

Advance Care Planning & Goals of Care Designation AHS Staff User Guide for Ordering Supplies

Advance Care Planning & Goals of Care Designation supplies are ordered through DATAOnline.

Are you a registered user with DATAOnline?

If not:

All users can self-register at <https://dol.datacm.com> for self-service account set up. All users will need to **provide a Cost Centre** to set up your account with DATA Communications Management.

Placing 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. Under the title **Get Started** on the left side click **Create New Order**
4. In the Search box (green banner) type **ACP** and click **GO**
5. Locate the item and enter the total amount you would like to order in the **Quantity** field and click **Add to Order**

NOTE: The resources come in various package sizes; enter the number of packages you require, not the number of forms.

6. When all desired items have been selected click . For help navigating, select the Help button  on the DATAOnline website to view the online guide.

Should you require assistance with the online ordering system or have questions about your order, contact AHS Help Desk at DATA Communications Management.

Edmonton and North Zone Users

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Central, Calgary and South Zone Users

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