LifeStream
GIVE HOPE | GIVE LIFE | GIVE BLOOD

MANAGING USERS AND PLACING ORDERS USING LIFESTREAM'S ONLINE ORDERING SYSTEM

PURPOSE	To provide instructions for the use of the HemaControl online ordering system.

ACCESS HEMACONTROL

Access Website	https://giftoflife.lstream.org/hemacontrol/hospital/home/index
Log in	Enter user name and password

ADD USERS (SUPER USERS ONLY)

Access User Management Screen	Click **Users** in the top right.
Add User	Click **Add User**.

Fill out form	• Enter the user's information:
	  ○ First Name
	  ○ Last Name
	  ○ Email
	  ○ Default Hospital – select the default location for the user
	
	• Enter login credentials.
	  ○ Username
	  ○ Password
	Note: LifeStream requires password changes every 90 days. Passwords are managed by your organization.
	
	• Click **Save**.

ADD ROLES (SUPER USERS ONLY)

Access User Management Screen	Click **Users** in the top right.	
Select User	Click the magnifying glass to edit user details.	
Add Role	Click **Add Role**.	
Select Roles	**User Type**	**Roles to Check**
	General User	• Acknowledge Message • Disable ASAP Priority Ordering • Disable Routine Ordering • Disable Routine Priority Ordering • Disable Specialty Ordering • Order Status • Place Orders

	Super User	• Acknowledge Message
		• Disable ASAP Priority Ordering
		• Disable Routine Ordering
		• Disable Routine Priority Ordering
		• Disable Specialty Ordering
		• Order Status
		• Place Orders
		• *User Management**
	Note: Super users will have the ability to add, deactivate, and modify users and user access.
	• Click **Save**.

DELETE ROLES (SUPER USERS ONLY)

Access User Management Screen	Click **Users** in the top right.
Select User	Click the magnifying glass to edit user details.
Delete Role	• Click the trash can icon next to the role to be deleted. • Click **Delete Role**.

ADD HOSPITALS TO USER ACCOUNT (SUPER USERS ONLY)

Access User Management Screen	Click **Users** in the top right.
Select User	Click the magnifying glass to edit user details.
Manage Hospitals	Click **Manage Hospitals**.
Select Hospitals	• Check all facilities to which the user will have access. • Click **Save**.

DEACTIVATE USER (SUPER USERS ONLY)

Access User Management Screen	Click **Users** in the top right.
Select User	Click the magnifying glass to edit user details.
Edit User Details	Click **Edit**.
Deactivate User	• Check **Deactivated** box. • Click **Save**.

CHANGE LOCATION

Access list of hospitals	On the left menu, click current hospital name.

Select Hospital	Select hospital/location from the drop-down menu.
Save	Click **Save**.
Verify	Verify that the hospital/location has been updated. On the left menu, the new hospital/location should be displayed.

ENTER AN ORDER

Access Order Screen	Click **Place Order**.
Select Request Type	• **Service**
Select Order Priority	• **STAT (Code 1)**

Add Service	• Click **Add Service**.
	
	• Select a **Service** from drop down and complete form(s)
	
	    o Request for Transfusion of Blood Components
	    o Specimen Pick-Up
	    o Transfusion Reaction Form
	
	Note: For a Request order that requires a specimen pick-up, please submit a Specimen Pick-Up order as well.
	
	• Enter special instructions (if applicable).
	
	• Click **Add to Order**.
	
	• Click **Place Order**.

Review and Confirm Order	• Review order. | If…	Then…
Changes need to be made	• Click **Make Changes**. • Update order accordingly. | **Note:** Verify that the specimen pick-up or request is for the correct location. • Click **Confirm Request**. • Click **Back to Hospital Home**.