After logging into the system, with login and password provided by the Executive Director, this screen with be visible.

Select Expanded Scan Out/Inventory Transfers

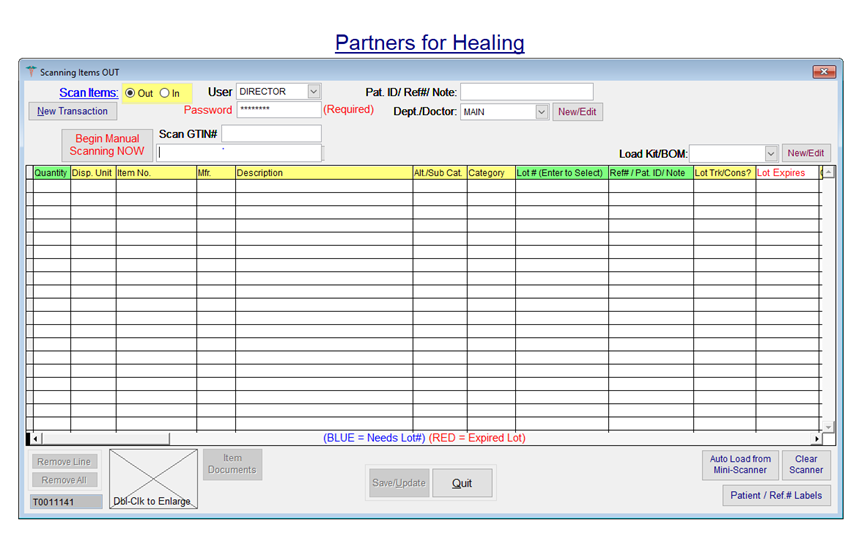
Graphical user interface

Description automatically generated with low confidenceThe screen below will be displayed. The Password entered on login will be required again before medication can be dispensed.

Graphical user interface, application

Description automatically generated

Enter a portion of the medication name in the Begin Manual Scanning NOW field



Any medications matching the entry will be displayed. If the exact name or reference number is known, it can be entered and the Scanning Item OUT screen will displayed

Table

Description automatically generated

Select the name and correct dosage from the list and the screen below will be displayed.

Graphical user interface

Description automatically generated

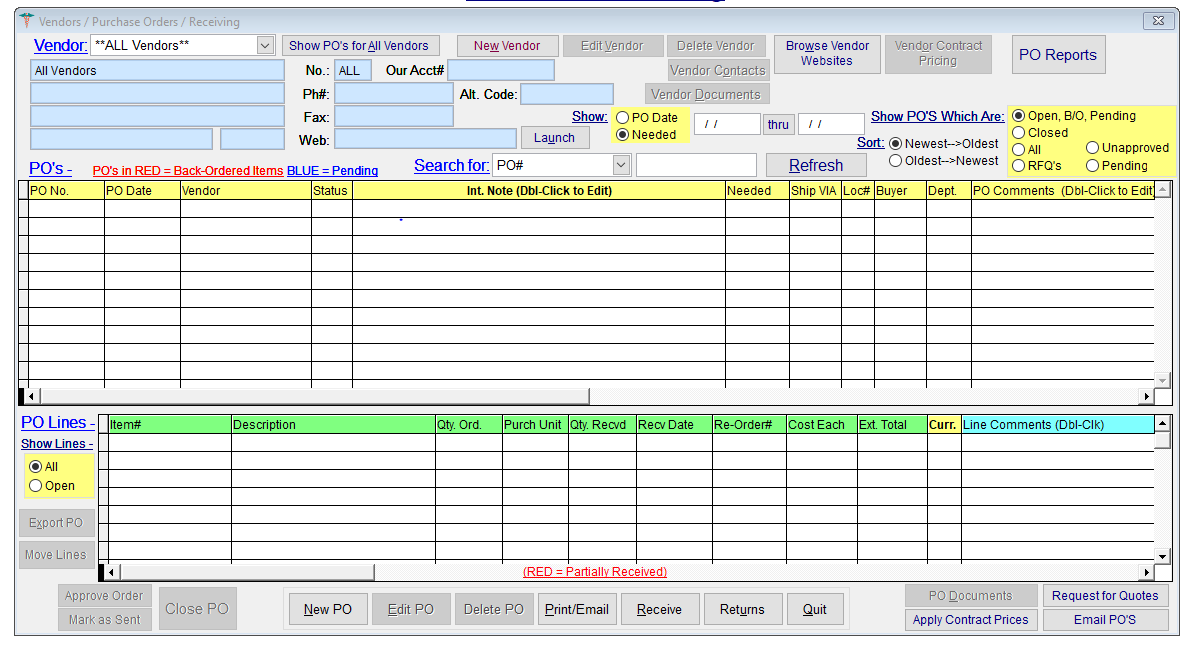
At this screen, enter the quantity dispensed and in the Ref#/Pat ID/Note field, enter the patient ID.

Once complete press Save/Update

To add a new PO, choose **Vendors/Purchase Orders/Receiving** from the main menu.

Graphical user interface

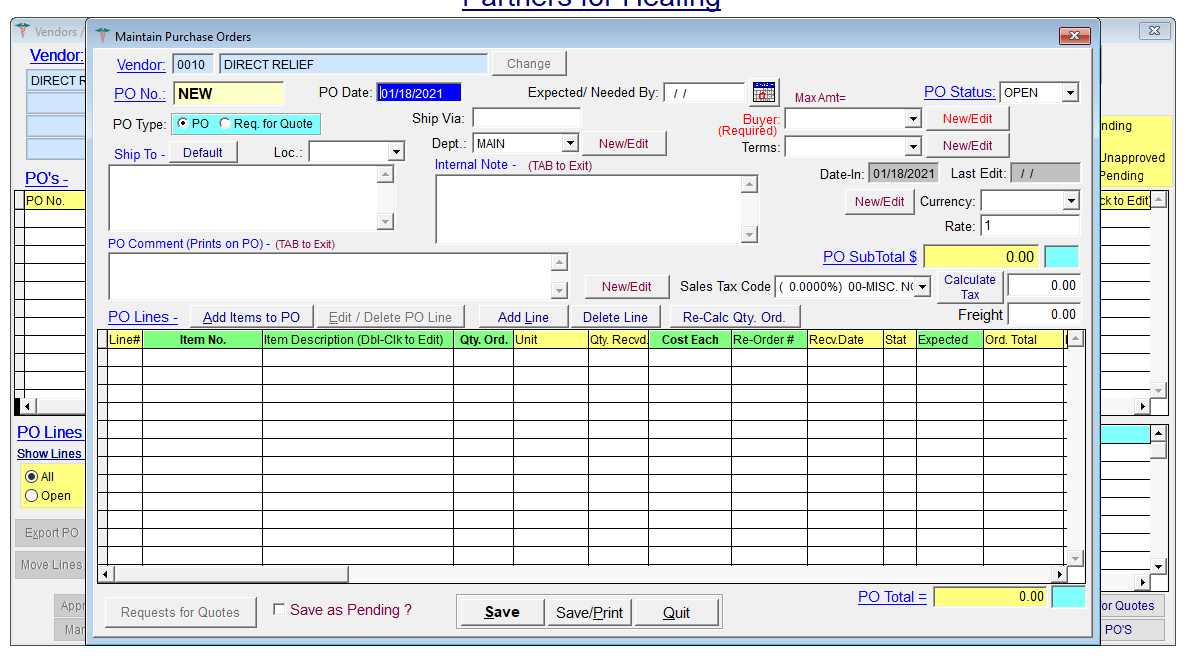
Description automatically generated with low confidence



Select **Vendor** and **New PO**

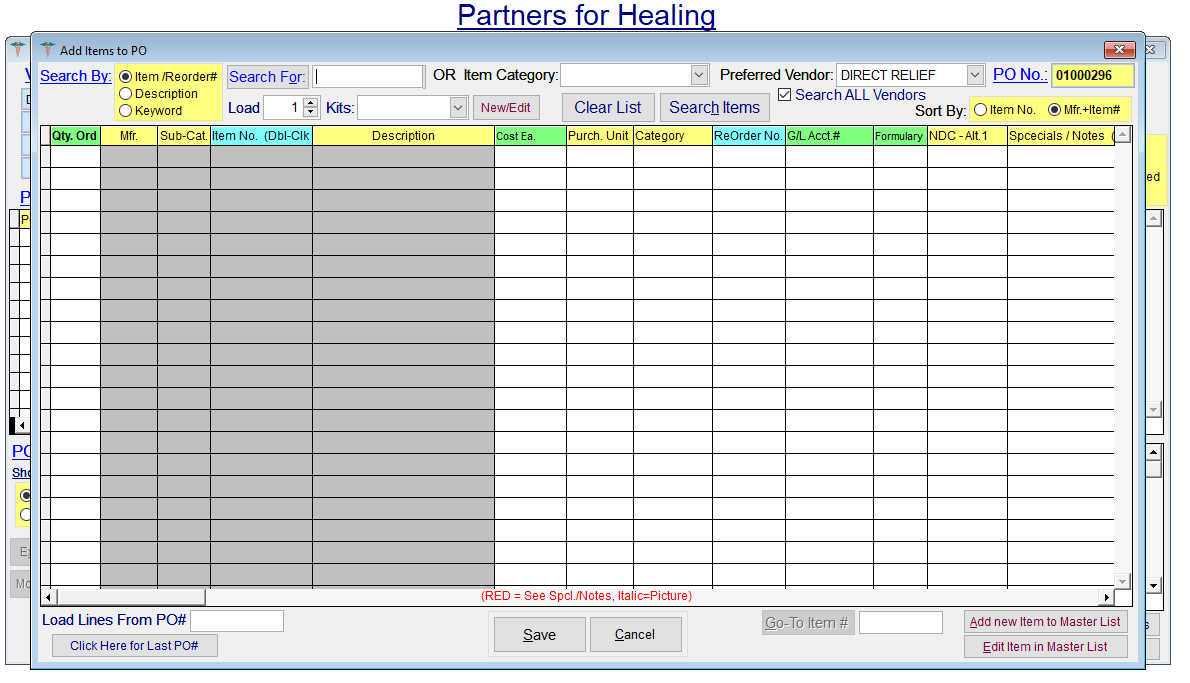
Current vendors are:

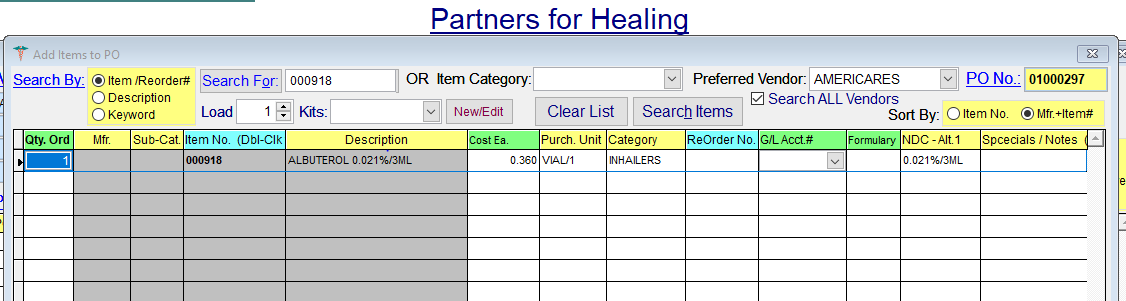
* Americares
* Direct Relief
* Donation



To add items select Add Items to PO

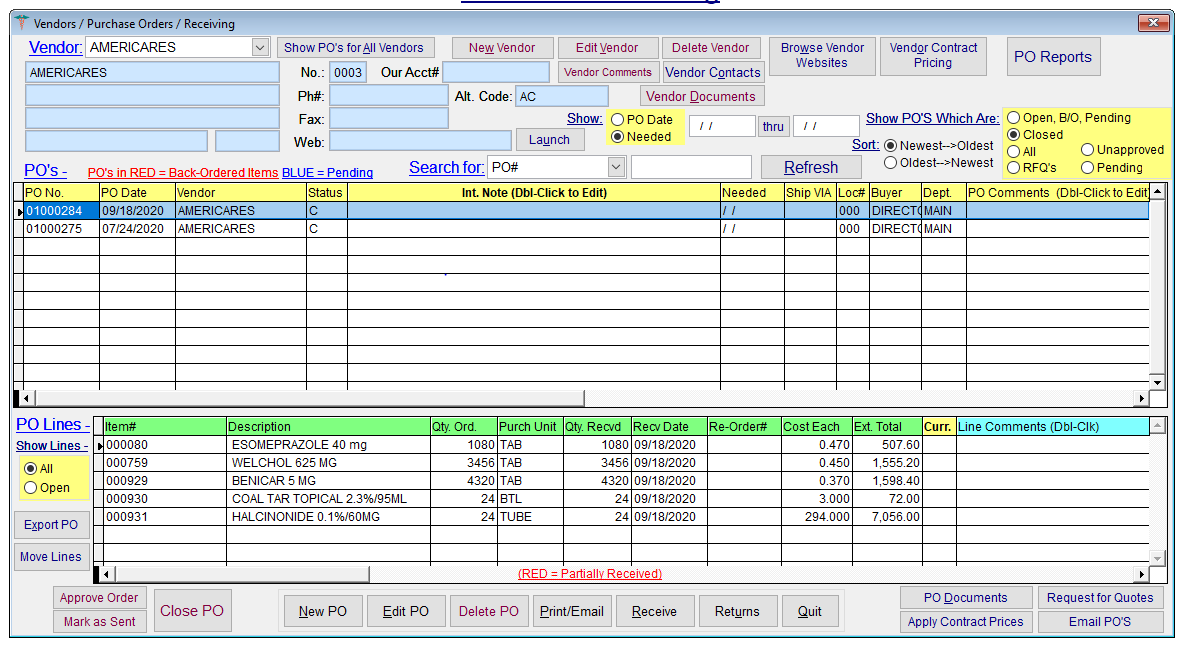
Choose item number to be added (all 6 digits must be included) via the search box





Information will be displayed. Update quantity to be added in **Qty Ord** column

When all items are entered, choose **Save**



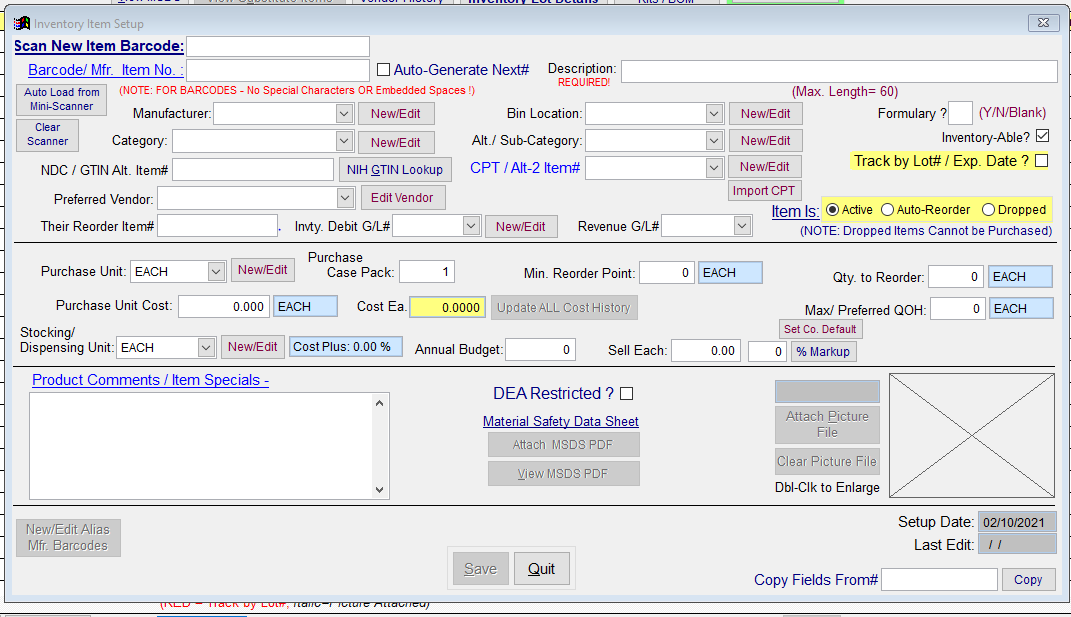
When complete print PO using **Print/Email** and provide to nurses in the med room

If the item is not currently in the system, it should be added from the **Master Set up** option on the main menu.

ADD NEW ITEM



Choose Add New Item on this screen



Select AUTO GENERATE NEXT#

Fill in fields marked:

DESCRIPTION

Include the medication name and dose

CATEGORY

* + ACID REFLUX/STOMACH
  + ACNE TOPICAL
  + ALLERGIC EMERGENCIES
  + ALLERGY/SINUS
  + ANESTHETIC
  + ANGINA
  + ANTI INFECTIVE
  + ANTIBIOTICS
  + ANTICOAGULATION
  + ARB
  + ANTIVIRAL
  + BIRTH CONTROL
  + BLOOD PRESSURE
  + BOWELS
  + CARDIOVASCULAR
  + CHOLESTEROL
  + DIABETES
  + DIURETIC
  + GASTROINTENSTINAL
  + GOUT
  + HORMONE
  + INHALERS
  + INJECTABLES
  + INSULIN
  + MIGRANE
  + NAUSEA
  + NEUROLOGY
  + OTHER
  + PAIN/INFLAMATION
  + PSHCY
  + SKIN/TOPICAL
  + THYROID
  + ULCERS
  + UROLOGY
  + VACCINE

NDC/GTIN ALT ITEM #

Include dosage in this field

PURCHASE UNIT (use the unit that will be dispensed to the patient)

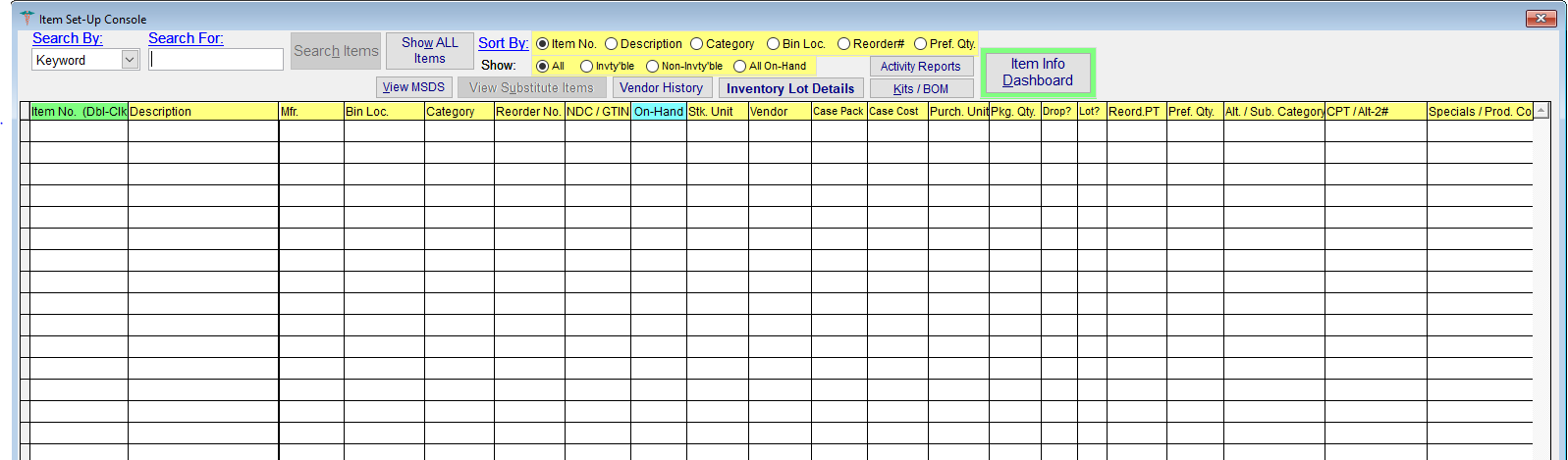
* + BOX
  + BTL
  + CAN
  + CASE
  + EACH
  + IH
  + PACK
  + PEN
  + TAB
  + TUBE
  + VIAL

PURCHASE UNIT COST – this will be the unit cost of the medication based on the generic price on Good Rx at the cheapest local source.

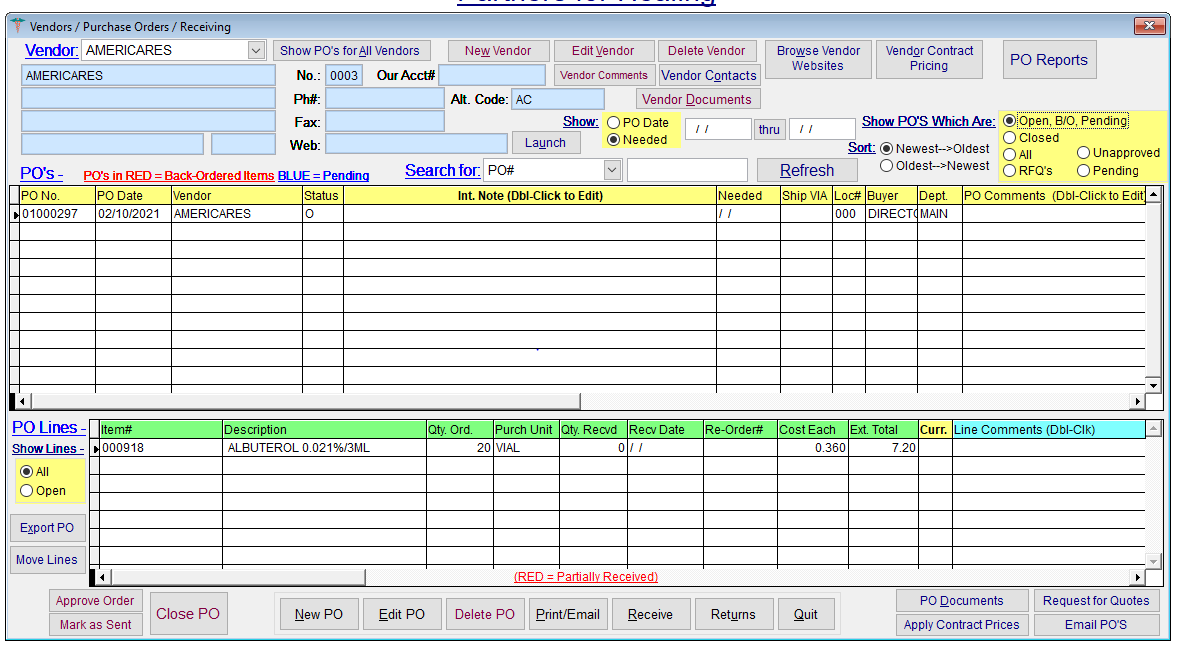
STOCKING/DISPENSING UNIT (use the same as PURCHASE UNIT and make sure Case pack =1)

* + BOX
  + BTL
  + CAN
  + CASE
  + EACH
  + IH
  + PACK
  + PEN
  + TAB
  + TUBE
  + VIAL

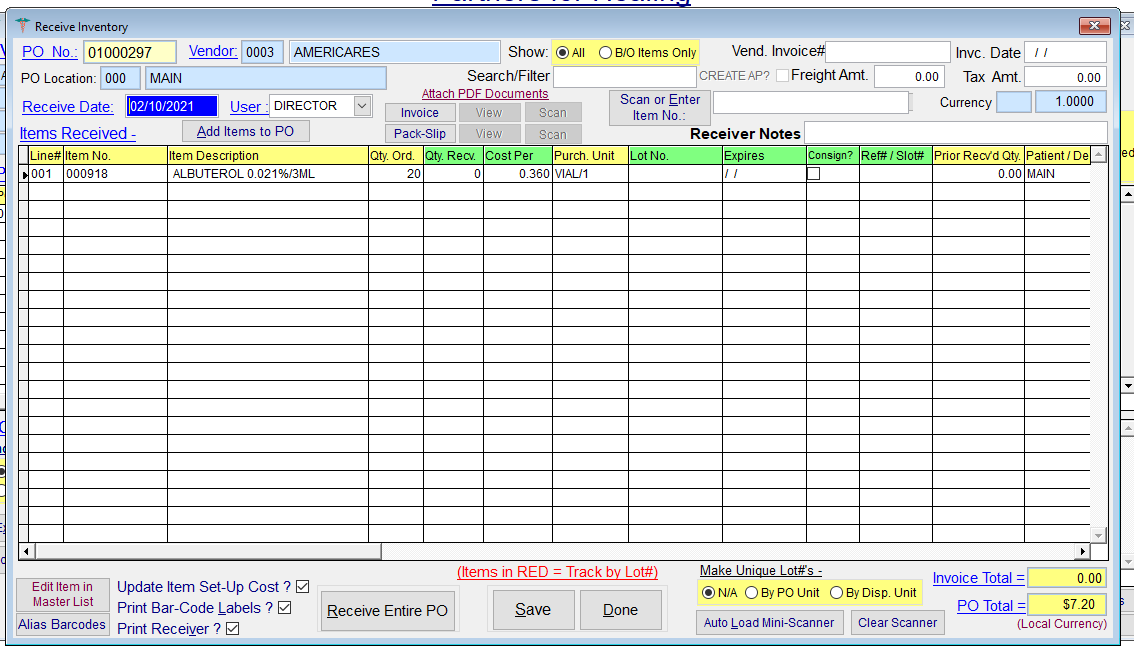
When complete press SAVE. Screen will return to completed Item Setup Console



Receive PO



Select the Vendor and then the PO to be received



Verify all quantities are correct and choose **Receive Entire PO**. Or make any corrections if quantities do not match.

Then **Save**

Choose option to print the receiver report and put it with the packing slip into the folder for the correct vendor.