



Breastfeeding Equipment (WSCA) Guide

ORDERING

RECEIVING

INVENTORY

ISSUING

REPORTS

DECEMBER 2015



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A FEW QUESTIONS AND ANSWERS

What is WSCA?

WSCA stands for Western States Contracting Alliance, their name was recently changed to National Association of State Procurement Officials (NASPO), but for our purposes we will continue to refer to it as WSCA. WSCA is the contract we use to purchase equipment agencies order, keep in stock, and give to participants (as opposed to rental breast pumps which use RFNS tools and forms).

Who can access WSCA equipment tools in WISPr?

WISPr equipment tools of ordering, receiving and inventory are accessible for RDs and any CAs with Local Administrator functions in WISPr. Access to issue equipment is available to RDs, CAs, and Peer Counselors.

Do I need to notify the State Office when I order and/or receive equipment?

You do not need to notify the State Office after creating an order form or receiving equipment in WISPr. When the State Office receives an invoice for equipment, we will go into WISPr and ensure the amount ordered and received match the invoice. If we notice any discrepancies we will contact you. We hope this will make the process quicker for local agencies.

Are there any requirements for who can order and receive equipment in WISPr?

Because equipment ordering and receiving are in WISPr, only staff with WISPr access (WIC employees) can create orders and document received equipment. Non-WIC staff can physically receive the equipment, but a WIC employee must document what is received in WISPr.

For auditing purposes, the State Office encourages ordering and receiving duties for an equipment purchase be divided and done by two different people whenever possible. For example, if Gina orders equipment, she should have another staff person receive it. This helps ensure proper tracking of inventory. We encourage you to follow your agency's policies regarding purchasing.

Do we need to keep paper logs of breastfeeding equipment issuance?

No, paper logs are no longer required. Equipment should be issued through WISPr. When equipment is issued through WISPr, the issuance is tracked on the participant's Breastfeeding Equipment page and in the WSCA Breastfeeding Equipment Issuance by Clinic 410P1 and WSCA Breastfeeding Equipment Issuance by Agency 410P2 reports. For more information about the reports, see the report Quick Reference Cards.

LOCAL AGENCY ORDERS PAGE

1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

AGENCY / CLINIC ADMINISTRATION

2. Under >>Breastfeeding Equipment, click >>Agency Ordering.
This allows you to:
 - Create a new order
 - View Started and Created Orders
 - View Closed orders

Breastfeeding Equipment: Local Agency Orders

Agency: (1) Panhandle Health District

Started and Created Orders

CREATE NEW ORDER

The following orders are waiting to be placed or received by the Local Agency Admin.

Date	Agency	Vendor	Order Creator	Status
9/25/2014	1	Medela	Tricia Florence	Created

< | >

Page Size: 5 | Page: 1 | Rows 1 - 1 of 1

Closed orders

Order Date	Vendor
9/25/2014	Medela



CREATING A NEW ORDER

1. Go to the [Breastfeeding Equipment: Local Agency Orders page](#).
2. Click on the Create New Order button.



This takes you to the Breastfeeding Equipment: Agency Ordering page.

Breastfeeding Equipment: Agency Ordering

Order Date:* Vendor:

Agency: Receiving Clinic:

Products Breastpumps Accessories All

Select the products to add to this order. Click on a product to see more information.

Qty	Description	Model Name	Model Number
Page Size: All	Page:	Rows 0 - 0 of 0	

Total Price: \$ 0.00

Notes:

3. On the Breastfeeding Equipment: Agency Ordering page.

- Set the Order Date. *It defaults to today's date.*

Order Date:*

- Select the Vendor.

Vendor:

Receiving Clinic:

Breastpumps Accessories

Medela

Once the vendor is selected, a table of products available to order for that vendor appears.

- The Agency is always set to your agency.
- Select the Receiving Clinic.

Receiving Clinic:

Breastpumps Accessories

(101) Hayden
(104) Saint Maries
(107) Kellogg
(108) Sandpoint
(109) Priest River
(110) Bonners Ferry

The address for the Receiving Clinic will be the "Ship to" address on the order form.



4. If desired, adjust what is shown on the Products table:
- To show only Breast pumps or Accessories, click the circle next to the category of products you would like to show. It defaults to show All.

Breastpumps
 Accessories
 All

5. Each line on the Products table contains information about a piece of equipment available to order.
- Description gives basic details of the product.
 - Model Name is the title the manufacture gives the product.
 - Model number is the product number assigned by the manufacturer/vendor.

Breastfeeding Equipment: Agency Ordering

Order Date:* Vendor:

Agency: Receiving Clinic:

Products
 Breastpumps
 Accessories
 All

Select the products to add to this order. Click on a product to see more information.

Qty	Description	Model Name	Model Number
0	Supplemental Nursing System (SNS)	SNS	00901S
0	Personal-Use Double Pump (2-phase) w/o bat...	Medela Double Advance	57018W
0	Manual Two-Handed Pump	Two-Handed Manual	6107293W
0	Manual One-Handed Pump	Harmony One-Handed M...	67161W2
0	Vehicle Lighter Adapter (two phase)	Medela Car Adapter	67174
0	Nipple Shield- Contact 24mm	Nipple Shield- Contact 24...	67203
0	Nipple Shield- Contact 20mm	Nipple Shield- Contact 20...	67218
0	Nipple Shield- Contact 16mm	Nipple Shield- Contact 16...	67251
0	Battery Pack	Medela Battery Pack	67553
0	Flanges, M (27mm)	Personal Fit Breast Shield	87077
0	Flanges, SoftFit Flexible, 12/case	SoftFit Breast Shield	87078
0	Flanges, Lrg (30-31mm)	Personal Fit Breast Shield	87079
0	Flanges, XS (21mm)	Personal Fit Breast Shield	87086
0	Flanges, S (24mm)	Personal Fit Breast Shield	87087
0	Flanges, XL (36mm)	Personal Fit Breast Sheild	87094
0	Nipple Shield 24mm	Nipple Shield 24mm	89902
0	Nipple Shield 16mm	Nipple Shield 16mm	89905
0	Nipple Shield 20mm	Nipple Shield 20mm	89907

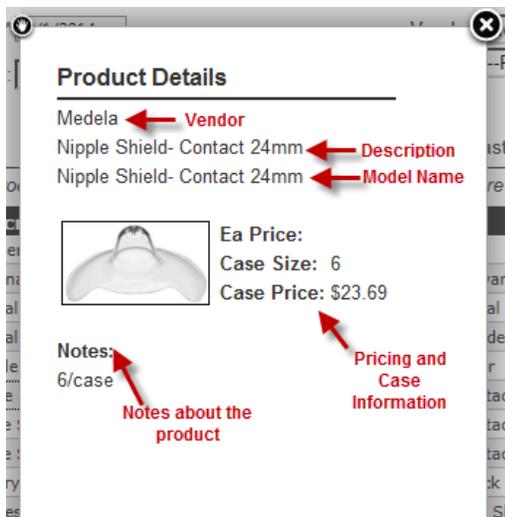
Page Size: Page: Rows 1 - 18 of 18

Total Price: \$ 0.00

Notes:



- Click on a product item line on the grid. Product details will popup showing more information about the product.



- To add an item to an order, double click on the Qty cell in the row of the item you want. Select the quantity you want to order from the drop down list that appears. The numbers always represent individual items.

If the product only comes in cases, you can only select multiples of individual items that would make full cases. For example, 2-Phase Double Pump Advance w/o battery pack pumps come in cases with 3/pumps per case. The Qty dropdown will only show multiples of 3 (0, 3, 6, 9, 12...) so that pumps are ordered in full cases.

Qty	Description	Model Name	Model Number
0	2-Phase Double Pump Advance w/o batter...	Medela Double Advance	57018W
0	2 Handed Manual Pump	Medela 2-Handed Manual	6107293W
3	1-Handed Manual Pump	Harmony 1-Handed Ma...	67161W2
6	Vehicle Lighter Adapter (two phase)	Medela Car Adapter	67174
9	Battery Pack	Medela Battery Pack	67553
12	Flanges, M (27mm), 12/case	Personal Fit Breast Shield	87077
15	Flanges, Lrg (30-31mm), 12/case	Personal Fit Breast Shield	87079
18	Flanges, XS (21mm), 12/case	Personal Fit Breast Shield	87086

If an item can be ordered per item, the Qty dropdown list will show increments of 1 (0, 1, 2, 3...).

0	Battery Pack	Medela Battery Pack	67553
0	Flanges, M (27mm), 12/case	Personal Fit Breast Shield	87077
1	Flanges, Lrg (30-31mm), 12/case	Personal Fit Breast Shield	87079
2	Flanges, XS (21mm), 12/case	Personal Fit Breast Shield	87086
3	Flanges, S (24mm), 12/case	Personal Fit Breast Shield	87087
4	Flanges, XL (36mm), 12/case	Personal Fit Breast Sheild	87094
5			
6			
7	Page Size: All	Page: 1	Rows 1 - 10 of 10
8			

8. With a quantity selected, click outside the Qty cell.
 - The Qty cell will turn green.



- The Total Price at the bottom of the Product table changes to reflect the quantity selected.

Total Price: \$ 774.00

- The following buttons will appear below the Total Price.



9. Enter your Account number in the Notes section. Include any other notes for the vendor in the notes section. If you need your agency account number, contact the State WIC Office.

Notes:



10. Click the Save and Edit Later button to save what you have entered, but leave the order open for editing before an order form is generated.



Click the Create Order button to save the order without being able to go back and edit. An order form will be generated.



Once one of the buttons is clicked, you will return to The Breastfeeding Equipment: Local Agency Orders page and the order will be in the Started and Created Orders table.

EDITING A SAVED ORDER

1. Go to the [Breastfeeding Equipment: Local Agency Orders page](#).
2. Click on the line of a saved order.
Note: Saved, but not created orders, have the status of "started."

Breastfeeding Equipment: Local Agency Orders

Agency: (1) Panhandle Health District

Started and Created Orders

CREATE NEW ORDER

The following orders are waiting to be placed or received by the Local Agency Admin.

Date	Agency	Vendor	Order Creator	Status
9/25/2014	1	Medela	Tricia Florence	Started

An Order Detail pop-up box will appear.

Order Detail

Medela
9/25/2014 Clinic: (101) Hayden Created By: Tricia Florence **Placed By: Not yet completed**

Description	Model Name	Model#	Qty	Cost	Rcvd
Nipple Shield- Contact 20mm	Nipple Shield- Contact 20mm	67218	2 case(s) of 6	\$23.69/pk of 6	

Page Size: 5 Page: 1 Rows 1 - 1 of 1

Order Total: \$47.38
Status: Started

EDIT **CREATE ORDER** CANCEL

- Click the Edit button. This takes you back to the Breastfeeding Equipment: Agency Ordering page where you can edit the items and quantities ordered or delete the order.

Breastfeeding Equipment: Agency Ordering

Order Date: Vendor:

Agency: Receiving Clinic:

Products Breastpumps Accessories All

Select the products to add to this order. Click on a product to see more information.

Qty	Description	Model Name	Model Number
0	Supplemental Nursing System (SNS)	SNS	00901S
0	Personal-Use Double Pump (2-phase) w/o...	Medela Double Advance	57018W
0	Manual Two-Handed Pump	Two-Handed Manual	6107293W
0	Manual One-Handed Pump	Harmony One-Handed...	67161W2
0	Vehicle Lighter Adapter (two phase)	Medela Car Adapter	67174
0	Nipple Shield 24mm	Nipple Shield 24mm	89902
0	Nipple Shield 16mm	Nipple Shield 16mm	89905
0	Nipple Shield 20mm	Nipple Shield 20mm	89907

Page Size: Page: Rows 1 - 18 of 18

Total Price: \$ 47.38

Notes:

- Click the Save and Edit Later button to save what you have entered, but leave the order open for editing before an order form is generated.



Click the Create Order button to save the order without being able to go back and edit. An order form will be generated.



Click the Delete Order button to delete the order.



Once one of the buttons is clicked, you will return to The Breastfeeding Equipment: Local Agency Orders page and the order will be in the Started and Created Orders table.

VIEWING AN ORDER FORM

1. Go to the [Breastfeeding Equipment: Local Agency Orders page](#).
2. Click on the line of a created order.

Breastfeeding Equipment: Local Agency Orders

Agency: (1) Panhandle Health District

Started and Created Orders

The following orders are waiting to be placed or received by the Local Agency Admin.

Date	Agency	Vendor	Order Creator	Status
9/25/2014	1	Medela	Tricia Florence	Created
9/25/2014	1	Medela	Tricia Florence	Created

An Order Detail pop-up box will appear.

Order Detail

Medela
9/25/2014 Clinic: (101) Hayden Created By: Tricia Florence Placed By: Tricia Florence

Description	Model Name	Model#	Qty	Cost	Rcvd
Manual One-Handed Pump	Harmony One-Handed Manual	67161W2	2 case(s) of 20	\$303.75/pk of 20	

Page Size: 5 Page: 1 Rows 1 - 1 of 1

Order Total: \$607.50
Status: Created

[VIEW ORDER FORM](#) [RECEIVE](#) [VIEW FINAL FORM](#)

- To view a PDF order form, click the View Order Form button. A Order Form – Webpage Dialog box will pop-up. The PDF can be saved/printed and emailed or faxed to the vendor.

Webpage Dialog

Click to print Click to change zoom
 Click to save Click to open toolbar

Breastfeeding Equipment Order Form

Vendor contact information

Vendor Name: Medela Phone: (815) 578-2450 Fax: (815) 750-2450 Email: bonnie.voigt@medela.com

Ordered: 9/25/2014 Agency: (1) Panhandle Health District Ordered by: Tricia Florence

Order date, agency, & who placed it

Model #	Model Name	Description	Ordered	Cost	Total Cost
67161W2	Harmony One-Handed Manual	Manual One-Handed Pump	3 cases	\$303.75 / case	\$911.25
67218	Nipple Shield-Contact 20mm	Nipple Shield- Contact 20mm	2 cases	\$23.69 / case	\$47.38

Total: \$958.63

Items and cost of order

Bill to: Idaho WIC Program
 Attn: MarLee Harris
 450 West State St.
 P.O. Box 83720
 Boise, ID 83720-0036

Ship to: Panhandle Health District
 Attn: Mary Monroe
 8500 N Atlas Rd
 Hayden, ID 83835

Order Notes: Account #

State Office billing information

Shipping information. The Breastfeeding Coordinator's name appears in the Attn: line. The address is for the clinic selected as the receiving

Order notes. Always enter the account number in the notes section on the agency ordering page.

To make the functions (save, print, etc.) box appear, hover the mouse at the top of the page. You can also press the Esc key to show the toolbar.

Note: The Order Form is not automatically sent to the vendor. You still must print or save the file and either fax or email the form to the vendor.



RECEIVING AN ORDER

1. Go to the [Breastfeeding Equipment: Local Agency Orders page](#).
2. Click on the line of the order you want to receive.
Note: Orders that have an order form created and can be received have the status of "Created."

Breastfeeding Equipment: Local Agency Orders

Agency: (1) Panhandle Health District

Started and Created Orders

The following orders are waiting to be placed or received by the Local Agency Admin.

Date	Agency	Vendor	Order Creator	Status
9/25/2014	1	Medela	Tricia Florence	Created
9/25/2014	1	Medela	Tricia Florence	Created

An Order Detail pop-up box will appear.

Order Detail

Medela
9/25/2014 Clinic: (101) Hayden Created By: Tricia Florence Placed By: Tricia Florence

Description	Model Name	Model#	Qty	Cost	Rcvd
Manual One-Handed Pump	Harmony One-Handed Manual	67161W2	2 case(s) of 20	\$303.75/pk of 20	

Page Size: 5 Page: 1 Rows 1 - 1 of 1

Order Total: \$607.50
Status: Created

[VIEW ORDER FORM](#) [RECEIVE](#) [VIEW FINAL FORM](#)

3. On the Order Detail for a created order, click the Receive button.



This takes you to the Breastfeeding Equipment: Receive Vendor Order page.

- Select the Receiving Clinic from the dropdown list.

Receiving Clinic

Which clinic is receiving the order?

It defaults to the receiving clinic selected on the order form.

- In the Products Ordered table, type in the quantity received in the Qty Rcvd cell for the item.

Qty Rcvd	Already Rcvd	Not Rcvd	Description	Model #	Category
<input type="text" value=""/>	0	40	Two-Handed Manual Pump	6107293W	Breastpumps

If you received everything in the order in the quantity you ordered, you can click Select All and it will fill in the Qty Rcvd cell with the amount listed in the Qty cell for each item on the order.

Qty R...	Qty	D
<input type="text" value="9"/>	9	2

If you did not receive the amount you ordered, see the [Receiving Orders if the Amount Received Varies from Amount Ordered](#) quick reference card.

The Already Rcvd cell will show any of the item from this order that has already been received (if for some reason the full quantity wasn't shipped at once). The Not Rcvd cell will show the amount of the item that was ordered, but has not been received.

You can view the original order form by clicking the View Form button at the bottom of the screen.



- If needed, type any notes about the order.

Notes:

- Click the Save button. This will take you to the Breastfeeding Equipment: Local Agency Orders page.



- 8. The order is added to the Closed orders table (if all of the products were received in the quantity ordered).

Closed orders

Order Date	Vendor
9/26/2014	Hygeia
9/25/2014	Medela

Click the line in the Closed orders table to view the Order Detail. There will be an X in the Rcvd column for items that were received in the quantity ordered.

Order Detail

Medela
4/15/2014 Clinic: (101) Hayden Created By: Trudi Beckett Placed By: Trudi Beckett

Description	Model Name	Model#	Qty	Cost	Rcvd
2-Phase Double Pump Advance w/o battery pack	Medela Double Advance	57018W	3 case(s) of 3	\$258.00/pk of 3	X

Page Size: 5 Page: 1 Rows 1 - 1 of 1

Order Total: \$774.00
Status: Received

[VIEW ORDER FORM](#) [VIEW FINAL FORM](#)

Note: Once an item is received, it is added to your inventory.



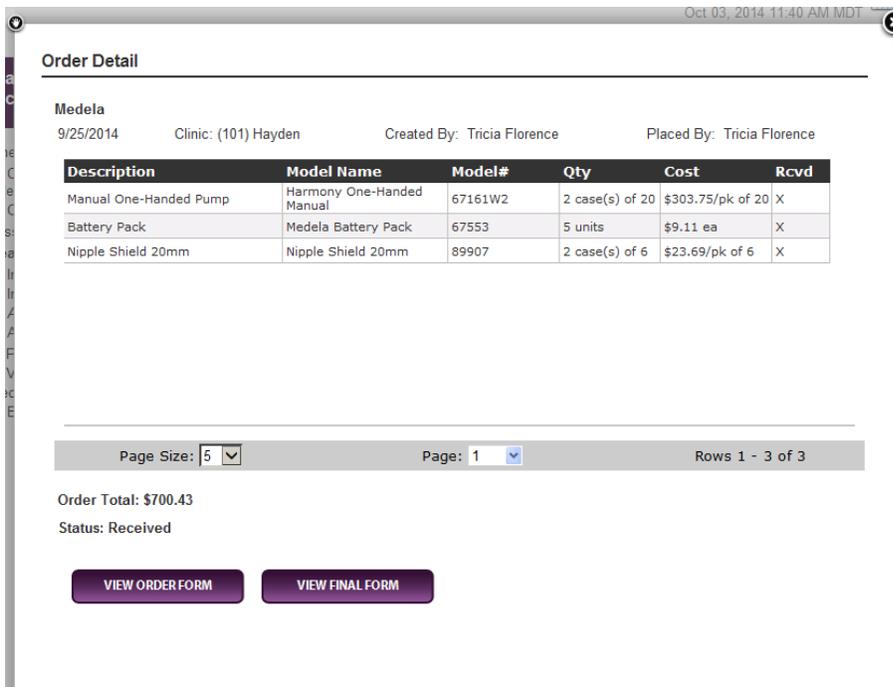
VIEWING A FINAL ORDER FORM

A final form for an order shows

- Order date
- Who created the order
- Items in an order (Model #, Model Name, Description)
- Amounts ordered
- Amounts received
- Costs
- Order notes, including when items were received and who received them.

1. Go to the [Breastfeeding Equipment: Local Agency Orders page](#).
2. Click on the line of the order you want to view. Final forms are available for Closed orders and for Created orders.

An Order Detail pop-up box will appear.



Order Detail

Medela
9/25/2014 Clinic: (101) Hayden Created By: Tricia Florence Placed By: Tricia Florence

Description	Model Name	Model#	Qty	Cost	Rcvd
Manual One-Handed Pump	Harmony One-Handed Manual	67161W2	2 case(s) of 20	\$303.75/pk of 20	X
Battery Pack	Medela Battery Pack	67553	5 units	\$9.11 ea	X
Nipple Shield 20mm	Nipple Shield 20mm	89907	2 case(s) of 6	\$23.69/pk of 6	X

Page Size: 5 Page: 1 Rows 1 - 3 of 3

Order Total: \$700.43
Status: Received

[VIEW ORDER FORM](#) [VIEW FINAL FORM](#)

3. Click on the View Final Form button.



A WSCA Order Form – Webpage Dialog box will pop-up. This is a PDF form.



Breastfeeding Equipment Order Form

Vendor Name: Medela Phone: (815) 578-2459 Fax: (815) 759-2459 Email: bonnie.voigt@medela.com
 Ordered: 9/25/2014 Agency: (1) Panhandle Health District Ordered by: Tricia Florence

Model #	Model Name	Description	Ordered	Rcvd	Cost	Total Cost
67161W2	Harmony One-Handed Manual	Manual One-Handed Pump	2 cases	2 cases	\$303.75 / case	\$607.50
67553	Medela Battery Pack	Battery Pack	5 units	5 units	\$9.11 each	\$45.55
89907	Nipple Shield 20mm	Nipple Shield 20mm	2 cases	2 cases	\$23.69 / case	\$47.38

Total: \$700.43

Amount Received

Costs based on amount received

Bill to: Idaho WIC Program Attn: MarLee Harris
 450 West State St. P.O. Box 83720
 Boise, ID 83720-0036

Ship to: Panhandle Health District Attn: Mary Monroe
 8500 N Atlas Rd
 Hayden, ID 83835

Notes:

Order Notes: Medela #

Tricia Florence: 9/25/2014 10:51:47 AM Received 12 Nipple Shield 20mm into clinic 101 inventory
 Tricia Florence: 9/25/2014 10:51:47 AM Order closed.
 Tricia Florence: 9/25/2014 10:51:47 AM Received 5 Medela Battery Pack into clinic 101 inventory
 Tricia Florence: 9/25/2014 10:51:47 AM Received 40 Harmony One-Handed Manual into clinic 101 inventory

Computer generated notes about the order.



RECEIVING ORDER IF AMOUNT RECEIVED VARIED FROM AMOUNT ORDERED

If you received an amount different than the amount you ordered of one or more items in the order, you still track and document this using the Breastfeeding Equipment: Receive Vendor Order page.

1. Go to the [Breastfeeding Equipment: Agency Orders page](#).
2. Click on the line of the created order you need to receive.

Breastfeeding Equipment: Local Agency Orders

Agency: (1) Panhandle Health District

Started and Created Orders

The following orders are waiting to be placed or received by the Local Agency Admin.

Date	Agency	Vendor	Order Creator	Status
9/25/2014	1	Medela	Tricia Florence	Created
9/25/2014	1	Medela	Tricia Florence	Created

An Order Detail pop-up box will appear.

Description	Model Name	Model#	Qty	Cost	Rcvd
Manual One-Handed Pump	Harmony One-Handed Manual	67161W2	2 case(s) of 20	\$303.75/pk of 20	

Page Size: 5 Page: 1 Rows 1 - 1 of 1

Order Total: \$607.50
Status: Created

VIEW ORDER FORM RECEIVE VIEW FINAL FORM

3. On the Order Detail for a created order, click the Receive button.



This takes you to the Breastfeeding Equipment: Receive Vendor Order page.

4. Check the Check this box if you want to enter a received amount different from the ordered amount box.

Notes:

Check this box if you want to enter a received amount different from the ordered amount

CLOSE ORDER

VIEW FORM

- Enter the quantities received in the Qty Rcvd cell for each item.

Products Ordered

The following items have not been received. Enter the quantity received. Once a product is marked as received it will become part of the on-hand inventory for the receiving clinic.

Select All

Qty Rcvd	Already Rcvd	Not Rcvd	Description	Model #	Category
20	0	20	Two-Handed Manual Pump	6107293W	Breastpumps
6	0	12	Nipple Shields- Contact 24mm	67203	Accessories

- Enter notes about why the amount varies from what was ordered and what the plan is for addressing the discrepancy.

Notes:

- Click the Save button. This will take you to the Breastfeeding Equipment: Local Agency Orders page.



- The order will be placed in the Started and Created Orders table. Click on the line of the order to view the order details.

Note: The order will be in the Started and Created Orders table because the order is considered closed only when all items are received in the exact amount ordered or a person closes the order manually. This applies if you received either more or less product than was actually ordered.

On the Order Detail there is no X in the Rcvd cell for the product that was not received in the amount ordered.

Order Detail

Medela

3/5/2015

Clinic: (201) Lewiston

Created By: Patty Hernandez

Placed By: Patty Hernandez

Description	Model Name	Model#	Qty	Cost	Rcvd
Two-Handed Manual Pump	Medela 2-Handed Manual	6107293W	1 case(s) of 20	\$160.99/pk of 20	X
Nipple Shields- Contact 24mm	Nipple Shields- Contact 24mm	67203	2 case(s) of 6	\$23.69/pk of 6	

Page Size: 5

Page: 1

Rows 1 - 2 of 2

Order Total: \$208.37

Status: Created



CLOSING ORDER IF AMOUNT ORIGINALLY RECEIVED VARIED FROM AMOUNT ORDERED

IF YOU RECEIVED THE EXACT AMOUNT ORDERED:

1. Go to the [Breastfeeding Equipment: Local Agency Orders page](#).
2. In the Started and Created Orders table, click on the line of the order you want to close.
3. On the Order Detail, click the Receive button.



This will take you to the Breastfeeding Equipment: Receive Vendor Order page. Only the items that were not fully received will be listed in the Products Ordered table.

If part of a the order was received earlier, the quantity already received will be listed in the Already Rcvd column for the item. The amount that has not been received yet will be listed in the Not Rcvd cell. Example: If I ordered 6 of an item and received 4 in one shipment, then 4 would be in the Already Rcvd cell and 2 would be in the Not Rcvd cell.

Qty Rcvd	Already Rcvd	Not Rcvd	Description	Model #	Category
	4	2	Vehicle Lighter Adapter Personal-Use (t...	67174	Accessories

4. Enter the quantity received in the Qty Rcvd cell for the item. If you click Select All, it will fill the Qty Rcvd cells for all items with the amount in the Not Rcvd cell.

Qty Rcvd	Already Rcvd	Not Rcvd	Description	Model #	Category
2	4	2	Vehicle Lighter Adapter Personal-Use (t...	67174	Accessories

If you received an amount different than what is listed in the Not Rcvd cell, you will need to check the Check this box if you want to enter a received amount different from the ordered amount.

Check this box if you want to enter a received amount different from the ordered amount

5. Add notes as needed.

Notes:

6. Click the Save button.



IF YOU RECEIVED MORE THAN YOU ORDERED OR IF YOU WILL NOT RECEIVE THE FULL ORDER AMOUNT, BUT YOU WOULD LIKE TO CLOSE THE ORDER MANUALLY:

1. Go to the [Breastfeeding Equipment: Local Agency Orders page](#).
2. In the Started and Created Orders table, click on the line of the order you want to close.
3. On the Order Detail, click the Receive button.



This will take you to the Breastfeeding Equipment: Receive Vendor Order page. Only the items that were not fully received or the items that you received more than you ordered will be listed in the Products Ordered table.

4. Do not type anything in the Qty Rcvd column.

Select All

Qty Rcvd	Already Rcvd	Not Rcvd	Description	Model #	Category
4	4	2	Vehicle Lighter Adapter Personal-Use (t...	67174	Accessories

5. Add Notes as needed.

Notes:

6. Click the Close Order button.



This will take you to the Breastfeeding Equipment: Local Agency Orders page and move the order to the Closed orders table.



VIEWING INVENTORY

1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

AGENCY / CLINIC ADMINISTRATION

2. Click on >>Breastfeeding Equipment in the left-hand navigation bar.
3. Under >>Breastfeeding Equipment, click >>Inventory.
A list of items in your agency’s inventory appears:

Breastfeeding Equipment: Inventory

Filter Inventory by:

Agency: (1) Panhandle Health District Clinic: All
 Category: All Vendor: All
 Show empty inventory

In	Vendor	Description	Model Name	Model #
20	Hygeia	Manual One-Handed Pump	EnHande	10.0106
40	Hygeia	Flanges, M (27-29mm) 2/pack; 10 packs/case	Pumpin Pal, M	10.0116
30	Hygeia	Flanges, XL (36mm) 2/pack; 10 packs/case	Pumpin Pal XL	10.0118
3	Ameda	ComfortPads for DuoShells	Ameda ComfortPads	17238
12	Ameda	Flanges, XL (36mm w/ 32.5mm insert)	CustomFit, XL	17358
12	Medela	1-Phase Double Pump w/o battery pack	Medela Double	57023W
10	Medela	Manual Two-Handed Pump	Two-Handed Manual	6107293W
39	Medela	Manual One-Handed Pump	Harmony One-Handed Manual	67161W2
5	Medela	Battery Pack	Medela Battery Pack	67553
12	Medela	Nipple Shield 20mm	Nipple Shield 20mm	89907

Quantity in inventory

Page Size: All Page: 1 Rows 1 - 10 of 10

The In column shows the number of items in stock. The Vendor, Description, Model Name and Model # help identify the item.

Note: You can adjust the number of items in the table by using the Page Size dropdown at the bottom of the table.

Page Size: 5
 15
 25
 50
 All

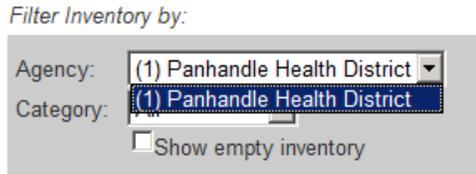
The items and quantity shown in the inventory table is based on:

- Orders made and received through WISPr for the agency/clinic.
- Inventory transferred into a clinic using Inventory Transfer in WISPr.

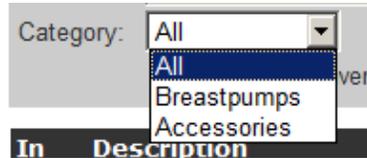


4. To filter inventory click the dropdown box of any of the following:

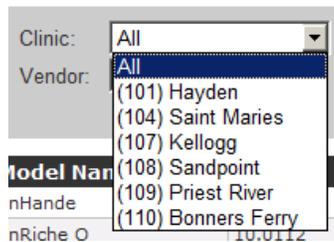
Agency: *Only your agency will appear here.*



Category: *Defaults to "All," but you can sort by Breastpumps or Accessories*

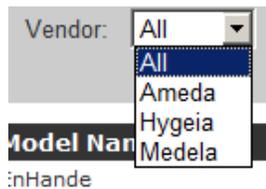


Clinic: *Defaults to "All," but you can choose any clinic in your agency.*



To view notes about transfers, issuances, and received orders for a product, you must be on a specific clinic (see step 5).

Vendor: *Defaults to "All," but you can sort by Ameda, Hygeia, and Medela.*



- If you are on a specific clinic's inventory page (you selected a specific clinic from the Clinic dropdown list), you can view tracking notes for an item. Click once on an item's line in the grid. The line will be highlighted in purple and notes for the item will appear at the bottom of the grid.

Notes will include Staff person, Date: Action (receiving, transferring, issuing, deleting and issuance), Quantity, Equipment, and Location (clinic number, participant, or outside the inventory system).

Breastfeeding Equipment: Inventory

Filter Inventory by:

Agency: (1) Panhandle Health District Clinic: (101) Hayden *specific clinic selected*

Category: All Vendor: All

Show empty inventory

In	Vendor	Description	Model Name	Model #
10	Medela	Supplemental Nursing System (SNS)	SNS	00901S
15	Hygeia	Manual One-Handed Pump	EnHande	10.0106
33	Hygeia	Flanges, M (27-29mm) 2/pack; 10 packs/case	Pumpin Pal, M	10.0116
27	Hygeia	Flanges, XL (36mm) 2/pack; 10 packs/case	Pumpin Pal XL	10.0118
10	Ameda	ComfortPads for DuoShells	Ameda ComfortPads	17238
10	Medela	Manual Two-Handed Pump	Two-Handed Manual	6107293W
64	Medela	Manual One-Handed Pump	Harmony One-Handed Manual	67161W2
12	Medela	Nipple Shield- Contact 20mm	Nipple Shield- Contact 20mm	67218
4	Medela	Battery Pack	Medela Battery Pack	67553
10	Medela	Nipple Shield 20mm	Nipple Shield 20mm	89907

specific item selected

tracking notes

Page Size: All Page: 1 Rows 1 - 10 of 10

Tricia Florence, 10/1/2014: Received 40 Harmony One-Handed Manual into clinic 101 inventory

Bj Bjork, 9/26/2014: Transferred 15 Harmony One-Handed Manual to clinic 107

Tricia Florence, 9/25/2014: Issued 1 Harmony One-Handed Manual to [redacted]

Tricia Florence, 9/25/2014: Received 40 Harmony One-Handed Manual into clinic 101 inventory

- For more details about a piece of equipment, double click on its line in the grid. A Product Details box will pop-up.

Product Details

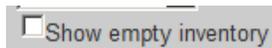
Medela
Nipple Shield- Contact 20mm
Nipple Shield- Contact 20mm



Ea Price:
Case Size: 6
Case Price: \$23.69

Notes:
6/case

- The Inventory table only shows items for which there is 1 or more in inventory. To show items you may have had in your inventory in the past, but currently do not have any, click the Show empty inventory box. All items that have ever been in your inventory will show in the table.



This allows you to click on items with 0 inventory and see past inventory tracking notes for these items.

INVENTORY TRANSFER BETWEEN CLINICS

1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

**AGENCY / CLINIC
ADMINISTRATION**

2. Click on >>Breastfeeding Equipment in the left-hand navigation bar.
3. Under >>Breastfeeding Equipment, click >>Inventory Transfer.
Inventory Transfer allows you to move inventory to clinics within your agency.
4. Select the *Source Clinic*. Item(s) will be transferred from this clinic's inventory.

Source Clinic: (101) Hayden
 Destination Clinic: (101) Hayden
 Item Description: Flange + Duck
 1ea/pack

Only items and quantities in the Source Clinic's inventory will show as options to transfer.

Breastfeeding Equipment: Inventory Transfer

Source Clinic: (101) Hayden
 Destination Clinic: --None--

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Medela	Battery Pack	4	<input type="text" value="0"/>	X
Medela	Manual One-Handed Pump	24	<input type="text" value="0"/>	X
Medela	Nipple Shield 20mm	10	<input type="text" value="0"/>	X

5. Select the *Destination Clinic*. Item(s) will be transferred into this clinic's inventory.

Source Clinic: (101) Hayden
 Destination Clinic: (101) Hayden

Vendor	Item Description
	(101) Hayden
	(104) Saint Maries
	(107) Kellogg
	(108) Sandpoint
	(110) Bonners Ferry

The Quantity at Destination Clinic column will populate with the quantities already in inventory at the Destination Clinic of the items listed.

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Medela	Battery Pack	4	<input type="text" value="0"/>	0
Medela	Manual One-Handed Pump	24	<input type="text" value="0"/>	0
Medela	Nipple Shield 20mm	10	<input type="text" value="0"/>	0



6. In the row for the item(s) you would like to transfer, type the number of how many you would like to be transferred to the Destination Clinic in the Number to transfer box.

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Medela	Battery Pack	4	<input type="text" value="1"/>	0
Medela	Manual One-Handed Pump	24	<input type="text" value="10"/>	0
Medela	Nipple Shield 20mm	10	<input type="text" value="0"/>	0

7. Type any notes in the Other Notes box.

Other Notes:

8. Click the Transfer button.



The quantities for the Source Clinic and the Destination Clinic change to reflect the transfer and the statement *“Items successfully transferred”* will appear next to the Source Clinic. These changes will also be reflected on the Breastfeeding Equipment: Inventory page for each clinic.

Source Clinic: *Items successfully transferred.*

Destination Clinic:

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Medela	Battery Pack	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
Medela	Manual One-Handed Pump	<input type="text" value="14"/>	<input type="text" value="0"/>	<input type="text" value="10"/>
Medela	Nipple Shield 20mm	10	<input type="text" value="0"/>	0



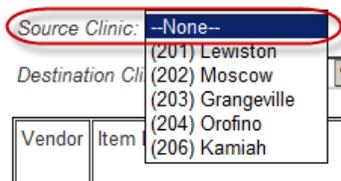
TRANSFERRING EQUIPMENT INTO A CLINIC WITHOUT A SOURCE CLINIC

This should be used when an item is not received through an order but needs to be placed in inventory. This should occur rarely.

1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

**AGENCY / CLINIC
ADMINISTRATION**

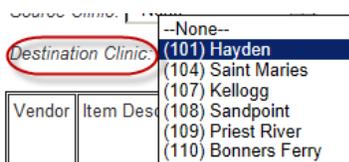
2. Click on >>Breastfeeding Equipment in the left-hand navigation bar.
3. Under >>Breastfeeding Equipment, click >>Inventory Transfer.
4. Select --None-- from the *Source Clinic* dropdown list.



All items available to order will appear, in alphabetical order by Vendor and then by Item Description. The Quantity at Source Clinic will only show X's to represent that there is no quantity of the item to show because there is no Source Clinic.

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Ameda	ComfortPads for DuoShells	X	<input type="text" value="0"/>	X
Ameda	CottonRolls DuoShells Inserts	X	<input type="text" value="0"/>	X
Ameda	DuoShells Breastshells	X	<input type="text" value="0"/>	X
Ameda	Flanges, Lrg/Med (30.5 mm w/ 28.5 mm insert) 4/pack	X	<input type="text" value="0"/>	X
Ameda	Flanges, XXL/XL (36mm w/ 32.5mm insert) 4/pack	X	<input type="text" value="0"/>	X
Ameda	Manual One-Hand Pump w/ CustomFit Flanges	X	<input type="text" value="0"/>	X
Ameda	Manual One-Handed Sterile Pump	X	<input type="text" value="0"/>	X
Ameda	Nipple Shield 24mm	X	<input type="text" value="0"/>	X
Ameda	Purely Yours Personal-Use Electric Double Pump	X	<input type="text" value="0"/>	X
Ameda	Vehicle Lighter Adapter (Personal Use)	X	<input type="text" value="0"/>	X
Hygeia	Battery Pack (Personal Use Pump)	X	<input type="text" value="0"/>	X
Hygeia	Electric Double Pump - Remanufactured	X	<input type="text" value="0"/>	X
Hygeia	EnRiche Q Personal Use Electric Double Pump	X	<input type="text" value="0"/>	X

5. Select the *Destination Clinic*. Item(s) will be transferred into this clinic's inventory.



Quantity at Destination Clinic cells will populate with the number of the item in the Destination Clinic.

6. In the row for the item(s) you would like to transfer, type the number of how many you would like to be transferred to the Destination Clinic in the Number to transfer box.

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Ameda	ComfortPads for DuoShells	X	10	0

7. Type notes identifying the source of the equipment in the Other Notes box.

Other Notes:

8. Click the Transfer button.



Quantity at Destination Clinic cells change to reflect the quantities transferred and the statement “*Items successfully transferred*” will appear next to Source Clinic. These changes will also be reflected on the Breastfeeding Equipment: Inventory page for the Destination Clinic.

Source Clinic: *Items successfully transferred.*
 Destination Clinic:

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Ameda	ComfortPads for DuoShells	X	0	10



TRANSFERRING EQUIPMENT OUT OF A CLINIC WITHOUT A DESTINATION CLINIC

This should be used to remove items from inventory without sending them to another clinic or issuing them to a participant. This should occur rarely.

1. Click on “Agency/Clinic Administration” to access WSCA Breastfeeding Equipment tools.

AGENCY / CLINIC ADMINISTRATION

2. Click on >>Breastfeeding Equipment in the left-hand navigation bar.
3. Under >>Breastfeeding Equipment, click >>Inventory Transfer.
4. Select the *Source Clinic*. Item(s) will be transferred from this clinic's inventory. The Source Clinic determines what items show in the Item Description column and what quantities show in the Quantity at Source Clinic column .

Breastfeeding Equipment: Inventory Transfer

Source Clinic: (101) Hayden

Destination Clinic: --None--

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Ameda	ComfortPads for DuoShells	10	<input type="text" value="0"/>	X
Hygeia	Flanges, M (27-29mm) 2/pack; 10 packs/case	33	<input type="text" value="0"/>	X
Hygeia	Flanges, XL (36mm) 2/pack; 10 packs/case	27	<input type="text" value="0"/>	X
Hygeia	Manual One-Handed Pump	15	<input type="text" value="0"/>	X
Medela	Battery Pack	4	<input type="text" value="0"/>	X
Medela	Manual One-Handed Pump	64	<input type="text" value="0"/>	X
Medela	Manual Two-Handed Pump	10	<input type="text" value="0"/>	X
Medela	Nipple Shield 20mm	10	<input type="text" value="0"/>	X
Medela	Nipple Shield- Contact 20mm	12	<input type="text" value="0"/>	X
Medela	Supplemental Nursing System (SNS)	10	<input type="text" value="0"/>	X



- Select --None-- from the *Destination Clinic* dropdown list.

Destination Clinic:

Quantity at Destination Clinic cells will only show X's to represent that there is no quantity of the item to show because there is no Destination Clinic.

Breastfeeding Equipment: Inventory Transfer

Source Clinic:

Destination Clinic:

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Ameda	ComfortPads for DuoShells	10	<input type="text" value="0"/>	X
Hygeia	Flanges, M (27-29mm) 2/pack; 10 packs/case	33	<input type="text" value="0"/>	X
Hygeia	Flanges, XL (36mm) 2/pack; 10 packs/case	27	<input type="text" value="0"/>	X
Hygeia	Manual One-Handed Pump	15	<input type="text" value="0"/>	X
Medela	Battery Pack	4	<input type="text" value="0"/>	X

- In the row for the item(s) you would like to transfer, type the number of how many you would like to be transferred out of the Source Clinic in the Number to transfer box.

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Hygeia	One-Handed Manual Pump	15	<input type="text" value="5"/>	X

- Type notes identifying why the equipment is being removed in the Other Notes box.

Other Notes:

- Click the Transfer button.



Quantity at Source Clinic cells change to reflect the quantities transferred and the statement “*Items successfully transferred*” will appear next to Source Clinic. If you transferred the entire quantity of an item out of the Source Clinic, the item line will no longer show in the table. These changes will also be reflected on the Breastfeeding Equipment: Inventory page for the clinic.

Source Clinic: *Items successfully transferred.*

Destination Clinic:

Vendor	Item Description	Quantity at Source Clinic	Number to transfer	Quantity at Destination Clinic
Hygeia	One-Handed Manual Pump	<input type="text" value="10"/>	<input type="text" value="0"/>	X



ISSUING EQUIPMENT

The equipment inventory that shows in WISPr will be based on the clinic the staff issuing the equipment logged into when first logging on to WISPr.

Documenting equipment issuance in WISPr tracks equipment inventory and records that this breastfeeding service was provided to a participant.

1. Ensure the clinic location you logged into WISPr with is in the the clinic you want to issue inventory from.

Login

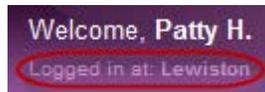
WISPr is available from 7:15 a.m. through 8:00 p.m. Monday through Friday.

Username:
hwc2319 Remember Me

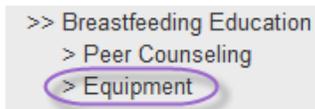
Password:

Select Your Clinic location:

- Lewiston
- Grangeville
- Kamiah
- Moscov
- Orofino

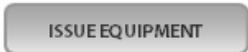


2. From a woman participant's Participant Summary page, click on >Equipment under >>Breastfeeding Education.



This takes you to the Breastfeeding: Equipment Issuance page. This shows a record of equipment that has been issued to the participant.

Breastfeeding: Equipment Issuance



The following Breastfeeding Equipment has been issued to this participant.
'(E)' indicates an extension of a previous issuance.

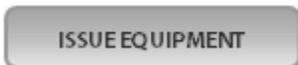
RFNS Issuances: [redacted] hasn't been issued any RFNS equipment yet.

WSCA Issuances: [redacted] hasn't been issued any WSCA equipment yet.

Recent Issuance Log Entries:

[Show All Entries](#)

3. Click on the Issue Equipment button.



4. Select WSCA from the Contract dropdown list.

Contract:

- Select
- RFNS
- WSCA



- Select the vendor who makes the equipment you would like to issue.

Vendor:* Select
Select
Ameda
Hygeia
Medela

Note: Only vendors for which you have equipment in inventory at the clinic you are logged in at will appear. If you only have equipment in inventory from one vendor, the Vendor will automatically populate with that vendor.

The Date will automatically populate and a list of available items to issue will appear.

- Double click on the Qty box in the row of the item you would like to issue. From the dropdown box, select the quantity of the item you will issue to the participant. This is typically 1.

Qty
0
1
2
3
4
5
6

- Under the Reason for Issuance, check at least one of the options that best represents why the equipment is being issued.

Reason for Issuance:* Work
 Engorgement
 Convenience
 School
 Build/support milk supply
 Pain
 Medical
 Other

If Medical or Other are checked, a text box will appear. Type in a description of the medical or other reason.

Medical Medical Reason:
 Other Other Reason:

- Click one of the following buttons:
Save: To save the issuance and go to the Breastfeeding: Equipment Issuance page.
Save + Care Plan: To save the issuance and go to a care plan.
Cancel: To cancel the issuance and return to the Breastfeeding: Equipment Issuance page.

Any saved issuances will appear in the WSCA Issuances table on the Breastfeeding: Equipment Issuance page.

WSCA Issuances:

Date	Equipment	Vendor	Reason
4/18/2014	Medela Car Adapter		Work;Medical(Tongue tie)

Page Size: 5 Page: 1 Rows 1 - 1 of 1



WSCA EQUIPMENT ISSUANCE REPORTS

1. Hover your mouse over the Reports link located in right-hand corner of the top purple bar. Only certain users will have access to reports.



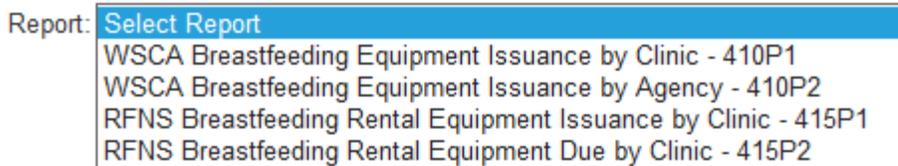
A >>Select Report... link will appear.



2. Click on the >>Select Report... link.
3. Select Breastfeeding from the Report Category dropdown list.



4. Select the report you would like to view from the Report dropdown list.



- **WSCA Breastfeeding Equipment Issuance by Clinic – 410P1**
This report will show you a list of WSCA equipment issuances over the time period selected by clinic. It also shows a list of equipment type and quantities issued for each clinic and agency.
- **WSCA Breastfeeding Equipment Issuance by Agency – 410P2**
This report will show you a list of WSCA equipment issuances over the time period selected for the entire agency. It also shows a list of equipment type and quantities issued for the agency.

5. Select a month/year from the Beginning Date dropdown list.
The report will show issuances starting on the first day of the month selected.



- Select a month/year from the Ending Date dropdown list.
The report will show issuances through the last day of the month selected. If you select the current month, the report will show issuances through the day you are pulling the report.

Report Category: Report:

Agency: Clinic: Beginning Date: Ending Date:

Only available for ...by Clinic - 410P1 report

- If you are accessing the WSCA Breastfeeding Equipment Issuance by Clinic – 410P1 report, select the clinic from the Clinic dropdown list for which you would like to see the report. It defaults to All Clinics.

Report Category: Report:

Agency: Clinic: Beginning Date: Ending Date:

Only available for ...by Clinic - 410P1 report

- Click the Go button.



The report will appear.

1 of 2 100% Find | Next

410P1 - WSCA Breastfeeding Equipment Issuance by Clinic Idaho Department of Health & Welfare - WIC F
Valid for: October, 2014 through October, 2014 Agency: All Agencies Clinic: All Clinics Run Date: 10/03/2014 2:25 PM Page 1 of 1

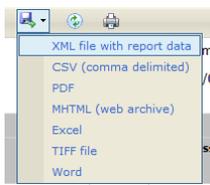
Clinic 401 Boise					Agency 4 Central District Health				
Date of Issuance	Participant Name	Participant ID#	Equipment Type	Qty	Equipment Description	Vendor	Reason Issued	Infant Weeks of Age	Issue
10/1/2014		2049197	Accessories	2	Small Specialty Flanges (21mm)	Medela	Build/support milk supply	19	Cynt
10/2/2014		2052074	Breastpumps	1	Personal-Use Double Electric Pump (2-Phase) w/o battery pack	Medela	Work	6	Cynt
Clinic 401 Equipment Totals									
Vendor		Equipment Issued				Qty			
Medela		Personal-Use Double Electric Pump (2-Phase) w/o battery pack				1			
		Small Specialty Flanges (21mm)				2			

Remember: This report requires scrolling to the right to see the entire report.

Note: The clinic an equipment issuance is listed under is determined by which clinic the equipment is issued from (the clinic the staff issuing is logged into WISPr with at the time of issuance), not the clinic the recipient is from.

- To save the report:

- Click the  button.
- Select a file format from the dropdown list.



REPORT SPECIFIC DETAILS:

WSCA Breastfeeding Equipment Issuance by Clinic – 410P1

This report has a page for each clinic that has issued equipment. If a clinic has not issued equipment in the time frame selected, there will not be a page for it in the report. The page for each clinic includes:

- A table with details about each issuance in the timeframe.

Clinic 401 Boise				Agency 4 Central District Health Department					
Date of Issuance	Participant Name	Participant ID#	Equipment Type	Qty	Equipment Description	Vendor	Reason Issued	Infant Weeks of Age	Issued By
10/1/2014		2049197	Accessories	2	Small Specialty Flanges (21mm)	Medela	Build/support milk supply	19	Cynthia Galloway
10/2/2014		2052074	Breastpumps	1	Personal-Use Double Electric Pump (2-Phase) w/o battery pack	Medela	Work	6	Cynthia Galloway

- A clinic Equipment Totals table listing each type of equipment (by vendor) and the total quantity issued during the timeframe.

Clinic 401 Equipment Totals		
Vendor	Equipment Issued	Qty
Medela	Personal-Use Double Electric Pump (2-Phase) w/o battery pack	1
	Small Specialty Flanges (21mm)	2

- The last page of the report is an agency Equipment Totals table that lists each type of equipment (by vendor) and the total quantity issued during the timeframe.

Agency 4 Equipment Totals		
Vendor	Equipment Issued	Qty
Medela	Personal-Use Double Electric Pump (2-Phase) w/o battery pack	1
	Small Specialty Flanges (21mm)	2

WSCA Breastfeeding Equipment Issuance by Agency – 410P2

This report has one page which includes:

- A table with details about each issuance for the agency in the timeframe.

Agency 2 Idaho North Central District										
Date of Issuance	Participant Name	Participant ID#	Equipment Type	Qty	Equipment Description	Vendor	Reason Issued	Infant Weeks of Age	Issued By	Clinic
10/14/2014		2041424	Breastpumps	1	Personal-Use Double Electric Pump (2-Phase) w/o battery pack	Medela	Work	9	Lisa Hilmes	201
11/3/2014		2051959	Breastpumps	1	Personal-Use Double Electric Pump (2-Phase) w/o battery pack	Medela	Work	4	Lisa Hilmes	202
11/10/2014		1531666	Breastpumps	1	One-Handed Manual Pump	Medela	Engorgement; Build/support milk supply	1	Louisa Lohrmann	201

- An agency Equipment Totals table that lists each type of equipment (by vendor) and the total quantity issued during the timeframe.

Agency 2 Equipment Totals		
Vendor	Equipment Issued	Qty
Medela	Nipple Shields- Contact 20mm	4
	One-Handed Manual Pump	9

