![Alberta Health Services logo]

White Rose Packages – Provincial
Ordering Supplies User Guide

White Rose Packages are ordered through DATAOnline (https://dol.datacm.com).

<table>
<tr><td align="center">Are you a registered user with DATAOnline?</td></tr>
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If not:

AHS Staff

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 DATAOnline.

Non-AHS Staff

Email chrclientservices@datacm.com to request the online set-up form for Non-AHS users.

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To 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. Under the title **Get Started** on the left side click **Create New Order**

4. Type **white rose** in the Search box (green banner) and click **Go**

5. The results of the search will display under the green banner

   - Item number **R-1361 – White Rose Poster Package**. This item is printed on demand (on an as needed basis). Please note that there is a 7 – 10 business day turnaround for all print on demand orders.

6. Locate the item and enter the total amount you would like to order in the **Quantity** field and click **Add to Order**

   - **NOTE:** Resources come in various package sizes; for both of these items there are 2 White Rose Posters within the package.

7. When all desired items have been added click **CHECKOUT**. For help navigating, click **?** on the DATAOnline website to view the online guide.