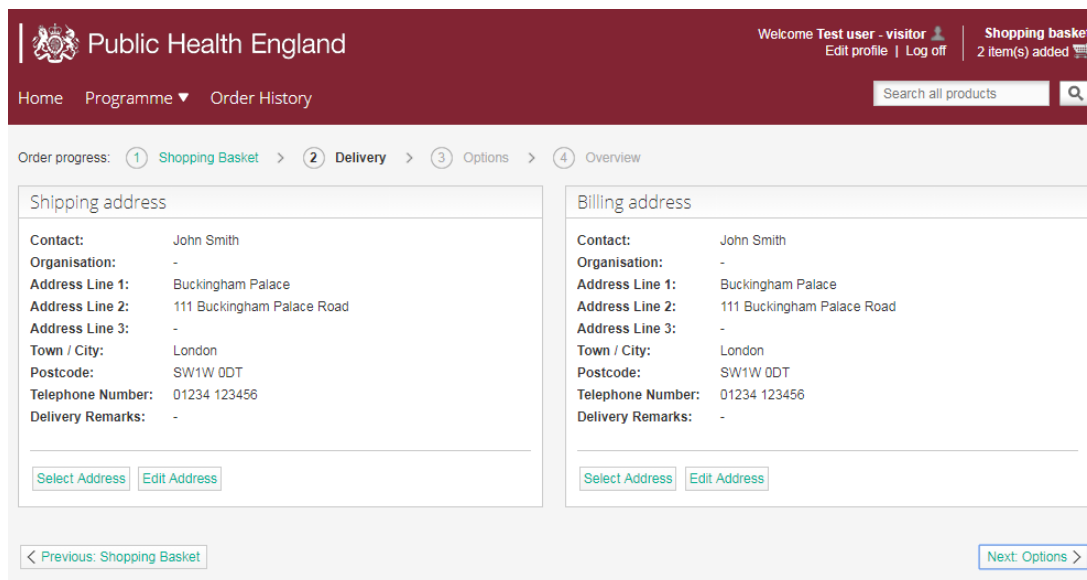
You will be presented with a summary of your order including all the products, quantities and prices. From here you can amend these details and remove items as required. This screen will also notify you if an item you are trying to order is out of stock.



Once you are happy click **Next** to review the delivery details

2) Delivery

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.

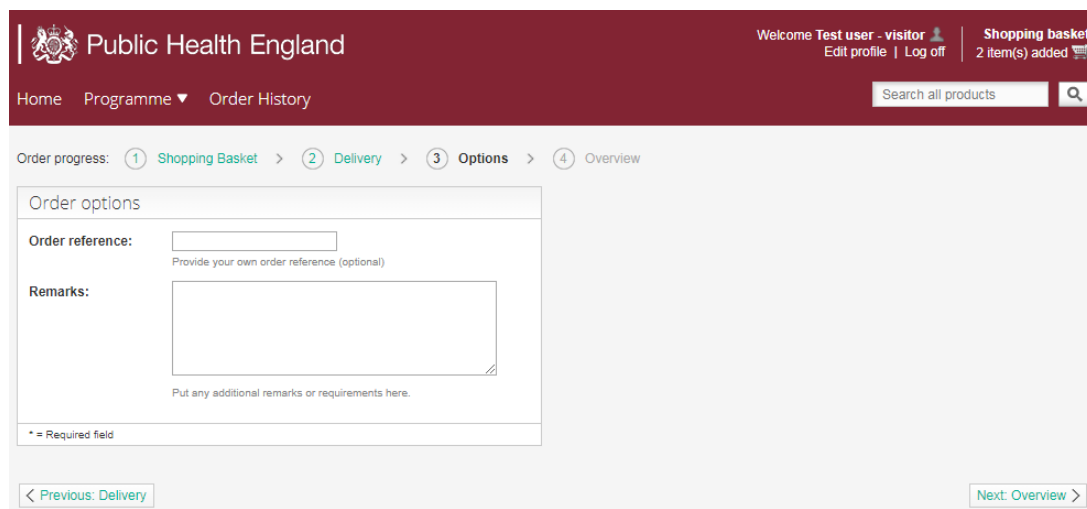


The screenshot shows the 'Delivery' step of the order process. The header includes the Public Health England logo, user information (Test user - visitor), and a shopping basket with 2 items. The order progress bar shows: 1 Shopping Basket > 2 Delivery > 3 Options > 4 Overview. The main content area is divided into two columns: 'Shipping address' and 'Billing address'. Both columns contain the same information: Contact: John Smith, Organisation: -, Address Line 1: Buckingham Palace, Address Line 2: 111 Buckingham Palace Road, Address Line 3: -, Town / City: London, Postcode: SW1W 0DT, Telephone Number: 01234 123456, and Delivery Remarks: -. Below each column are 'Select Address' and 'Edit Address' buttons. At the bottom, there are navigation buttons: '< Previous: Shopping Basket' and '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




The screenshot shows the 'Options' step of the order process. The header and order progress bar are the same as in the previous screenshot. The main content area is titled 'Order options' and contains two fields: 'Order reference:' with a text input box and a note 'Provide your own order reference (optional)', and 'Remarks:' with a larger text area and a note 'Put any additional remarks or requirements here.'. A legend at the bottom left indicates '* = Required field'. At the bottom, there are navigation buttons: '< Previous: Delivery' and '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.


Public Health England

Welcome Test user - visitor
[Edit profile](#) | [Log off](#)

Shopping basket
2 item(s) added

[Home](#)
[Programme](#)
[Order History](#)





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 pay for them by contacting the national print provider.

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

Order overview: 2 item(s) added

	Price	Quantity	Total	VAT
 TRANS01 Information for Trans People - NHS Screening Programmes (Pack of 25)	£ 0.00	1	£ 0.00	£ 0.00 (20%)
 Item is out of stock, it will be put on backorder				
 NICU1 Screening tests for you and your baby: babies in special care units (Pack of 100)	£ 0.00	1	£ 0.00	£ 0.00 (20%)
 Item is out of stock, it will be put on backorder				
Basket Total		2 item(s)	£ 0.00	excl. VAT

Cost summary

	Sell Price	VAT
Basket Total	£ 0.00	£ 0.00
Total	£ 0.00	
VAT (20%)		£ 0.00
Grand Total	£ 0.00	

Shipping address

Contact:	John Smith
Organisation:	-
Address Line 1:	Buckingham Palace
Address Line 2:	111 Buckingham Palace Road
Address Line 3:	-
Town / City:	London
Postcode:	SW1W 0DT
Telephone Number:	01234 123456
Delivery Remarks:	-

Instalment(s)

Amount	Status	Due Date
£ 0.00	Not paid	-

Billing address

Contact:	John Smith
Organisation:	-
Address Line 1:	Buckingham Palace
Address Line 2:	111 Buckingham Palace Road
Address Line 3:	-
Town / City:	London
Postcode:	SW1W 0DT
Telephone Number:	01234 123456
Delivery Remarks:	-

Ordering options

Payment method:	Manual payment
Order reference:	-
Remarks:	-

[< Previous: Options](#)
[Print](#)

☐ I accept the ordering [terms & conditions](#)

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.