



# CAPSLink 2.0 Quick Start Guide – 503B

## Accessing CAPSLink 2.0

Visit <https://www.capsordersonline> or go to [capspharmacy.com](https://www.capspharmacy.com) and click on the “Order Online” link.

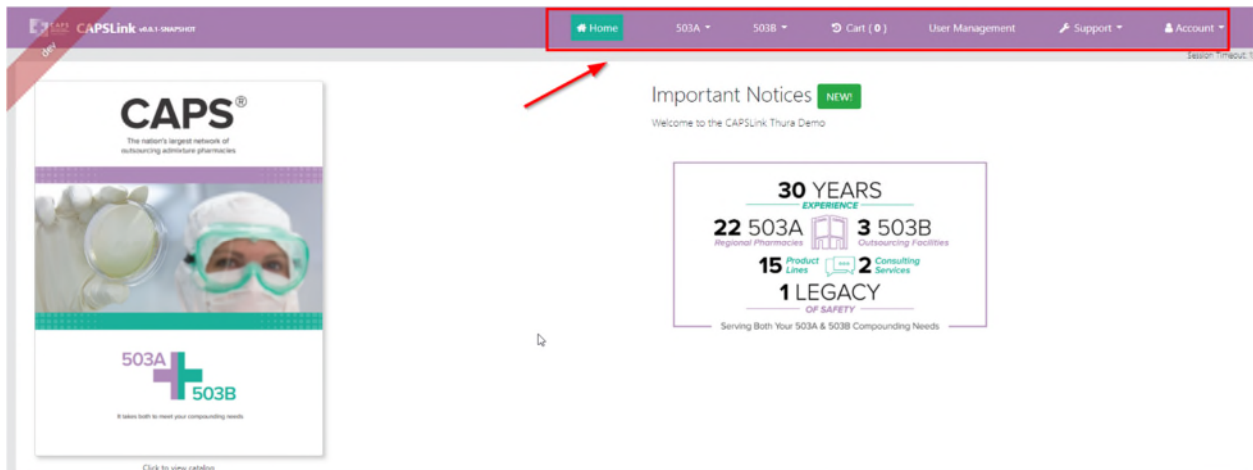
**Important Notice:** CAPSLink 2.0 is compatible with the Chrome, Edge, and Firefox browsers. If you are currently running Internet Explorer you will need to install one of these browsers to access the CAPSLink 2.0 website.

## Login

Log in with your current CAPSLink username and password. The “Forgot your password” feature will require you to respond to the security questions you already have set in the system. All existing templates will be carried over from the legacy CAPSLink system.

## Navigation

All areas of the application are available through the Navigation bar at the top of the application (for both 503A and 503B ordering). You will only see the items that you have access to based on your user profile permissions.



Function	Navigation Bar Workflow
New Order	503B > Order Products
Order History	503B > Order History
Released to CAPS Report	503B > Reports > Released to CAPS

<b>Certificate of Release</b>	503B > Reports > Certificate of Release
<b>View Cart</b>	Click Cart link

## Adding Items to your Shopping Cart

To add items to your shopping cart go to **503B > Order Products**

- In the Order Quantity field enter the quantity (in cases) that you wish to order. You may adjust.
- You may adjust quantities up and down by clicking on the up/down arrow in the Order Quantity field.
- After you have entered your desired quantities you can add them to your cart by clicking the “Add to Cart” button. If you have ordered multiple items you can add them all to your cart with one click by clicking on the “Add All to Cart” button in the upper right of the screen.

Drug Delivery  
Certificate Management

Product Name	Product #	Units/Case	Order Quantity (Cases)	Dispensing Location	Cases Ordered Today	Build to Order
del Nido Formula (Plasmalyte) 1052.8 mL	71285-0202-1	4	0	Lehigh Valley	0	
Diltiazem 125 mg/125 mL NS	71285-6055-1	20	2	Lehigh Valley	0	
Epinephrine 4 mg/250 mL D5W	71285-7018-1	20	0	Lehigh Valley	0	
Fentanyl 10 mcg/mL in NS 1 mL/51	71286-2071-1	25	0	San Diego CS	0	

## Accessing your Shopping Cart

You can access your cart at any time by clicking on the “Cart” link on the Navigation bar.

Home 503A 503B Cart (0) User Management Support

Drug Delivery  
Certificate Management

Order by Monday for Wednesday delivery. Order by Wednesday for Friday delivery. Order by Friday for Monday delivery. PLEASE CALL FOR EXPEDITED DELIVERIES.

Product Name	Product #	Units/Case	Order Quantity (Cases)	Dispensing Location	Cases Ord
del Nido Formula (Plasmalyte) 1052.8 mL	71285-0202-1	4	0	Lehigh Valley	0
Diltiazem 125 mg/125 mL NS	71285-6055-1	20	2	Lehigh Valley	0

## Editing and Submitting Your Order

After clicking the “Cart” link the Shopping Cart will display

Drug Delivery Cart

PO # :

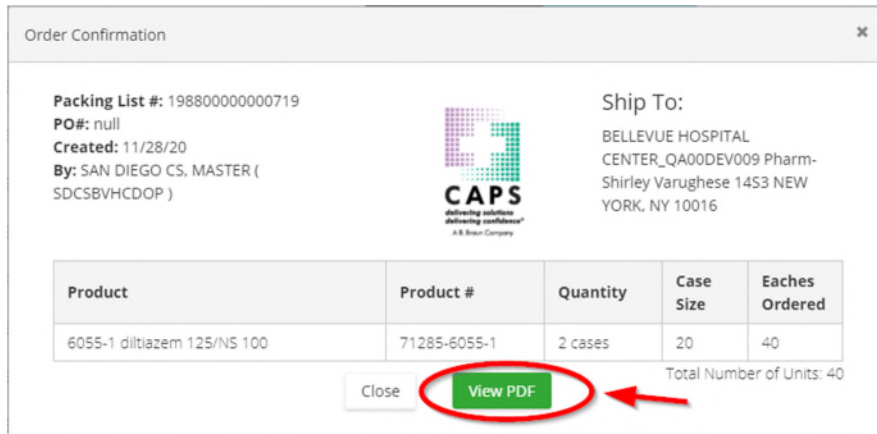
Created: 11/28/20  
By: SAN DIEGO CS, MASTER (SDCSBVHCDOP)  
Ship To: BELLEVUE HOSPITAL CENTER\_QA00DEV009

Product	Product #	Case Size	Quantity	Total Units
Diltiazem 125 mg/125 mL NS 100ml IVPB BBRAUN PAB	71285-6055-1	20	2	40

Note: Right click on the item to individually delete it from the cart.

Close Send Order

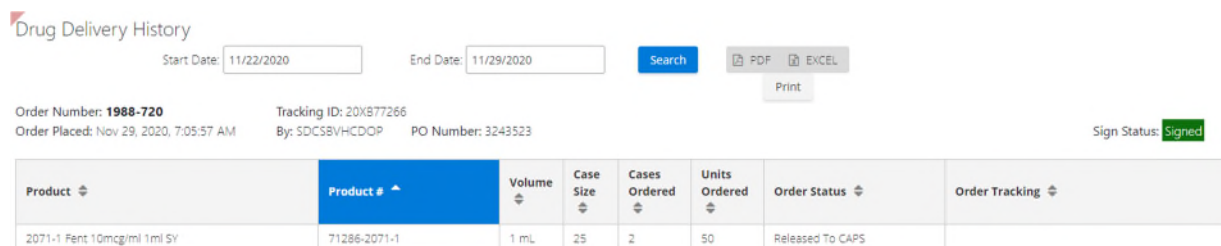
- In the Shopping Cart you may enter a VALID PO #
- If you would like to Empty your cart and start over you can click the “Empty Cart” button in the upper right.
- You may edit the quantity of any item by clicking the “Pencil” icon in the Quantity field then typing in a new quantity or adjusting the quantity with the up/down arrow.
- You may remove an individual item from the cart by right clicking on the item and then Delete.
- When your order is ready to send to CAPS click the “Send Order” button. An Order Confirmation will display



- You may view/print a pdf of your Order Confirmation by clicking on the “View PDF” button.

## Order History

You can view your order history by going to 503B > Order History from the Navigation bar.



- Filter the list by entering in a date range in the start and end date fields and clicking Search
- View/Save the order history by clicking on the “PDF” or “EXCEL” buttons, then clicking “Print”.

## Signing a CSOS Order

**Note:** Prior to placing a CSOS order you must be registered for RCS (Remote Certificate Store). For detailed registration instructions refer to the “CAPSLink 2.0 Guide for RCS Registration” training document.

After placing a controlled substance order there will be a “Sign Order” button on your Order Confirmation screen.

Order Confirmation

Packing List #: 19880000000720  
 PO#: 3243523  
 Created: 11/29/20  
 By: SAN DIEGO CS, MASTER ( SDCSBVHC DOP )

Ship To:  
 BELLEVUE HOSPITAL  
 CENTER\_QA00DEV009 Pharm-  
 Shirley Varughese 1453 NEW  
 YORK, NY 10016

**CAPS**  
 delivering solutions  
 delivering confidence™  
 A B. Braun Company

This order is a controlled substance order and you are set up for digital signing with us. You must sign this order before we can process and ship it to you:

**Sign Order**

Product	Product #	Quantity	Case Size	Eaches Ordered
2071-1 Fent 10mcg/ml 1ml SY	71286-2071-1	2 cases	25	50

Total Number of Units: 50

Close View PDF

- Click the “Sign Order” button to sign your order using CSOS. When prompted, enter the password for your signing certificate.

Certificate Store Password

Certificate Store Password:

Sign Cancel

To bypass the remote certificate store and return to desktop signing click [here](#).

- If your signing was successful you will receive a confirmation.

Order Signed Successfully!

Thank you, your CSOS order was successfully signed and transmitted.

Note:

- Your order cannot contain both CII and non-CII products.
- After placing your order a controlled substance order can be signed for later through Order History by clicking on the “Click to Sign” button.

Order Number: **1988-718**  
Order Placed: Nov 24, 2020, 12:15:37 PM

Tracking ID: Could Not Find Tracking  
By: SDCSBVHCDDP PO Number: null

Sign Status: Failed Sign



Product	Product #	Volume	Case Size	Cases Ordered	Units Ordered	Order Status	Order Tracking
2071-1 Fent.10mcg/ml 1ml SY	71286-2071-1	1 mL	25	1	25	Q	