

Ordering from DATAOnline: Instructions for AHS Staff

AHS staff can follow these instructions to order Advance Care Planning and Goals of Care Designation forms and supplies from DATAOnline.

Create an account

If you do not have an account with DATAOnline, you need to register for one. AHS staff can self-register at <https://dol.datacm.com/>. You'll need to provide a cost centre number to set up your account.

Place an order

1. Once you have your account set up, go to <https://dol.datacm.com> to sign in.
2. Enter your **Username** and **Password**.
3. Select **Catalogue**.
4. Search for **ACP** (advance care planning) using the magnifying glass icon.
5. Locate the item you want and enter the total amount you would like to order in the **Quantity** field, then select **Add to Order**.

NOTE: The resources come in different package sizes. Enter the number of packages you need, **not** the number of forms.

6. When you've entered everything you wish to order, select **Checkout**.
7. If you're asked, enter your cost centre information.
8. Confirm or update the shipping location and select **Place Order**.
9. Review your **Summary of Order**.

You will receive a confirmation email after placing your order. Allow 5 to 10 business days for your order to arrive.

Get help or ask a question

For help using the ordering system, select the **Help** button to view the online guide.

If you need more help or have questions about ordering, contact DATAOnline for your zone:

Edmonton and North Zone:	ahsedmonton@datacm.com	780-577-8295
Central, Calgary, and South Zone:	ahscalgary@datacm.com	403-207-6631