SHOW DISPENSING HISTORY

The **Show dispensing history** screen is the default screen that the CONSIS Navigator software will revert to if the program has not been used for some time. It can also be accessed by selecting the **Show disp. History** button at the bottom of the Navigator screen.

This screen provides a log of requests from CONSIS. It is a useful reference to ensure the command to dispense a product has been received by the CONSIS software, if the product was delivered and also allows for inventory adjustment if the product is now required to be picked manually.
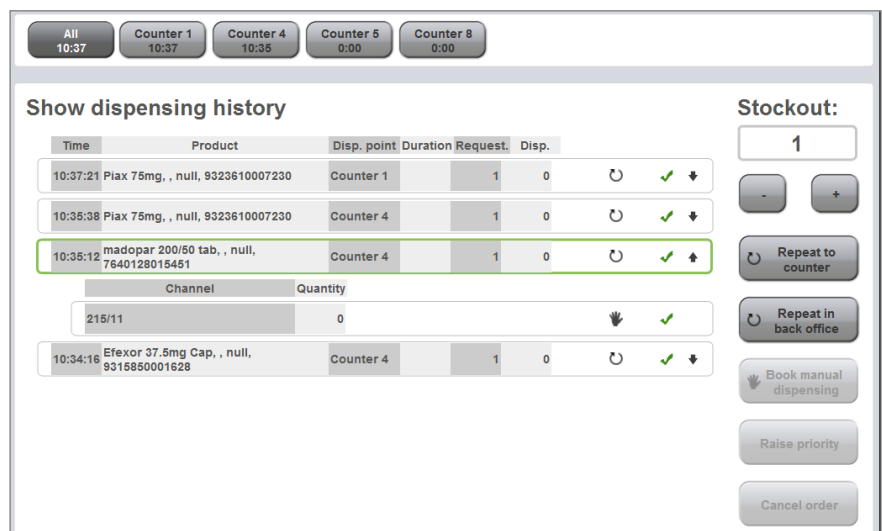
The list can be filtered to show messages received from one dispense station (counter) only. (I.e. Disp 1)
Do this by selecting the appropriate **Counter** at the top of the screen.

Request the CONSIS to resend a previously dispensed product to either the same counter it was dispensed at or to the CONSIS computer exit point by highlighting the item and selecting either :

- **Repeat to counter** (dispense terminal exit point) or,
- **Repeat to back office** (CONSIS computer exit point)

Where a product has not been delivered by CONSIS, you can pick it manually and adjust the product inventory.

- Select the request which has not been fulfilled (indicated by a red cross)
- Enter the quantity which will be picked manually into the stockout field.
- Confirm the stock adjustment by selecting Book manual dispensing

If you are having trouble with your CONSIS PC
please contact the Service line
1800 94 55 22 | 8am - 8pm EST

CONSIS navigator