



SHOPPER PORTAL

<https://eztrak.net/phpr>

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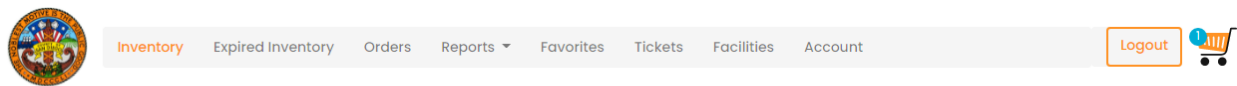
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Inventory Page


Use the Inventory page to shop for in-stock and out-of-stock warehouse inventory. The search box can be used to lookup items by name and description. Use the filters to narrow information down by Source, Item Category, Manufacturer and Status (in stock, out of stock).

Once the desired item is found, click the blue  button to add to your shopping cart. You can also add multiple items at once by clicking their checkboxes and selecting the  button at the top of the page. Once you are done adding items to the cart, click the orange  button to proceed to Checkout.







Inventory

Search  --All Source-- --Filter by All Category-- --Filter by Manufacturer-- --All--  



Showing 1 to 500 of 990 entries 25 rows selected Show entries Previous **1** 2 Next

Select	Source	Category	Manufacturer	Item	OH Qty	UOM	Add to Cart
<input checked="" type="checkbox"/>	POD	Syringe & Needles	BD	22g x 1" - PrecisionGlide Needle w/o Safety, MFR# 305155 (Needle Only) *CDPH*(Order in Quantity of 100)	73,000	EA	
<input checked="" type="checkbox"/>	POD	Syringe & Needles	Medline	23g x 1" - Medline Standard Non-Safety Needle, MFR# SYR100235 (Needle Only) *CDPH*(Order in Quantity of 100)	64,000	EA	
<input checked="" type="checkbox"/>	POD	Syringe & Needles	Retractable Technologies	25g x 1 1/2" - Retractable Technologies EasyPoint® Retractable Safety Needle, for 10 mL or smaller syringe, MFR# #85011 (Needle Only) (Order in Quantity of 50)	21,300	EA	
<input checked="" type="checkbox"/>	POD	Syringe & Needles	BD	25g x 5/8" - BD Integra™ Retractable PrecisionGlide™ Needle, MFR# 305310 (Needle Only) (Order in Quantity of 100)	5,000	EA	







Shopping Cart Pages

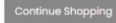

- Step One: Select the desired quantity(ies) for each product, press the “Remove” button to discard unwanted items and/or press the heart icon to add an item to your favorites list. Once the order has been updated, press Next to proceed.

Step One

Shopping Cart

Showing 1 to 2 of 2 entries Show entries Previous **1** Next


Image	Item No.	Item	Category	Manufacturer	QTY	UOM	Total Count	Actions
	13	3M N95 Particulate Respirator, 8210	N95 Respirators	3M	<input type="text" value="1"/>	Box	1	 
	15	3M N95 Particulate Respirator, 8511	N95 Respirators	3M	<input type="text" value="1"/>	Box	20	 




- **Step Two:** Add instructions that will assist the warehouse in fulfilling the order accurately and efficiently. Once all details have been entered, click the Submit button to complete the order. Email notifications will be automatically sent to selected addresses and the order will appear under the Orders page for tracking. Please note: Order instructions should be clear and precise in order to avoid delays during delivery.

Orders Page










Completed shopping carts will appear on the Orders page. Previous orders are assigned an order status per the legend shown below. Filter orders by status, priority, delivery location and Requestor. To view Order details, click the blue cart icon  under View Order section.

Orders

Search  --Filter by Status-- --Filter by Priority-- --Select Delivery Location-- --Filter By User-- [Export Page](#) [Export All](#) [Clear Filters](#)

Status: ● Ordered ● Delivery Scheduled ● Delivered ■ Past Due ● Canceled ● On Hold

Showing 1 to 500 of 1,102 entries Show entries [Previous](#) [1](#) [2](#) [3](#) [Next](#)

Select	Status	Needed By	Priority	User Name	Order No.	Facility Name	POC Name	Courier Name	Created Date	Delivery Date	View Order	Conf.
<input type="checkbox"/>	●	05/25/2021	Normal	Lynch, Jhazmine	9183	Gary and Mary West Pace	Marie Comeau		05/21/2021			
<input type="checkbox"/>	●	05/26/2021	Normal	Lynch, Jhazmine	9183	Gary and Mary West Pace	Marie Comeau		05/21/2021			
<input type="checkbox"/>	●	05/25/2021	Normal	Lynch, Jhazmine	9182	Sunrise of La Costa	Wes Lavender		05/21/2021			
<input type="checkbox"/>	●	05/24/2021	Normal	Guzman, Lizana	202279	Abby Gardens Healthcare	Mary Grace Davidson		05/21/2021			
<input type="checkbox"/>	●	05/25/2021	Normal	Hernandez, Melissa	9179	Aegis Shadowridge	Parrish Phillips		05/21/2021			
<input type="checkbox"/>	●	05/24/2021	Normal	Guzman, Lizana	202278	San Diego Post Acute	Lauren Gonzalez		05/21/2021			
<input type="checkbox"/>	●	05/24/2021	Normal	Bateson, Kelly	9184	Del Rey Springs ARF	Eduardo		05/21/2021			
<input type="checkbox"/>	●	05/25/2021	Normal	Hernandez, Melissa	9178	Rapid Response Team	Raenique Madden-Bowman		05/21/2021			
<input type="checkbox"/>	●	05/24/2021	Normal	Lynch, Jhazmine	9177	For Pick Up from the Warehouse	Bardia Moojedi (Public Health Lab)		05/21/2021			





Order Status

Status: ● Ordered ● Delivery Scheduled ● Delivered ■ Past Due ● Canceled ● On Hold

Status Descriptions:

- Ordered: Requestor has placed order, but no action has been taken
- Delivery Scheduled: Warehouse has received and prepared order for delivery
- Delivered: Order has been received per Requestor's instruction
- Past Due: Order has not been delivered by Requestors preferred delivery date
- Cancelled: Order has been cancelled by Requestor or Warehouse
- On Hold: Warehouse has placed Order on hold until further notice

Order Details

The details page contains product information, order quantities and details entered during the checkout process. Click the Details button  Press the Print button  to send to the printer or save a PDF version of the Order Details.

Order Status : #9158 [Edit](#) [Print](#) x

<p>Order Number: 9158</p> <p>Status: ● Delivered</p> <p>Need By: 05/21/2021</p> <p>Priority: Normal</p> <p>Account: Kelly Bateson (Kelly.Bateson@sdcounty.ca.gov)</p> <p>User name: Bateson, Kelly</p> <p>Contact Information: 619-315-7407</p> <p>Destination: Abigail's Homes III</p> <p>Destination Address: 2505 Arcadia ave Lemon grove 91945</p>	<p>Order Submitted: 05/20/2021</p> <p>Warehouse Received: 05/21/2021 01:47 AM</p> <p>POC Name: Brenda Abigail Gonzalez</p> <p>POC Contact: 619-315-7407</p> <p>Courier Name: USPS</p> <p>Order Delivered: 05/21/2021 04:26 AM</p> <p>Received By: John</p>
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Pickup Note:

Order Note:

Delivery Note:
File attached

Source	Category	Manufacturer	UOM	Item	QTY	ISSUED QTY	Pallet#	BIN	Lot Number	Action
PPE	Gloves	Dongtai	EA	L, Nitrile Gloves, Powder Free, Latex Free - Order in Qty of 100	800	800	6949	6-A-9		Issued Detail
PPE	Disinfectant	CaviWipes	EA	CaviWipes Disinfecting Wipes	4	0				
PPE	Hand Sanitizer Gel	BYD	EA	Hand Sanitizer Gel, 72%, 8 fl oz	25	0				
PPE	Face-Surg-Proc Masks	BYD	EA	Surgical Mask	800	0				


Showing 1 to 4 of 4 entries [Previous](#) [1](#) [Next](#)



Expired Inventory Page

When perishable inventory becomes expired, it will automatically appear on the Expired Inventory page for reference. Please contact the Warehouse to determine if items are salvageable or should be discarded.

Favorites Page


Add your Favorite items to the Favorites pages for future orders. Adding items to favorites pages allows you to avoid having to search for them late or get them confused with similar products on the Inventory page. Once you have added products to the cart, click the orange  checkout button.

Step One Step Two

Shopping Cart

Showing 1 to 25 of 25 entries Show 500 entries Previous 1 Next

Source	Category	Manufacturer	Item	QTY	OHQTY	UOM	Actions
POD	Syringe & Needles	BD	22g x 1" - PrecisionGlide Needle w/o Safety, MFR# 305155 (Needle Only) *CDPH* (Order in Quantity of 100)	3	73,000	EA	Remove ♥
PPE	N95 Respirators	3M	Aura Particulate Respirator N95, 9210+/37192	1	990	EA	Remove ♥
PPE	N95 Respirators	3M	Particulate Respirator N95, 9205+	1	23,502	EA	Remove ♥
PPE	N95 Respirators	3M	Particulate Respirator N95, 8110s	1	94	EA	Remove ♥
PPE	N95 Respirators	3M	Particulate Respirator N95, 8200	1	48	EA	Remove ♥
PPE	N95 Respirators	3M	N95 Particulate Respirator, 8210	1	478,890	EA	Remove ♥
POD	Syringe & Needles	BD	25g x 5/8" - BD Integra™ Retractable PrecisionGlide™ Needle, MFR# 305310 (Needle Only) (Order in Quantity of 100)	2	5,000	EA	Remove ♥
	Cooling		(Reserved for Catherine Blaser) Credo Cube, 28168, Cardboard, 6, 12x12 Panels, Series				Remove ♥

2. Now click the  icon to add the item to your Favorites. You will now see a pop-up notification of "Inventory added to favorites successfully." Click the OK button.


eztrak.net says
Inventory added to favorites successfully.

OK

Step One Step Two

Shopping Cart

Showing 1 to 25 of 25 entries Show 500 entries Previous 1 Next

Source	Category	Manufacturer	Item	QTY	OHQTY	UOM	Actions
							

[Continue Shopping](#) [Next →](#)



3. Click the Favorites tab and you will now see the items added. From the Favorites page, items can be added directly to the shopping cart for future orders.

Tickets Page

For technical support, troubleshooting, questions or comments visit the Tickets page to submit a request to our IT team.

To create a ticket, click the Tickets tab. Now click the Create Ticket button.

Status	Ticket No.	Category	Description	IT Response	Date Submitted	Submitted By	Action
Open	009	Goggles	asdq3wdawdawdasd		05/18/2021 08:26 AM	testshopper01@test.com	Cancel Ticket
Completed	006	A FRAME	Request #202199 for CalFIRE is not showing on the 'orders' tab; however, the delivery confirmation is in SharePoint showing that it was delivered. As you can see from the attached form, the order was generated within EZTrak. Thank you.	Order has been marked as delivered.	05/06/2021 08:24 AM	LOGS.TESTING.HHSA@sdcounty.ca.gov	
Canceled	002	Other Supplies	Hi this is a test ticket :)	Thank you.	04/19/2021 11:59 AM	MOC.LOGS.HHSA@sdcounty.ca.gov	

Ticket statuses:

Status: ● Open ● Pending ● Completed ● Canceled



In a new popup window, select the Category from the drop-down menu, and write the Description. You also have the option to upload multiple files either by browsing for them, or by using the drag and drop function. Once you have added in all the details, click the Create button.

Create Ticket [Close]

Category
Goggles

Description
Currently, we have 50 goggles. We need 50 more.

Upload multiple files with the file dialog or by dragging and dropping images onto the dashed region
Select some files

Create

You can now see the new ticket created alongside its status. If you want, you can also cancel the ticket found on the right side of the ticket. Once you cancel, you'll be asked for confirmation in a popup dialog box. The ticket will now be cancelled.

Inventory Expired Inventory Orders [Logout] [Shopping Cart]

eztrak.net says
Are you sure want to Cancel Ticket?
OK Cancel

Search --Filter by All Category-- --Filter by Status-- Clear Filters Create Ticket

Status: ● Open ● Pending ● Completed ● Canceled

Ticket No.	Category	Description	IT Response	Date Submitted	Submitted By	Action
010	Goggles	Currently, we have 50 goggles. We need 50 more.		05/19/2021 03:51 AM	testshopper01@test.com	Cancel Ticket
009	Goggles	asdq3wdawdawdawdasd		05/18/2021 08:26 AM	testshopper01@test.com	Cancel Ticket

Facilities

Entries on this page appear in the Delivery Location drop down menu of Step Two during the checkout process. View all existing entries, edit or add new delivery locations.



Inventory Expired Inventory Inventory Status Orders Reports Staging Raw Data Store Settings Account Tickets Logout

SetUp / Facilities

Search [Q] Export Export All Clear Filters Add New

Showing 1 to 500 of 6,056 entries Show 500 entries Previous 1 2 3 4 5 13 Next

Select	Actions	Facility Name	Facility Address	Zip Code	Contact Name 1	Contact Telephone 1	Contact Email 1
<input type="checkbox"/>		Cecelia Caldwell RN/Infection Control	681 3rd Ave., Ste. B Chula Vista, CA 91910	91910	Anita McNulty RN/DON	619-425-3320	
<input type="checkbox"/>		1309 Montecatini EDTC	2524 La Costa Ave, Carlsbad, CA 92009	92009	Leticia Burnette	760-707-9309	
<input type="checkbox"/>		1716 Montecatini EDTC	2556 La Costa Ave, Carlsbad, CA 92009	92009	Leticia Burnette	760-707-9309	
<input type="checkbox"/>		1719 Montecatini EDTC	7324 El Fuerte St, Carlsbad, CA 92009	92009	Leticia Burnette	760-707-9309	
<input type="checkbox"/>		1st Choice Medical Group	San Diego, Ca 92115	92115	Kristi	624-429	
<input type="checkbox"/>		1st Choice Medical	6244 El Cajon Blvd #29	92115	Kristi & Leslie	888-628-6680	

To add/edit a manufacturer, go to the Facilities page, and click on **Add Facility**

Add Facility

Facility Name *	Facility Address *
<input type="text" value="The Humanity Foundation"/>	<input type="text" value="11911, Claire Drive, Santa Clara,"/>
ZipCode *	Contact Name 1
<input type="text" value="19876"/>	<input type="text" value="Chloe"/>
Contact Telephone 1	Contact Email 1
<input type="text" value="615-554-9876"/>	<input type="text" value="dummycontactdetails2@emailhere.com"/>
Contact Name 2	Contact Telephone 2
<input type="text" value="John Peters"/>	<input type="text" value="615-554-9877"/>
Contact Email 2	
<input type="text" value="dummycontactdetails@emailhere.com"/>	

Account Settings Page

The Account Settings page allows you to update your password.

You will need to know and enter the current password and then provide a new password. Make sure it is at least 8 characters long, containing at least 1 CAPITAL, 1 small, 1 special character and 1 numeric. Once you have entered the password, click Change Password.



Change Password

Current password

New password

Confirm new password

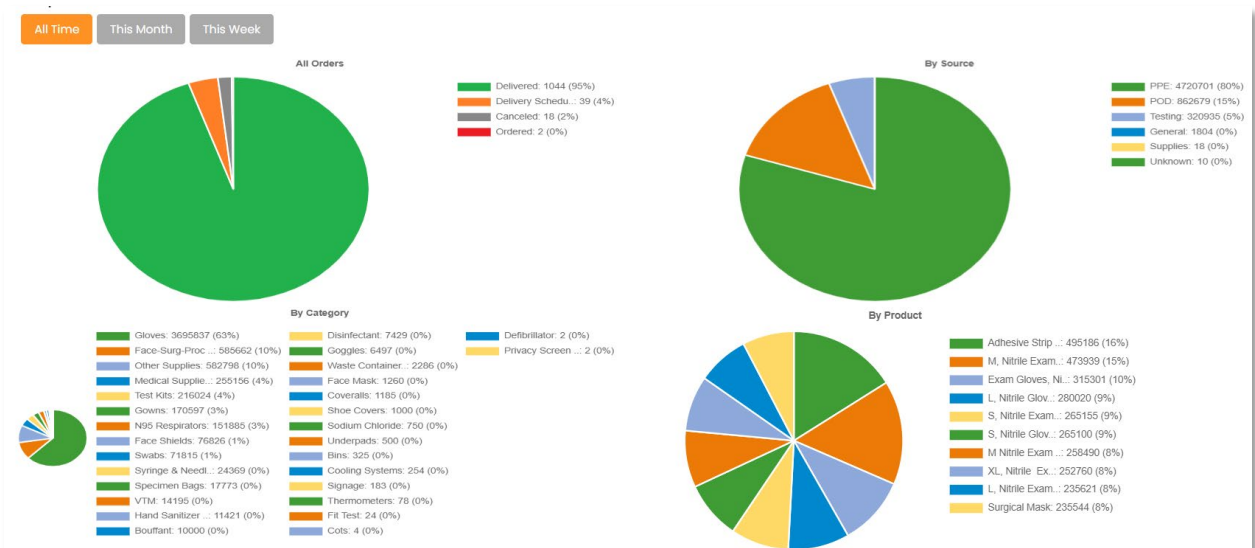
[Change password](#)

You will now see a notification, Your password has been changed. . The page will automatically refresh and take you back to the Inventory section. If you do not know your existing password, log out and use the Forgot Password feature on the login page to reset your login credentials.

Reports Page

Under the Reports page, you can create new reports and check the summary of existing ones. Reports allow our users to have a bird's eye view of the inventory and be able to make quick and productive decisions.

Product Graphs: The graphs show top inventory ordered by week, month and all time. Orders are also broken down by Source, Product and Product Category.





Delivery Report: This report shows deliveries received by day, week and month.

Today This Week **This Month**

Show 100 entries

Product Description	Qty
XL - 120ct Disposable Lightweight PP, Impermeable and Non-Sterile Isolation Gown, Blue, - Order in Qty of 120	2295
Wypall L40 Dry Up Towels (200 sheets a roll, 1 roll per case)	5
White Coveralls with hood elastic cuff, Large	350
V-Vac Replacement Cartridge Lot# 3807 Ref.# 985001	183
Ultra-Low Freezer Temp Data Logger Set (TREL30-16) with USB Docking Station; -90°C to +40°C (-130°F to +104°F) via external probe	60
Thermco UTREL30-Wifi Wireless Data Logger, -90°C to +40°C (-130°F to +104°F), MFR# UTREL30-Wifi 30 - Received from CDPH	60
Test Kit Rack Transport Specimen Bag, 13 x 18	108
Test Kit Rack Transport Specimen Bag, 12 x 15	2000
Super Sani Cloth (must wear gloves)	6534
SUITCASE Singlefold Portable Aluminum Ramp	2
Specimen Collection Swab VF 106-30 (Helix Only)	11300
Sneeze Guard Feet	240
Sheet of Labels, For Non-Helix Test Kits, 30 per sheet, Order by sheet	1000
Sharps Container, 1/4 gal, Red	50
S Nitrile Exam Gloves, Powder Free - Order in Qty of 100 (Medical Use) MFR# W86455	144000