

04/07/16
Cholmley

Catalog360 Circle Order Processing

Navigate to <https://circle.catalog360.com> and click "Sign In to the Circle"

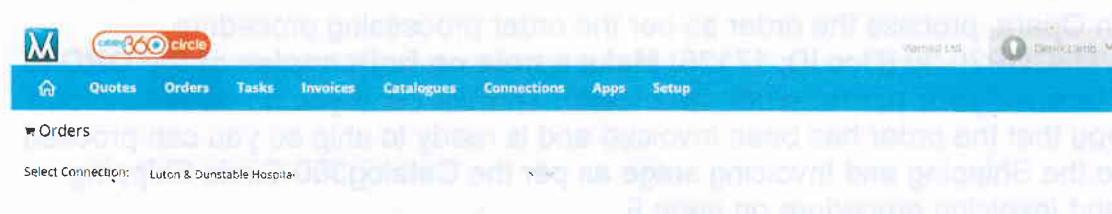


The username is: orders@viamed.co.uk and the current password can be found in GoldMine notes

Click on "Orders"



Select the hospital name – currently only Luton & Dunstable use this system



You will be presented with a list of orders, in the "Status" column, find the order which has a red "Open" stamp and click the corresponding "Order #"

Date	Order #	Name	Lines	Goods Total	Order Total	Status	Actions
08/04/2016 2:17 PM	10201770	Luton & Dunstable Hospital	1	1049.75	1259.70	Confirmed	Ship
04/04/2016 10:21 AM	10201452	Luton & Dunstable Hospital	1	40.50	48.00	Open	Confirm