



CHEMTRONICS
DIRECT

SWEP REISSUE DATABASE USER GUIDE FOR PRESCRIBERS



Version: February 2017

ABOUT THE REISSUE DATABASE

Assets on the database fall into these Subtype categories

- Bathroom/Toileting (shower commodes & toileting systems)
- Beds
- Buggies & Strollers
- Chairs – Lift/Recline
- Communication (Servox, Speech equipment)
- Day/Tub Chairs (Princess chairs)
- Environmental Control Units
- Hoists, Ceiling
- Hoists, Floor (subcategories are Mobile & Standing)
- Portable Ramps
- Power Assist Units
- Pressure Care – Cushions (subcategories are Air, Gel & Foam)
- Pressure Care – Mattresses (subcategories are Static & Alternating)
- Scooters
- Seating Systems and Accessories ('Pick a Part', subcategories include backrests, headrests and accessories)
- Seating, Childrens
- Standing Frames
- Walking Aids, Childrens
- Wheelchairs, Manual
- Wheelchairs, Powered

SWEP OT Contact at Chemtronics

Sarah Casey, Phone: 9463 2888, Email: Sarahcasey@bhs.org.au. Works at Chemtronics, Thomastown. Availability: Monday - Thursday.

Open up the SWEP website:

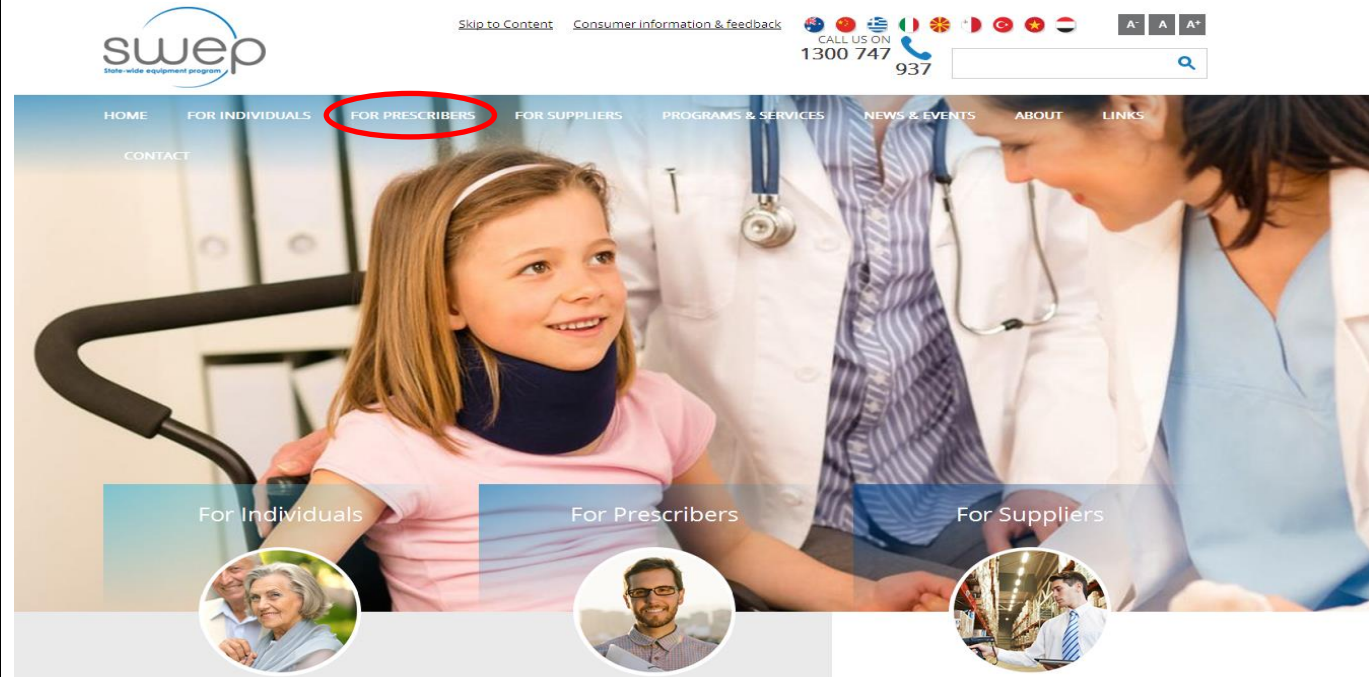
<https://swep.bhs.org.au>

Click on the title
'For Prescribers'.

Select 'Prescriber Reissue Database'
option.

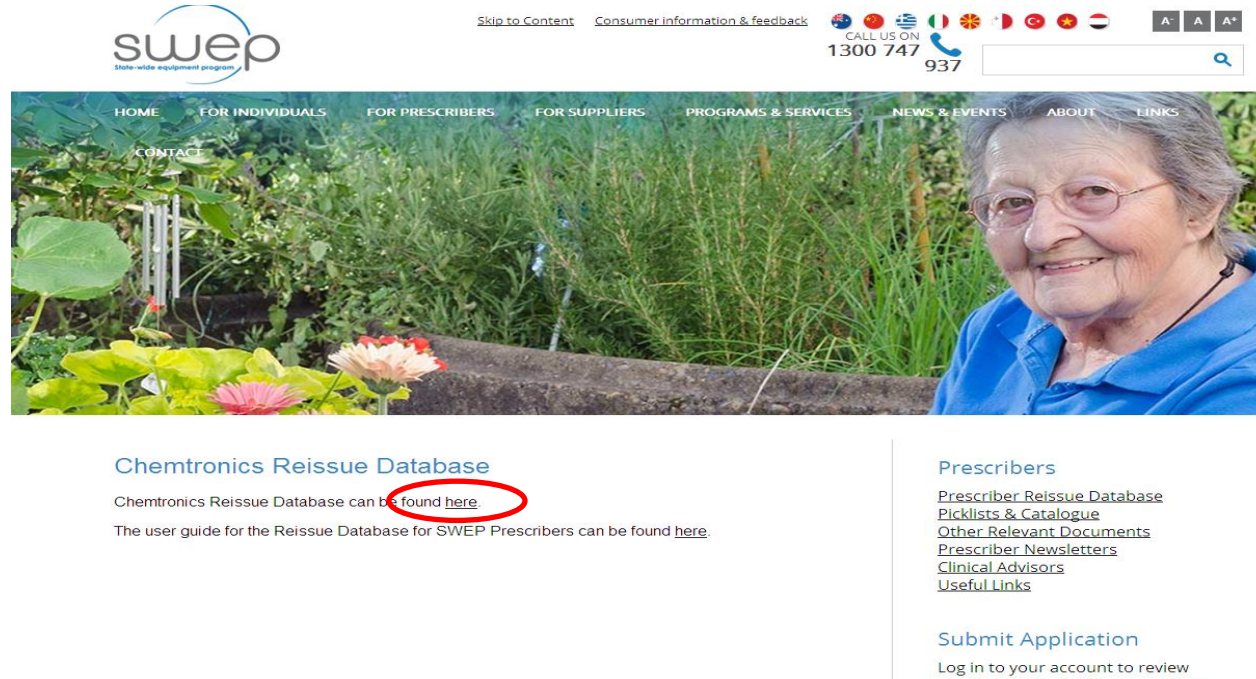
Alternatively you can access the reissue
database by opening:

<https://cabrini.technology/sc/ess.do>



Click on the word 'here'.

This page also has a link to this document (user guide for prescribers to use the reissue database).



The screenshot shows the SWEP website header with the logo and navigation menu. The main content area features a large image of an elderly woman in a garden. Below the image, the heading "Chemtronics Reissue Database" is followed by the text "Chemtronics Reissue Database can be found [here](#)". The word "here" is circled in red. Below this, it says "The user guide for the Reissue Database for SWEP Prescribers can be found [here](#)". To the right, there is a "Prescribers" section with links for "Prescriber Reissue Database", "Picklists & Catalogue", "Other Relevant Documents", "Prescriber Newsletters", "Clinical Advisors", and "Useful Links". At the bottom right, there is a "Submit Application" button and a "Log in to your account to review" link.

This will open up the CTG Service Manager (reissue database).

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

The password field is left **blank**.



The screenshot shows the CTG Service Manager login page. On the left, there is a photograph of a group of people sitting around a table in a meeting room. On the right, the login form is displayed. It features the CTG logo at the top, followed by the text "CTG Service Manager". Below this, there are three input fields: "SWEP" (pre-filled with the username), "Password" (left blank), and "English" (a dropdown menu). At the bottom of the form is a red "Log In" button.

Then click on 'Log In' button.


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.

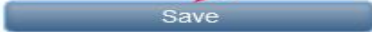
You have three attempts to enter your correct ID before the system will disconnect you.

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.

Prescriber ID	M1234	
First Name	Michael	
Last Name	Stokes	

Chemtronics Direct has sourced the information contained herein from reliable information sources and publicly accessible websites. Whilst every care is taken to provide accurate information with respect to the item described, Chemtronics Direct does not guarantee the accuracy of the information provided. Selection of equipment, which is both suitable and appropriate for individual needs remains the responsibility of the person(s) considering requisition. Chemtronics Direct dissolves itself of all responsibility and any liability for loss or injury caused or alleged to have been caused through reliance upon information provided. As information is subject to change, any enquiries should be directed to the manufacturer.








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.

The screenshot displays a web application interface. On the left is a sidebar menu with a double-left arrow icon and four items: 'Requests', 'Assets', 'Utils', and 'Miscellaneous'. The main content area is titled 'Main Menu : SWEP:Michael Stokes' and contains five menu items, each with an icon and a description:

- View Assets available for Re-Issue**:  [Search for equipment that is available for Re-Issue and reserve it pending SWEP approval.](#)
- Submit Request for Cart Items**:  [Open a new request to reserve all the items in your cart. You cannot add any more cart items from within the request.](#)
- Search for a request**:  [Search for previous requests using date ranges etc.](#)
- Reports**:  [Run pre-defined reports and export or print the data](#)
- View/Print a copy of open requests**:  [You can view requests submitted previously and if required, print one out.](#)

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 to miss assets if your filter is too specific.

Main Menu : SWEP:Michael Stokes

- View Assets available for Re-Issue**
Search for equipment that is available for Re-Issue and reserve it pending SWEP approval.
- Submit Request for Cart Items**
Open a new request to reserve all the items in your cart. You cannot add any more cart items from within the request.
- Search for a request**
Search for previous requests using date ranges etc.
- Reports**
Run pre-defined reports and export or print the data
- View/Print a copy of open requests**
You can view requests submitted previously and if required, print one out.

Navigation Menu:

- Requests
 - Submit Request for Cart Items
 - Search for previous Requests
 - View My Open Requests
- Assets
 - View Items in Re-Issue Cart
 - Search Re-issue Assets
- Utils
 - Change Password
 - User Guides
- Miscellaneous
 - Logout

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.

Clear Cancel Search Restore

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

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

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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

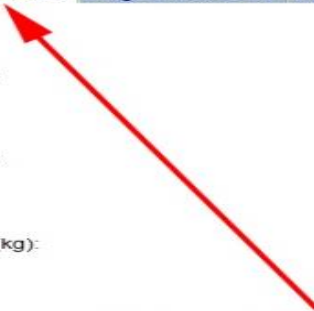
ASSET INFORMATION

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?	<input checked="" type="checkbox"/>
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:

Subtype: *  **Asset Status:**


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

Availability Status:

Company Name:

Campus: 

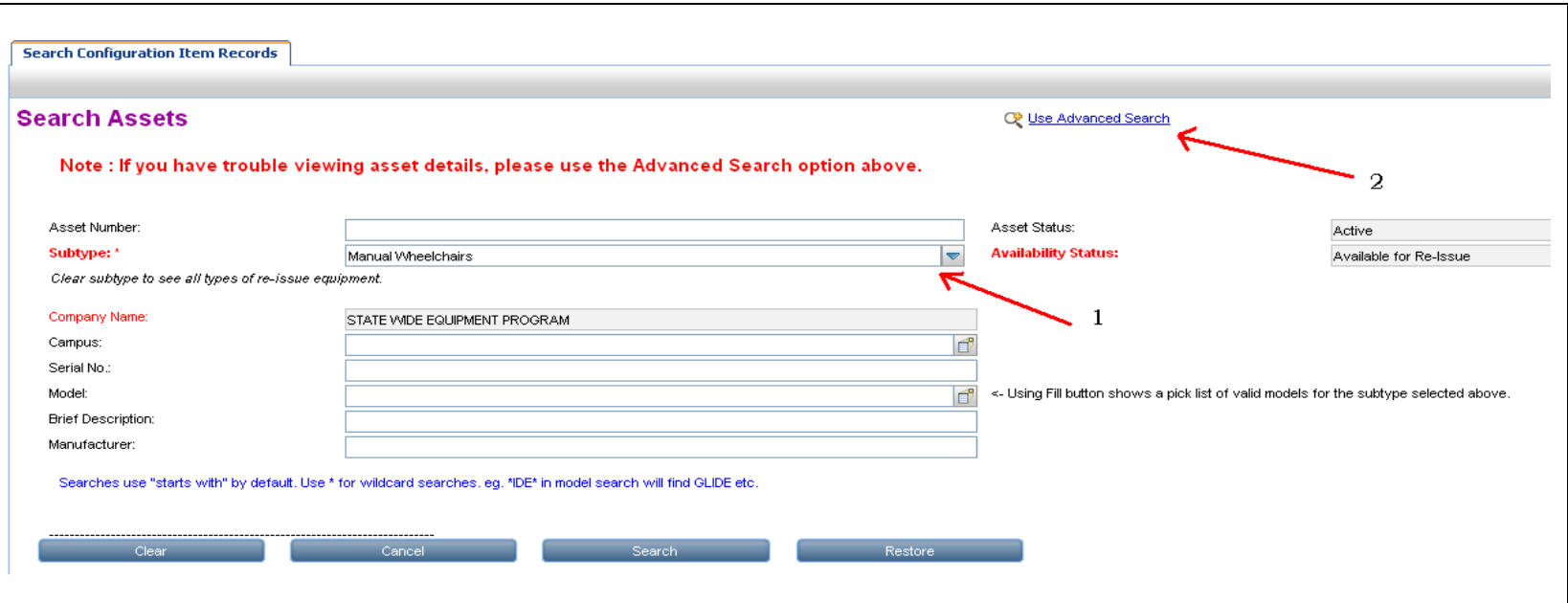
Serial No.:

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.



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.

Search joinassistive Records

"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"/>				

To identify a range of seat sizes, type a single digit in either the seat width OR seat depth field (for example, type 4 in the seat width field, all equipment from the subtype you are searching with a seat width ranging from 410mm to 490mm will be found and listed).

You can type in data or use dropdowns to assist you in narrowing your search.

"Advanced" Search for Re-Issue Assets

Asset Number:

Asset Status:

Subtype: *

Availability Status:

General | Manual Wheelchair Details

Seat Width (mm):	<input type="text" value="4"/>	Seatbelt?	<input type="checkbox"/>
Seat Depth (mm):	<input type="text"/>	Tilt in Space?	<input type="checkbox"/>
Backrest Height (mm):	<input type="text"/>	Tilt in Space Angle	<input type="text"/>
Backrest Width (mm):	<input type="text"/>	Recline?	<input type="checkbox"/>
Seat To Floor (Front):	<input type="text"/>		
Seat to Floor (Rear)	<input type="text"/>		
Safe Working Load (kg):	<input type="text"/>		
Frame Type	<input type="text"/>	Attendant Brake?	<input type="checkbox"/>
Manual Chair Type:	<input type="text"/>	Seat Height:	<input type="text"/>
Frame Material	<input type="text"/>	Anti Tip Bars?	<input type="checkbox"/>
Wheel Locks	<input type="checkbox"/>	Arm rest Style:	<input type="text"/>
Foot Plate Config:	<input type="text"/>	Arm rest Pad Style:	<input type="text"/>
Foot Plate Adjustable?	<input type="checkbox"/>	A.R Removable?	<input type="checkbox"/>
Leg rest Config	<input type="text"/>	A.R Height Adj	<input type="checkbox"/>
Amputee Wheel Pos'n	<input type="text"/>	A.R Fold Back?	<input type="checkbox"/>
Handle Height Range	<input type="text"/>		A.R Desk Style

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

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

Save & Exit Cancel Next Previous

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.

Configuration Item: A042233SWEP

This asset is flagged as "Pending Refurbishment" so there may be delays due to parts even after SWEPP approval.

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.

Configuration Item

Asset Number	Description	Make	Model	Serial No	Local Name
A015844	WHEELCHAIRS, MANUAL	INVACARE	SOLARA	04F558477	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.

Submit a Request

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

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	
A056314SWEP	WHEELCHAIRS, MANUAL	SUNRISE MEDICAL	QUICKIE IRIS	-
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.

Main Menu : JColbourne

Your service request CALL662883 has been logged. You can view your open requests using the menu.

View Assets available for Re-Issue
Search for equipment that is available for Re-Issue and reserve it pending SWEP approval.

Submit a new request
Open a new request

Search for a request
Search for previous requests using date ranges etc.

Reports
Run pre-defined reports and export or print the data

View/Print a copy of new requests
You can view requests submitted this session and if required, print a jobsheet to attach to the faulty equipment.

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.

Search Result

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

List of subtypes:

Bathroom/Toileting	<ul style="list-style-type: none"> • Shower Commodes • Toileting Systems 	Scooters	
Beds		Seating Systems & Accessories	<ul style="list-style-type: none"> • Backrests
Buggies & Strollers		Seating, Childrens	
Chairs, Lift/Recline		Standing Frames	
Communication	<ul style="list-style-type: none"> • Servox • Nu Vois 	Walking Aids, Children	
Day/Tub Chairs	<ul style="list-style-type: none"> • Air (Princess) Beds 	Wheelchairs, Manual	
Environmental Control Units		Wheelchairs, Power	
Hoists, Ceiling			
Hoists, Floor			
Portable Ramps			
Power Assist Units			
Pressure Care – Cushions			
Pressure Care – Mattresses	<ul style="list-style-type: none"> • Pressure Redistribution Overlays • Mattress Replacement Systems 		



For further information contact SWEP:

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