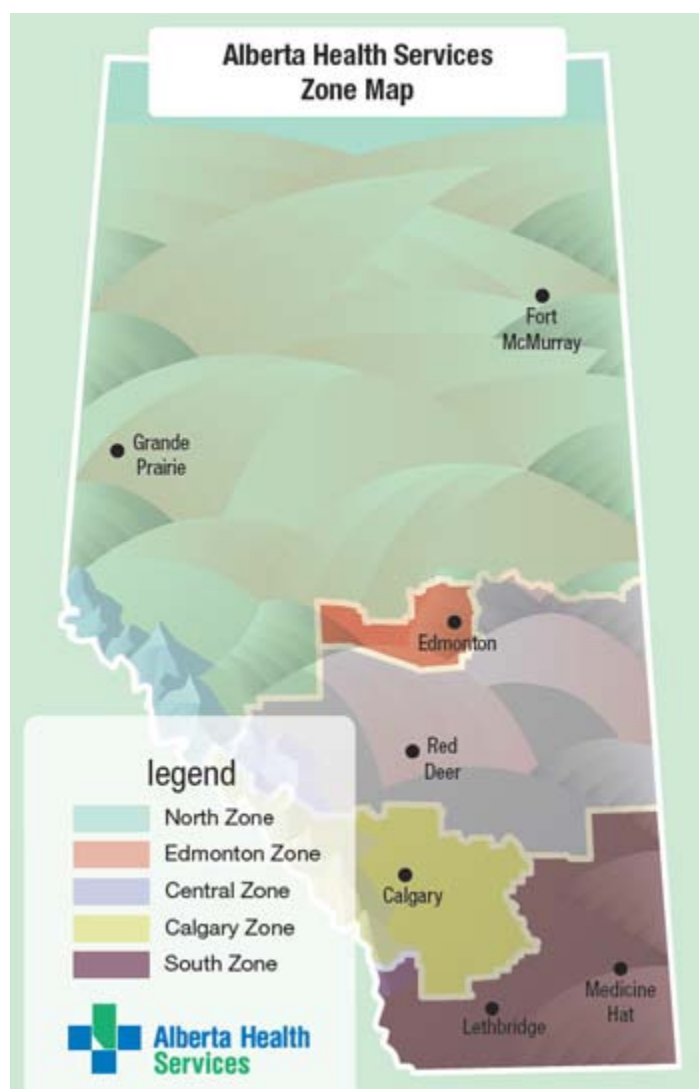


DATA Document Manager User Guide

Registration and Online Ordering of ACP GCD Supplies From AHS Zone Catalogues

Getting Started

Please locate your applicable zone by the Alberta Map below:



AHS Users North, Edmonton, Central and South are self-registration.

Calgary users please contact ahscalgary@datagroup.ca for the form required requesting Online Access to Forms Ordering only.

AHS Self Registration Process:

<https://secure7.datagroup.ca> DDM Document Manager

Select your language

You will see the login/password screen. Below that is a link – “Need to Register?” click that.

Enter your email address and continue.

Select your applicable zone. Continue to next screen.

This is where you set up your profile.

Edmonton and North Zone:

The screenshot shows a web browser window titled "DATA - Windows Internet Explorer" with the address bar displaying "https://secure7.datagroup.ca/cgi/WsDDM7Live.wsc/ddmlogin7.htm". The page content includes a navigation bar with "Corporate Home Page" and "Contact Us" links. The main heading is "DATA DOCUMENT MANAGER". Below the heading, there is a registration form with the following fields and instructions:

Please fill in the required information below.

Login ID:
 Create your own Login Id

Ship To:
 Click here to search for your Shipping Address

Cost Centre:

Name:

Phone:

Extension:

Fax:

Click on the submit link below to complete your request.
 Your password will be emailed to you momentarily.
 When you receive this email, revisit the login screen to gain access to the system.
 If you require assistance, please contact the **DDM Help Desk at 1-800-205-4589** or email us at ddmhelp@datagroup.ca.

Submit Quit

Choose your login ID – something simple to remember.

Click the link to locate your shipping location/Ship To. Search by partial name or address for best results.

Cost Center code must be in the 3 digit.4 digit.11 digit sequence only – 101.0000.12345678901

Once complete – Submit and a temporary password will be emailed to you.

Central and South Zone:

Corporate Home Page / Contact Us

DATA DOCUMENT MANAGER

Please fill in the required information below.

Choose login ID e.g. Firstname.Lastname	<input type="text"/>	Name	<input type="text"/>
Branch name	<input type="text"/>	Attention	<input type="text"/>
Budget Code:	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	Postal Code	<input type="text"/>
Country	CANADA	Province	ALBERTA
Phone (999-999-9999)	<input type="text"/>	Extension	<input type="text"/>
Fax (999-999-9999)	<input type="text"/>		

Click on the submit link below to complete your request.
Your password will be emailed to you momentarily.
When you receive this email, revisit the login screen to gain access to the system.
If you require assistance, please contact the **DDM Help Desk** at 1-800-205-4589 or email us at ddmhelp@datagroup.ca.

[Submit](#) [Quit](#)

Choose your login name - something simple to remember

Name – your name

Branch name – this is your department ie: Surgery, Pharmacy, Cardiology etc.

Budget code – must be the following sequence of 3 digits.4 digits. 11 digits 101.0000.12345678901

Once complete – Submit and your temporary password will be emailed to you

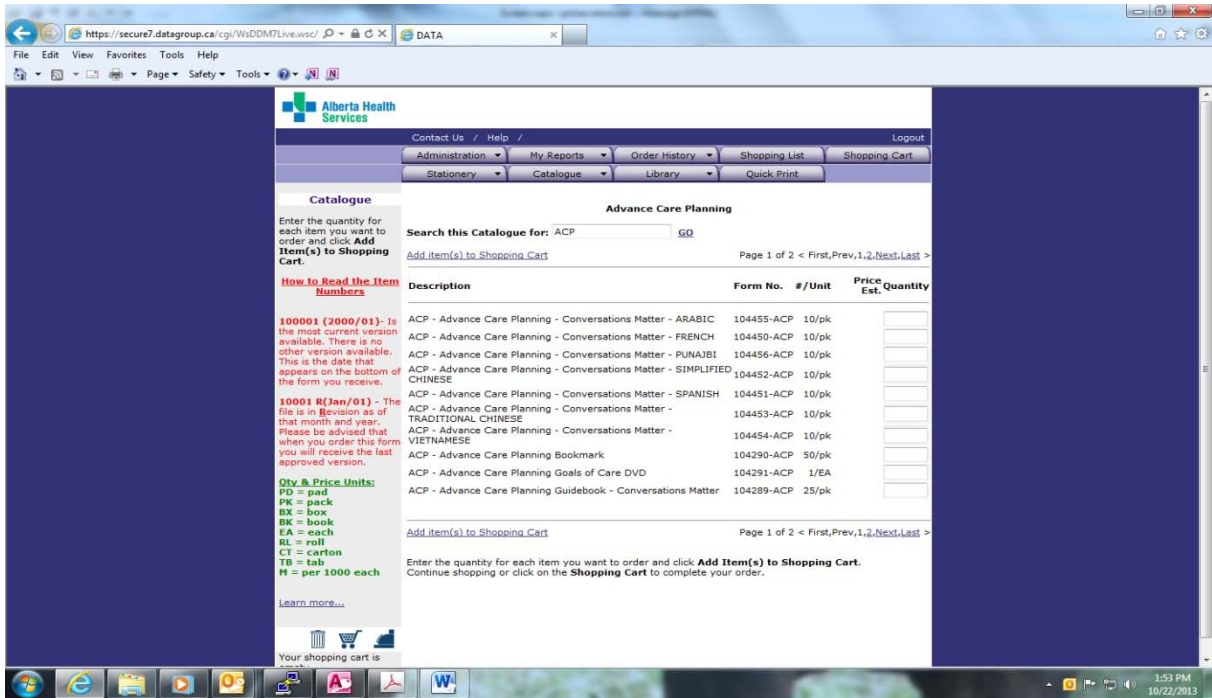
Ordering ACP GCD Resources from AHS Zone Catalogues

Once you're logged in please go to the Catalogue for the drop down menu. Advance Care Planning items will be in this drop down.

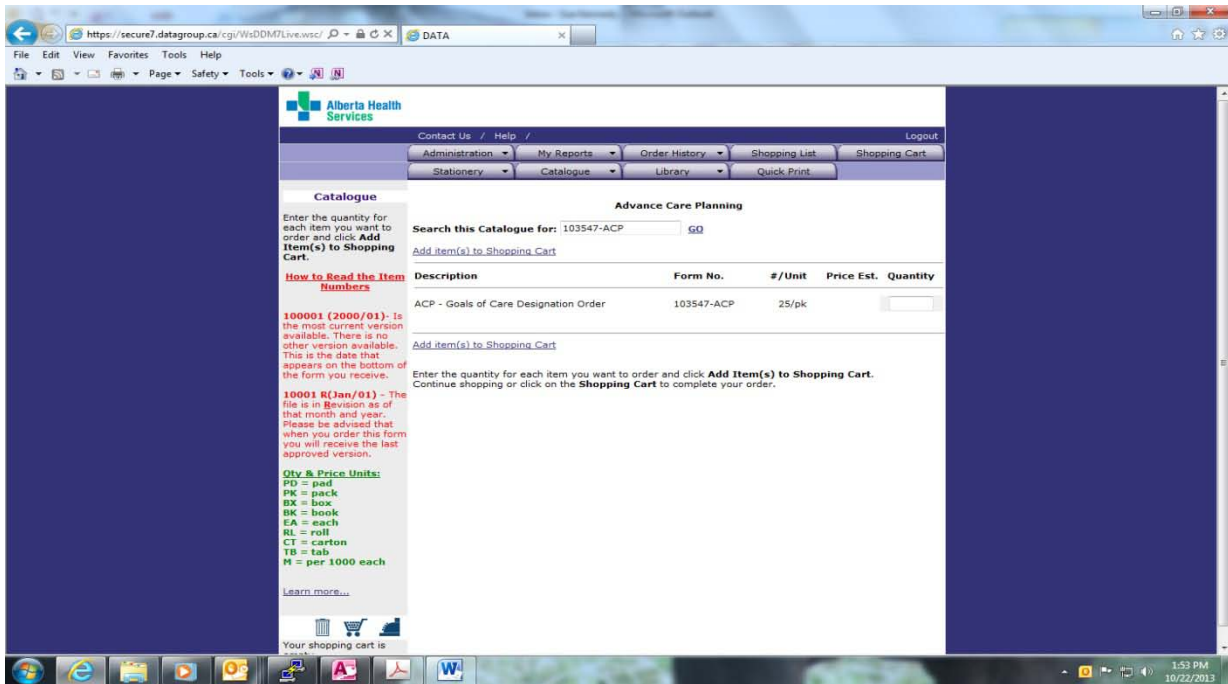
The screenshot shows the DATA website's Catalogue page. The page is titled "Catalogue" and features a search bar and a list of items. The items are listed in a table with columns for Description, Item No., Form No., #/Unit, Price, Ext., and Quantity. The items are related to Advance Care Planning (ACP) and include various forms, posters, and booklets.

Description	Item No.	Form No.	#/Unit	Price	Ext.	Quantity
ACP - Goals of Care Designation Tracking Form	103152-ACP	103152-ACP	25/pd	\$75.78/M		
ACP - Greenleeve with Label	103299-ACP	103299-ACP	1/EA	\$765.57/M		
ACP - Goals of Care Designation Pocket Card	103515-ACP	103515-ACP	25/pk	\$91.85/M		
ACP - Goals of Care Designation Order	103547-ACP	103547-ACP	25/pk	\$61.36/M		
ACP - Label for Greenleeve	103581-ACP	103581-ACP	50/pk	\$0.00/M		
ACP - Advance Care Planning Poster 8.5x11	103595-ACP	103595-ACP	1/EA	\$0.00/M		
ACP - Advance Care Planning Guidebook - Conversations Matter	104289-ACP	104289-ACP	25/pk	\$0.00/M		
ACP - Advance Care Planning Bookmark	104290-ACP	104290-ACP	50/pk	\$0.00/M		
ACP - Advance Care Planning Goals of Care DVD	104291-ACP	104291-ACP	1/EA	\$0.00/M		
ACP - Advance Care Planning - Conversations Matter - FRENCH	104450-ACP	104450-ACP	10/pk	\$0.00/M		

To search this catalogue you can do partial name searches:



Or by Item number:




Items are ordered by package/pad or in eaches. Please order by amount of packages/pads you need.

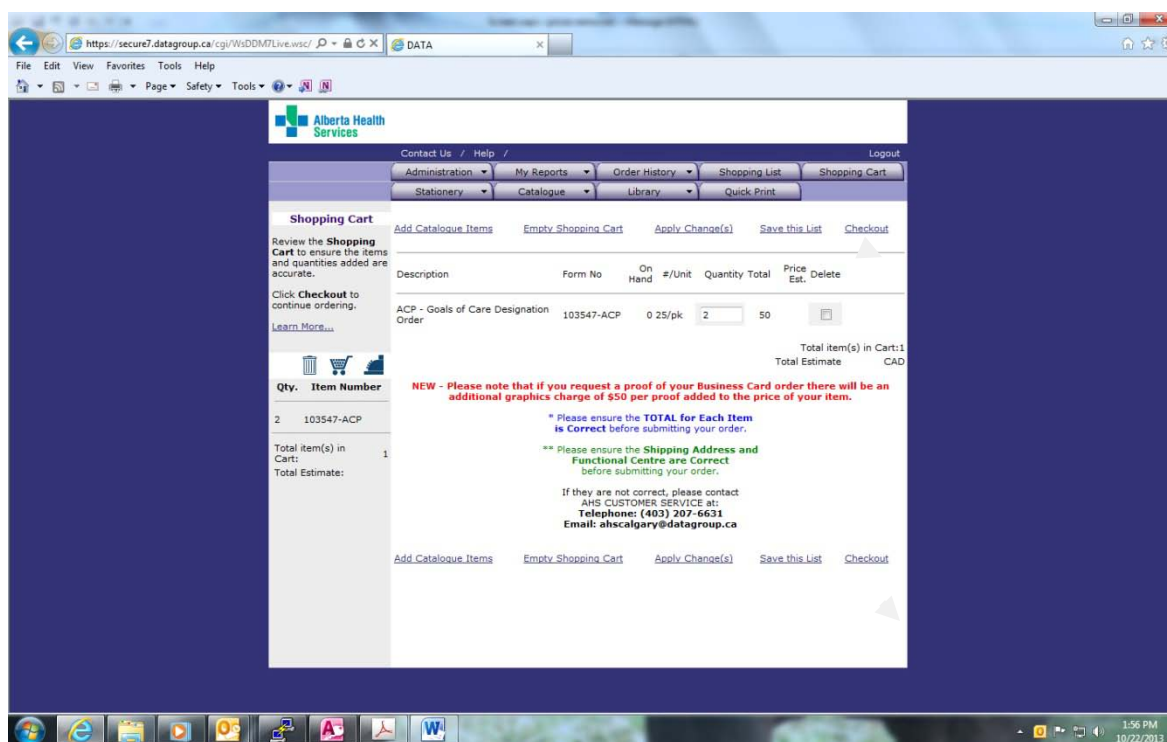
103547 - ACP for example is in 25 per pack and you require a total of 100 handouts please order 4 packs. Enter this in Quantity.

The screenshot shows a web browser window displaying the Alberta Health Services online catalogue. The page title is "Advance Care Planning". The search bar contains "103547-ACP" and the "GO" button is visible. Below the search bar, there is a table with the following columns: Description, Form No., #/Unit, Price Est., and Quantity. The table contains one row: "ACP - Goals of Care Designation Order", "103547-ACP", "25/pk", and a quantity input field. To the left of the table, there is a section titled "How to Read the Item Numbers" with two entries: "100001 (2000/01) - Is the most current version available. There is no other version available. This is the date that appears on the bottom of the form you receive." and "10001 R(Jan/01) - The file is in Revision as of that month and year. Please be advised that when you order this form you will receive the last approved version." Below this section, there is a "Qty & Price Units" list: PD = pad, PK = pack, BX = box, BK = book, EA = each, RL = roll, CT = carton, TB = tab, H = per 1000 each. At the bottom left of the page, there is a shopping cart icon and the text "Your shopping cart is".

Add to Shopping Cart

Continue to add items to your Shopping Cart as required.

When you're ready for checkout please click the shopping cart icon  at the left of your screen.



Here you can review your order one final time before checkout.

If you're ready to proceed to checkout. Click the Checkout link towards the upper or lower right of the screen.

Review your shipping information:

Add an attention to if required or change your Ship To information.

If the information is correct please [Continue](#).

Shipping and Payment Information

To change the shipping address click **Change Ship To** if available. Otherwise type your address in the fields provided. Fill in any required payment information. Messages at the bottom of the page will advise what is required. Click **Continue**.

Qty.	Item Number
2	IYM-004

Total item(s) in Cart: 1
Total Estimate: \$0.00

Default Shipping Info

Ship To/FC Info: 003000
Attention:
Name: 101.0788.71210100017
Address: FMC - INTERNAL MEDIC 1403 - 29 Street NW
Country: CANADA
Prov/State: ALBERTA
City: CALGARY
Postal/Zip Code: T2N 2T9
[Change Ship To/FC Info](#)

Payment Method

Payment: Invoice
Functional Centre: 101.0788.71210100017.41010000

Order Info

Total Item(s) in cart: 1
Total Estimate:

NEW - Please note that if you request a proof of your Business Card order there will be an additional graphics charge of \$50 per proof added to the price of your item.

* Please ensure the **TOTAL for Each Item is Correct** before submitting your order.
** Please ensure the **Shipping Address and Functional Centre are Correct** before submitting your order.

If they are not correct, please contact
AHS CUSTOMER SERVICE at:
Telephone: (403) 207-6631
Email: ahscalgary@datagroup.ca

Shipping Instructions: 944-1771

[Continue](#)

- No Attention Name present. Enter your name then select **Continue**.

Continue through until you receive your confirmation number which will also be emailed to you.

Order Process Complete

Thank You

The Confirmation number of this order is: **9421058**

Your shopping cart is empty.

Your Approval list has been updated. The original requester of this order will receive an email confirmation to advise them the order was approved.

You can use this confirmation to track your number by contacting our AHS Help Desk teams

Warehouse items can be shipped within 1-2 business days.

Print on Demand items can be shipped within 7-10 business days.

North and Edmonton Zone:

ahsedmonton@datagroup.ca

Phone – 1-780-577-8295

Monday – Friday 8:00am – 4:30pm Mountain Standard Time

Central, Calgary and South:

ahscalgary@datagroup.ca

Phone – 1-403-207-6631

Monday – Friday 8:00am – 4:30pm Mountain Standard Time

Note: when designated funding has been depleted,
please refer to the Provincial tab to order more supplies.