

Vape Dinner Lady – Smokefree Platform

Vape Ordering



1. Account Set Up
2. Login
3. Dashboard
4. Voucher Redemption - Vape Ordering Process
5. Orders Page
6. Breakdown of Supplies/Contents



Account Set Up

- Contact Vape Dinner Lady to request access (smokefree@vapedinnerlady.com)
- You will receive an email with a link and pre-set password. Click the link and login using your email address and assigned password.
- Upon logging in, you will be greeted with a password reset screen. Re-enter the current pre-set password and then enter a new password. The password checklist will update from red to green as you type, to show all the password criteria is met.
- Re-enter the password to confirm and click the Reset Password button. This will take you back to the login screen.

Please reset your password

Current Password

New Password
....|

✓ Must include one uppercase character

✓ Must include one lowercase character

✓ Must include one number

✗ Must include one special character

✗ Must be at least 8 characters

Confirm Password


✗ Passwords Match

Reset Password

Secure Login to Platform



- To login to the ordering platform, navigate to www.smokefree.vapedinnerlady.com on your web browser.
- Enter email address and password



Please Sign In

Email Address

Password

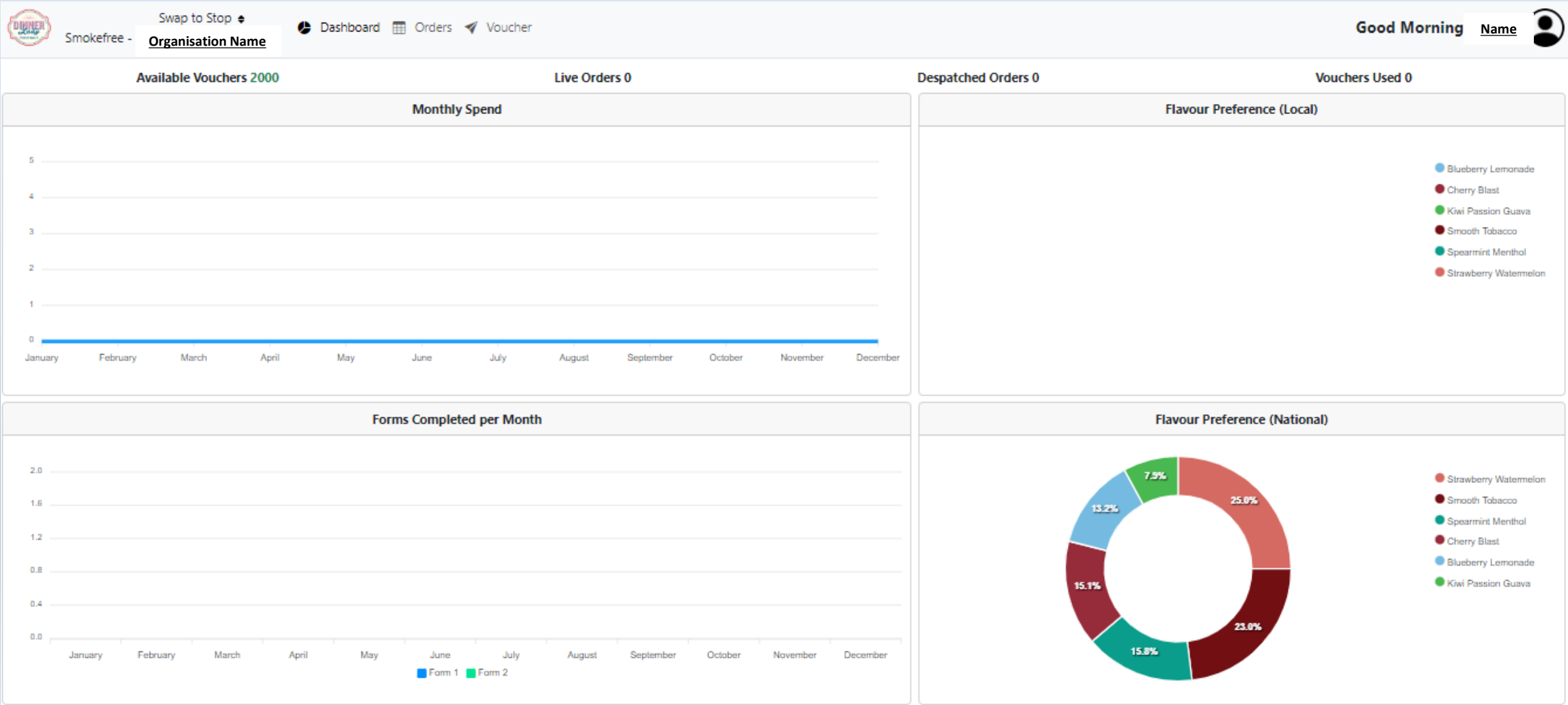
☐ Remember me

Sign in

[Forgotten Password?](#)

Dashboard with Info

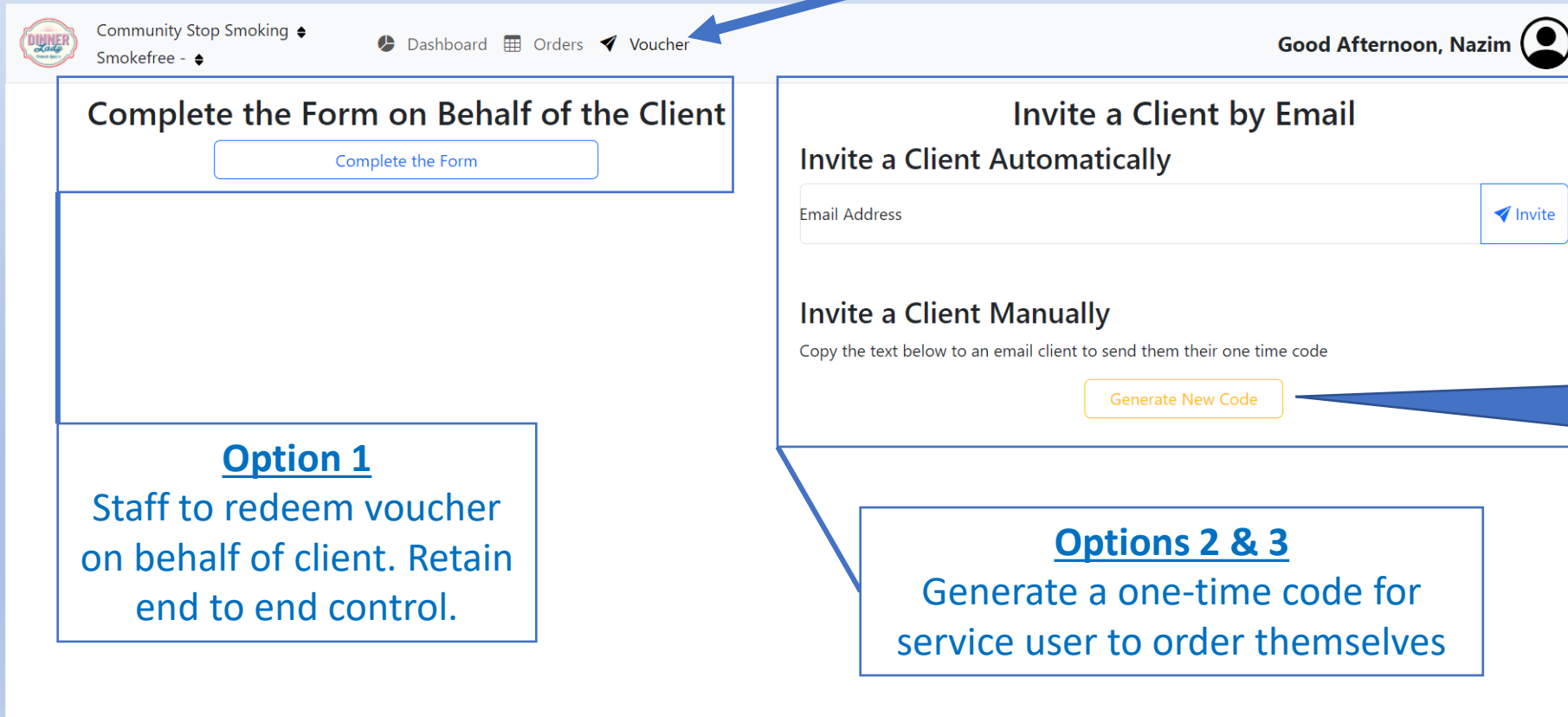
- Upon login, you will be directed to a dashboard with an overview of information
- Navigation bar along the top directs to Dashboard, Orders Page, and Voucher redemption Page
- Live view of available vouchers, live orders, despatched orders and vouchers used (1st Order/Kits sent).
- Live Insights for demographic data locally and nationally, including flavour preferences (ongoing development for additional data)



Voucher Redemption - Vape Ordering – 3 Options

- Option 1 will lead directly to the unique form for you to fill in on behalf of the client.
- Option 2 - send the unique link (Voucher) directly to the email address entered for a service user to fill in their first order form
- Option 3 - allows to manually send the unique link through your own email or via text message. Click the “Generate New Code” button to reveal voucher and then click “copy text” button to then paste into a program of your choice and send onwards.

[Click here to view Voucher Redemption page](#)



The screenshot shows the 'Voucher' page of the 'Community Stop Smoking Smokefree' system. The page has a navigation bar with 'Dashboard', 'Orders', and 'Voucher' (selected). The user is logged in as 'Nazim'. The page is divided into two main sections: 'Complete the Form on Behalf of the Client' and 'Invite a Client by Email'.

Complete the Form on Behalf of the Client

[Complete the Form](#)

Invite a Client by Email

Invite a Client Automatically

Email Address [Invite](#)

Invite a Client Manually

Copy the text below to an email client to send them their one time code

[Generate New Code](#)

Option 1

Staff to redeem voucher on behalf of client. Retain end to end control.

Options 2 & 3

Generate a one-time code for service user to order themselves

2. Enter Clients Email to send voucher link to service user.


3. Generate code, copy text into email/text message etc. and send voucher to service user manually.

IMPORTANT Note:
Inviting a client hands over full control of ordering all supplies



Form Secured with One Time Use Code

- This step is integrated into uniquely generated links, so forms will be accessed seamlessly without having to enter a code.
- If there are issues with accessing the form via direct unique link – Please navigate to <https://smokefree.vapedinnerlady.com/form> and enter the unique code.
- This will take the user to the unique one-time use form.



Please Enter Your One Time Code

Proceed



Voucher Redemption / Order Form

1. Enter client name and address (for delivery).
 - NOTE - If the Service is to retain control of ordering, please enter the service/staff email instead of the clients.
 - Email address entered will receive follow up form, sent automatically 25 days after submitting first form.
2. Cigarette Use and Vape use will determine nicotine strength on first order, second will give open choice.
3. Enter Date of Birth to verify client 18+ and explain data processing statement for consent. Place Order button will remain greyed out until all essential details are filled in and consent button is checked.

Full Name

Email Address

Contact Telephone

Address

City

County

Postcode

How many Cigarettes do you smoke daily?
0-5

Do you currently Dual Use? (Smoke and Vape):

Yes

No

Choose a Flavour for your vape
Smooth Tobacco

Nicotine Strength is calculated based on smoking habits

Date of Birth

Year

Month

Day

☐

By ticking this box, I consent to Vape Dinner Lady processing my personal data, I agree that they can contact me for purposes related to the Cornwall Council Swap to Stop Offer. I understand that the products are supplied by Vape Dinner Lady as commissioned by Cornwall Council Stop Smoking Service.

Data is being processed for the purposes of running the Cornwall Council Swap to Stop Offer. Data will be shared with Vape Dinner Lady for the purpose of supplying products under the scheme. Data will not be shared with any third parties or used for any marketing purposes. Vape Dinner Lady will keep data in a secure location and delete it after a period of 6 months. Completion of this form by a person that is not registered with or working for Cornwall Council Stop Smoking Service would be fraudulent.

Please double check the details entered are correct before submitting.
For any enquiries please click here to [Contact us](#)

Clear

Place Order


1. Client Name + Delivery Address
(Email entered for next order reminder only)


2. Assign Nicotine Strength + Flavour
(More info on next page)


3. Age Verify and Data Processing Consent

Orders Page

- Clicking “Orders” on the top navigation pane will show all orders that have been placed, along with information entered on forms, the order status and reference numbers per form filled in.
- Next Order button leads to the unique page for the chosen client - accessible any time when logged in, or unlocked 25 days after previous form submitted
- Search client function - name, email, or post code

Smoking Cessation
Smokefree -

 Dashboard

 Orders

Search
By Name

Search by Name...

Next Order	Organisation	Name	Email	Address	City	Postcode	Avg Smoked	Dual User	Form	Status	Date	Reference
Next Order	Gateshead NHS FT	Sam Ashley	sam.ashley@vapedinnerlady.com	GM House, Wilkinson Way	Blackburn	BB1 2EH	15+	Yes	1	Pending		
Next Order	Gateshead NHS FT	Sam Ashley	sam.ashley@vapedinnerlady.com	GM House, Wilkinson Way	Blackburn	BB1 2EH	6-14	Yes	1	Pending		Ler
Next Order	Gateshead NHS FT	John Smith	sam.ashley@vapedinnerlady.com	GM Arena, Johnson Way	Blackburn	BB1 2QJ			1	Pending	2022-09-25	B2B-36367
Next Order	Gateshead NHS FT	Sam Ashley	sam.ashley@vapedinnerlady.com	GM House, Wilkinson Way	Blackburn	BB1 2EH	6-14	Yes	1	Pending		Ler
Next Order	County Durham & Darlington NHS FT	Sam Ashley	sam.ashley@vapedinnerlady.com	Vape Dinner Lady, GM House, Wilkinson Way	Blackburn	BB1 2EH			1	Despatched	2022-10-26	B2B-36377
									2	Submitted	2022-10-04	B2B-36402

Click Here to View Orders Page

Live Status of order:
1. Pending
2. Submitted
3. Despatched

Individual order reference number

Click Here to View Next Order for specified client only. Can order early if required when logged in.



12 Week Supply - Breakdown

Order 1 (4 week supply) includes:

1. User Guide & information Leaflet inc. advice on vape usage, quitting and link to smokefree app
2. Innokin Arcfire Kit (includes x1 pod)
3. Pack of x2 replacement pods (each pod is rated at x3 10ml bottles use or 2 weeks average)
4. x6 10ml e-liquid bottles
 - Flavour – 6 options
 - Strength based on smoking status - automatically assigned:
 - 0-5 cigs** – 10mg
 - 6-14 cigs** – 10mg (or 20mg if dual use is selected)
 - 15+ cigs** – 20mg

Delivered to service user
from first order
submission

Order 2 (4 week supply) includes:

1. Pack of x2 replacement pods
2. x6 10ml e-liquid bottles
 - Flavour – 6 options
 - Strength – optional (select from 20mg/10mg/5mg)

Order 3 (4 week supply) includes:

1. Pack of x2 replacement pods
2. x6 10ml e-liquid bottles
 - Flavour – 6 options
 - Strength – optional (select from 20mg/10mg/5mg)

Reminder sent from Vape
Dinner Lady to Email
entered on form,
containing link to order 2
and 3 at relevant
timepoints (25 days after
each order 1 and 2).

12 Week Supply - Breakdown



<u>Item Description</u>	<u>Qty – Week 1-4</u>	<u>Qty – Week 5-8</u>	<u>Qty – Week 9-12</u>	<u>Total Qty 12 weeks</u>
Innokin Arcfire Kit (inc. x1 pod)	1	0	0	1
Replacement Pods (2 pack)	1	1	1	3
Dinner Lady - 10ml e-liquid	6	6	6	18
Instruction Leaflet	1	0	0	1