

MT Guide: Managing supply requests

How do I filter supply requests?

In ResMed ReSupply™, you can use filters to see how many supply requests you shipped or have on hold.

You can use filters to see specific information for supply requests, such as fulfillment status, location, payor plan, contact method, status, item, date ordered, placed by and fulfillment partner.

The screenshot shows the 'Supply requests' page in the ReSupply application. At the top, there is a navigation bar with 'ReSupply' on the left and 'Dashboard', 'Patients', 'Supply requests', and 'Administration' on the right. Below the navigation bar is a search bar with the text 'Find requested items' and a magnifying glass icon. The main heading is 'Supply requests'. To the right of the heading is a dropdown menu for 'Supply request n...' and a 'Search' button. Below the heading is a 'Show only...' section with four filters: 'Location' (set to 'All locations'), 'Date requested' (with a calendar icon), 'Payor' (set to '-- Select --'), and 'Additional supplies requested' (set to 'All'). Below these filters is a 'Status' section with a text input field containing 'On hold' and a close icon. At the bottom of the filter section are 'Apply' and 'Reset' buttons. Below the filter section is a table header with columns: 'Date requested', 'Patient ID', 'Status', 'Items', 'Supply request number', 'Patient name', 'Payor', and 'Put on hold'.

For example, you can see how many orders you have on hold:

1. On the Supply requests page, click **Show only....**
2. In the Status area, select **On hold**.
3. Click **Apply**.

Step-by-step instructions

Select filters to show specific supply request information

1. On the **Supply request** page, click **Show only....**
2. Select the required options from the **All locations**, **Date requested**, **Payor** and **Additional supplies** lists.
3. In the Status area, select the options that you want to remove from the Status list. Leave only the status types that you want to view.
4. Click **Apply**.
Any supply requests for the selected filters appear in the list.

This screenshot shows the 'Show only...' filter section with several status options selected. The filters for 'Location', 'Date requested', 'Payor', and 'Additional supplies requested' are the same as in the previous screenshot. The 'Status' section now contains eight selected status types: 'Assumed shipped', 'Confirmed', 'Delivered', 'Late', 'Vendor hold', 'On hold', 'Pending', 'Sent to fulfillment partner', and 'Shipped'. Each status type has a close icon (an 'x') to its right. At the bottom of the filter section are 'Apply' and 'Reset' buttons.

To see all the statuses again, click **Reset**.