

EMS Advice on Pro-Workflow (PWF) – June 2018

Congratulations to all of you who have submitted your EMS Advice Requests using our new system, Pro-Workflow (PWF). To date we have received 335 requests; that's an average of 12 per day.



Revised form

As with anything new, there's always a bit of fine tuning to be done after going live. One of these tasks was to review the "Request for EMS Advice and Outcome Summary" form.

- Please click on the following link to obtain the new version (May2018).
 - <https://www.disabilityfunding.co.nz/equipment/equipment>
- Please delete any older versions of this form.



How can you help us to help you?

When creating the Project Request, please ensure you:

- select **EMS Advice** from the "Use Template" drop-down
 - Why? If you choose any other option from this area, it does not go to the EMS Advice team. This can cause delays to working on your request as it goes to another area first.
- leave the **Teams** as **Professional Advisors**
 - Why? If you choose any other option from this area, it does not go to the EMS Advice team. This can cause delays to working on your request as it goes to another area first.
- leave the **Staff Name** as **EMS Administrator**
 - Why? This is the role who monitors your requests coming in. If another name is selected, it can cause delays with your request. If you have been discussing your request previously with an EMS Advisor please feel free to record this in the Description area of the request.
- attach all the documents required for the EMS Advisor to review your request.



We welcome your feedback

The good, the bad and the in-between. If you have any questions/comments about how PWF and associated forms is working/not working for you, please feel free to pass these on either when contacting your EMS Advisor or emailing ppa@enable.co.nz

Example of how your Project Request should look

Add Project Request ✕

Use Template ←

Division

Teams ←

Staff ←

Title

Description

Source Ω **B I U S** [List Icons] [Link Icon]

12 [Color Picker] [Table Icon] [Image Icon]

Please:

- edit the Title above to provide your client's name, e.g. MONDAY Frank,
- Remove the advice types not required, e.g. For Housing Advice, remove "Equipment" and "Vehicles"
- Scroll down this page to attach all required documents by clicking on the [Select files](#) button below, click on your files and click the Open button
 - click the Save button to send your request to [ENZ](#)

Scroll down to add files

Files

Drag Files Here

bloggs_photo.jpg	55.2Kb	Delete
bloggs_request_for_ems_advice_form.doc	1.2Mb	Delete
bloggs_script.pdf	3.4Kb	Delete