



CHEMTRONICS
DIRECT

SWEP REISSUE DATABASE USER GUIDE FOR PRESCRIBERS



When you first connect to the Re-issue database.

You must use the standard login Username of 'SWEP' which is all in uppercase.

The password field is left **blank**.

Then click on 'Log In' button.

Chemtronics Service Manager

SWEP in capitals → Username: SWEP

Leave Password Blank → Password:

Click on Log In → Language: English

Log In

Once you have connected, you will be prompted to:

1. Enter your prescriber number.
2. You should click the fill button next to the field to confirm your entry is correct
3. Click 'Save' to continue.

You have three attempts to enter your correct ID before the system will disconnect you.

REMEMBER:
Occupational Therapists, the 'O' in your ID is a *letter* not a zero.

Please enter your Prescriber ID and click the fill button next to it. Then click OK. You must enter this accurately or you cannot continue.

1 → Prescriber ID: M1234

2 → First Name: Michael

Last Name: Stokes

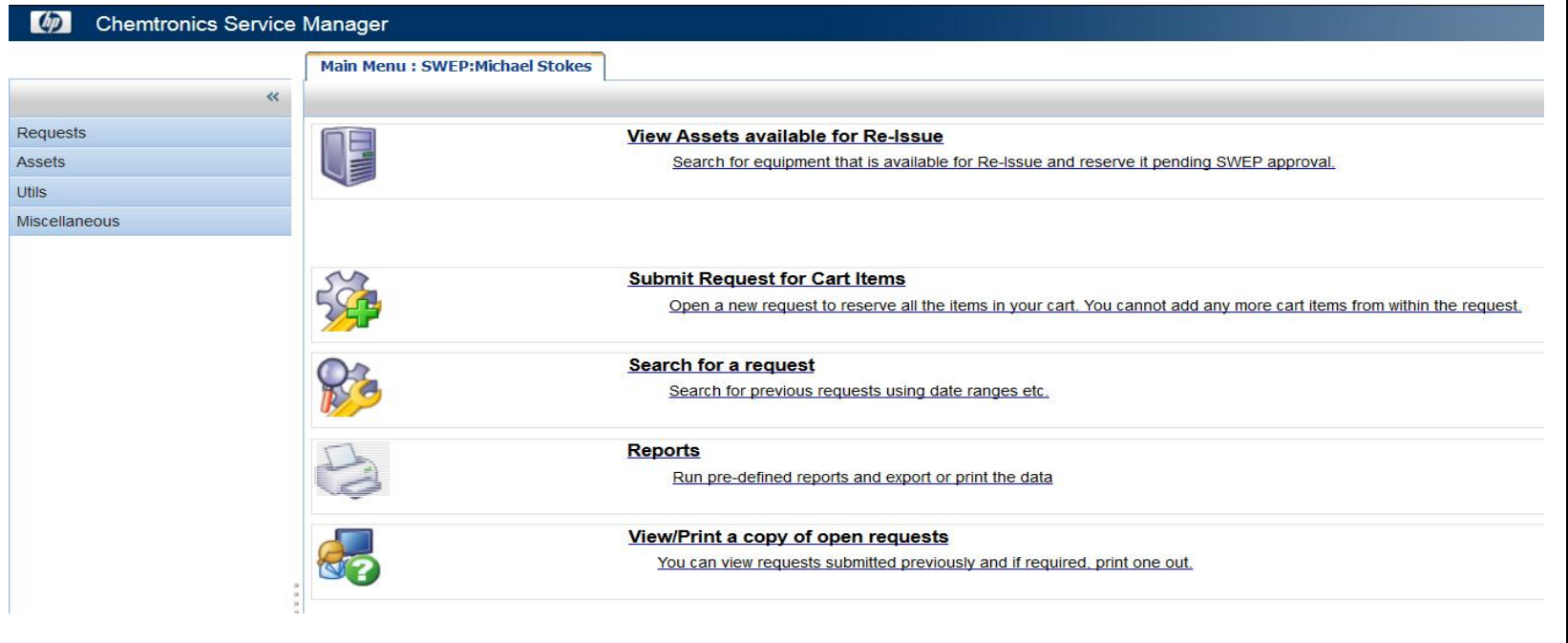
3 → Save

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After you have successfully entered your prescriber number, you will see this screen.

On the left hand side you will notice a menu sidebar. This menu is the easiest way to navigate the system, however to see the full menu you will need to click on each the button to see menu contents.

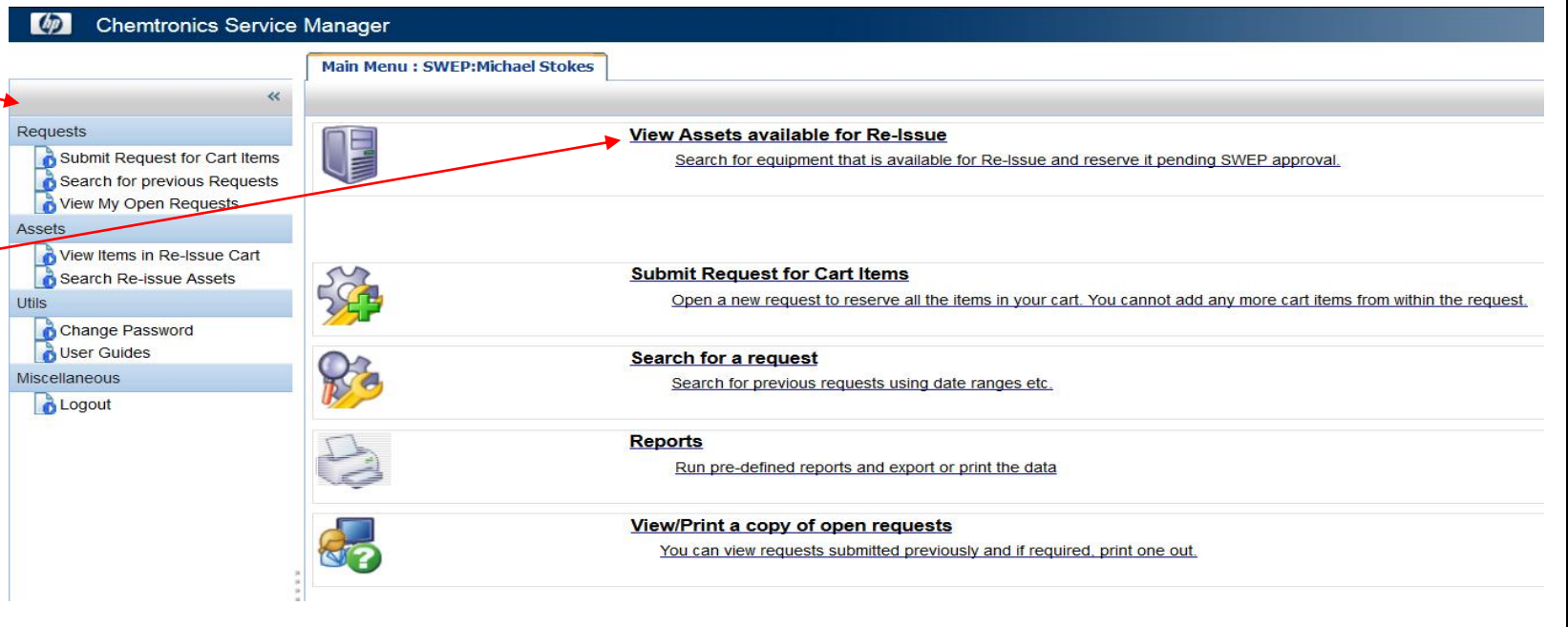
This user guide document is also available under the 'Utils' section.



After clicking on each menu item it should look like this.

The first step when you are looking to reserve an asset for Re-issue, is to search for the assets you are interested in by clicking on the 'View Assets available for Re-Issue' link.

Although it is possible to restrict your search to very specific details, outlined in 'Advanced Search' it is important not miss assets if your filter it too specific.



To start your search, select the subtype. In the example you can see Pressure Care has been selected.

Additional Tip:
In this screen make use of the 'Manufacturer' or 'Model' fields.

For example a quick way of seeing all Roho products available is by entering Roho in the manufacturer field. No other information is needed. Or if you were looking for a Karma Eagle just enter Eagle in the Model field.

Search Configuration Item Records

Search Assets

[Use Advanced Search](#)

Note : If you have trouble viewing asset details, please use the Advanced Search option above.

Asset Number:

Subtype: *

Clear subtype to see all types of re-issue equipment.

Asset Status:

Availability Status:

Company Name:

Campus:

Serial No.:

Model:

Brief Description:

Manufacturer:

Searches use "starts with" by default. Use * for wildcard searches. eg. *IDE* in model search will find GLIDE etc.

← Using Fill button shows a pick list of valid models for the subtype selected above.

Clear Cancel Search Restore

After clicking 'Search' you will be shown a list of assets matching your search criteria.

If you click on the Asset number it will display the details of the asset

Additional Tip:
Do not use the web browser's navigation buttons. Only use the buttons at the lower section of the database screen.

After entering any details do not hit the enter key to proceed, click on screen buttons only.

Configuration Item

Asset Num	Description	Make	Model	Serial No
A001652	CUSHION, PRESSURE CARE	ROHO	QS109LPC	YO229476
A004602	MATTRESS, PRESSURE CARE, STATIC	ROHO	SOFFLEX	-
A009290	CUSHION, PRESSURE CARE	ROHO	QS89C	A1069447
A061848	CUSHION, PRESSURE CARE	ROHO	QS910C	A0132295
A070035	CUSHION, PRESSURE CARE	ROHO	QS1213C	A0959246
A115330	CUSHION, PRESSURE CARE	ROHO	QS1212C	A1327487
A117765	CUSHION, PRESSURE CARE	ROHO	1RSMC (CUSTOM)	A0622026
A117768	CUSHION, PRESSURE CARE	ROHO	HYBRID 2RHY2020C	A1465093
A201668	PRESSURE CARE, CUSHION	ROHO	CONTOUR 910	NA
S/A002734	CUSHION, PRESSURE CARE	ROHO	HYBRID 2RHY1618C	A1415150
STR00093	CUSHION, PRESSURE CARE	ROHO	HEAL PAD	A1350423
STR00112	CUSHION, HP D320 X W485MM	ROHO	1RSMC	A0353442

1 to 12 of 12 | Pages: 1 |

Refresh Back Export List Count

Using the appropriate details tab you can see the specific details of the asset to assist you with determining suitability for your client.

Additional Tip:

Look in the 'Images/Web links' tab on the asset information screen to find extra details.

For example; ILC or manufacturers websites, product user guider or catalogues for ordering additional components.

Configuration Item: A061848SWEP

ASSET INFORMATION

Asset Number: A061848 Status: Active
Subtype: Pressure Care
Brief Description: CUSHION, PRESSURE CARE

Physical **Pressure Care Details** Images/Web Links Attachments Comments

Type: Cushion
SubType: Air
Overall Weight (kgs):
Overall Depth (mm): 100
Overall Width (mm): 410
Overall Length (mm): 460
Cover Type:
Removable Cover?
Safe Working Load (kg):

Number of cells (W X
No. of Air Compartme
Front Valve?
Detailed Comments

Click on tab to show details

Using 'Advanced Search':

Using the 'Advanced Search' feature to be more specific.

1. Select a category from the Subtype list.
2. Click on the Advanced Search link on the search screen.

Search Configuration Item Records

Search Assets

[Use Advanced Search](#)

Note : If you have trouble viewing asset details, please use the Advanced Search option above.

Asset Number: Asset Status: Active
Subtype: Manual Wheelchairs Availability Status: Available for Re-Issue
Clear subtype to see all types of re-issue equipment.

Company Name: STATE WIDE EQUIPMENT PROGRAM
Campus:
Serial No.:
Model: <- Using Fill button shows a pick list of valid models for the subtype selected above.
Brief Description:
Manufacturer:

Searches use "starts with" by default. Use * for wildcard searches. eg. *IDE* in model search will find GLIDE etc.

Clear Cancel Search Restore

You will be presented with a more comprehensive screen after selecting the subtype. (e.g. Manual Wheelchairs).

At this point you can type in data or use dropdowns to assist you in narrowing your search.

Only use this Advanced search if you find the standard search brings back too many records to view the details.

"Advanced" Search for Re-Issue Assets

Asset Number: Asset Status:

Subtype: * Availability Status:

General | Manual Wheelchair Details

Seat Width (mm):	<input type="text" value="400"/>	Seatbelt?	<input type="checkbox"/>	Main Colour	<input type="text"/>
Seat Depth (mm):	<input type="text"/>	Tilt in Space?	<input type="checkbox"/>	Upholstery Material:	<input type="text"/>
Backrest Height (mm):	<input type="text"/>	Tilt in Space Angle	<input type="text"/>	Upholstery Colour:	<input type="text"/>
Backrest Width (mm):	<input type="text"/>	Recline?	<input type="checkbox"/>	Quick release wheels	<input type="checkbox"/>
Seat To Floor (Front):	<input type="text"/>			Head Rest	<input type="text"/>
Seat to Floor (Rear)	<input type="text"/>			Overall Weight (kg):	<input type="text"/>
Safe Working Load (kg):	<input type="text"/>	Attendant Brake?	<input type="checkbox"/>	Overall Width (mm):	<input type="text"/>
Frame Type	<input type="text" value="Folding"/>	Seat Height:	<input type="text"/>	Overall Height (mm):	<input type="text"/>
Manual Chair Type:	<input type="text" value="Self Propelled"/>	Anti Tip Bars?	<input type="checkbox"/>	Overall Length (mm):	<input type="text"/>
Frame Material	<input type="text" value="Aluminium"/>	Arm rest Style:	<input type="text"/>	Detailed Comments	<input type="text"/>
Wheel Locks	<input type="checkbox"/>	Arm rest Pad Style:	<input type="text"/>		
Foot Plate Config:	<input type="text"/>	A R Removable?	<input type="checkbox"/>		
Foot Plate Adjustable?	<input type="checkbox"/>	A R Height Adj	<input type="checkbox"/>		
Leg rest Config	<input type="text"/>	A R Fold Back?	<input type="checkbox"/>		
Amputee Wheel Pos'n	<input type="text"/>				
Handle Height Range	<input type="text"/>				

Buttons: Clear, Cancel, Search, Restore

Reserving an asset:

To add the asset to your cart, simply click 'Add asset to cart for Re-issue request'

This link will be indicated on the 'Physical' tab.

Configuration Item: A061848SWEP

ASSET INFORMATION

Asset Number: A061848 Status: * Active

Subtype: * Pressure Care

Brief Description: * CUSHION, PRESSURE CARE

Physical | Pressure Care Details | Images/Web Links | Attachments | Comments

Company Name: * STATE WIDE EQUIPMENT PROGRAM

Campus: * 3641/REISSUE WAREHOUSE THOMASTOWN

Department: * -

Cost Centre:

Location/Rack: MEZZANINE

Shelf:

Position:

Serial No.: * A0132295

Model: * QS910C

Generic Name: HP 9 X 10, QUADTRO SELECT

Brief Description: * CUSHION, PRESSURE CARE

Local Name: CUSHION, QUATTRO

Manufacturer: * ROHO

Buttons: Save & Exit, Cancel, Next, Previous

[Add asset to Cart ready for Re-issue request](#)



After clicking this link you will notice the message at the top of the screen informs you it has been added to your cart.

At this point the asset has **not** been reserved – only placed in the cart. You will need to submit the request in order to actually reserve the asset (instructions follow).

Click on the 'Save & Exit' button at the bottom of the screen if you wish to return to the asset list to select more assets.

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Configuration Item: A042233SWEPP

Requests

- Submit a Request
- Search for a Request
- Print New Requests
- View My Open Requests

Assets

- View Items in Re-Issue Cart
- Search Re-issue Assets

Utils

Miscellaneous

- Logout

ASSET INFORMATION

Asset Number: A042233 Status: Active

Subtype: Manual Wheelchairs Re-Issue Status: Pending Refurbishment

Brief Description: PAEDIATRIC, BUGGY / PRAM / PUSHCHAIR

Physical Manual Wheelchair Details Images/Web Links Attachments Comments Service History Test History

Company Name: STATE WIDE EQUIPMENT PROGRAM

Campus: 3641/REISSUE WAREHOUSE THOMASTOWN

Department: -

Cost Centre: -

Location/Rack: IM3

Asset has been added to cart. Submit a request to reserve it.

You can view all the assets in your cart at any time by clicking on the sidebar menu option.

Chemtronics Service Manager

Configuration Item

Requests

- Submit a Request
- Search for a Request
- Print New Requests
- View My Open Requests

Assets

- View Items in Re-Issue Cart
- Search Re-issue Assets

Utils

Miscellaneous

- Logout

Asset Number	Description	Make	Model	Serial No	Local Name
A015644	WHEELCHAIRS, MANUAL	INVACARE	SOLARA	04F556477	TILT IN SPACE MANUAL
A024181	WHEELCHAIRS, MANUAL	MOBILITY PLUS	EQUALISER	B	EQUALISER MANUAL CHAIR

Select Submit a Request

On the second tab on this screen you can view the assets you previously added to your cart.

You can remove assets you don't require from your cart by clicking in the box next to the asset you wish to remove then clicking on the 'Remove Selected Items' link.

Chemtronics Service Manager

Submit a Request

EQUIPMENT RE-ISSUE REQUESTS

Enter or select all required information, indicated by an asterisk (*)

General Selected Assets

Asset Information

Remove Selected Items

Remove	SWEP/DHS Barcode	Description	Make	Model
<input type="checkbox"/>	A056314SWEP	WHEELCHAIRS, MANUAL	SUNRISE MEDICAL	QUICKIE IRIS
<input type="checkbox"/>	A200648SWEP	CHAIR, RECLINE	FRESENIUS	SHOALHAVEN ELECTRIC

Click on the 'General' tab. You will be presented with this screen.

You must enter a value for any field marked with an asterisk ().*

You will notice the prescriber name is greyed out can't be amended.

Enter either a phone number or an email address (or both if you wish) and these details will be saved for your next visit.

You must provide the client's name and address as well as a brief description or comment.

Click on the 'Submit' button.

Submit a Request

EQUIPMENT RE-ISSUE REQUESTS

Enter or select all required information, indicated by an asterisk (*)

General Selected Assets

Contact Information

This request is for: * GENERIC, SWEP

Prescriber Name: Michael Stokes

Phone: * 54416753

Email: * jimbelleville@chemtronics.com.au <- Copy of request will go to this address

Client Information

Client Name: *

Client Address/Phone Details: *

Collection from Chemtronics Thomastown Preferred

Re-Issue Description/Comments *

Submit Cancel

Once you have submitted the request you will see a notification at the top of the screen and an email will be sent to you with a copy of the request.

The screenshot shows the Chemtronics Service Manager interface. At the top, there is a notification bar that reads: "Your service request CALL662883 has been logged. You can view your open requests using the menu." This notification is circled in red. Below the notification, there are several menu items with icons: "View Assets available for Re-Issue", "Submit a new request", "Search for a request", "Reports", and "View/Print a copy of new requests". On the left side, there is a sidebar menu with categories: Requests, Assets, Utils, and Miscellaneous. The "Requests" category is expanded, showing options like "Submit a Request", "Search for a Request", "Print New Requests", and "View My Open Requests".

You can also view requests you have previously submitted using the 'View My Open Requests' link in the sidebar menu. You can also re-print these requests as shown below. In here you will be able to view the details of the asset/s you have reserved.

The screenshot shows the "Search Result" page in the Chemtronics Service Manager. The sidebar menu on the left is the same as in the previous screenshot, but the "View My Open Requests" link is circled in red. The main content area displays a table of search results:

Interaction #	Date Opened	Status	Description
CALL660658	18/09/2013 06:31:06	Pending ...	Asset A015644SWEP selected as part of request
CALL660659	18/09/2013 06:33:21	Pending ...	Asset A010627SWEP selected as part of request

For further information contact SWEP:

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