HOW TO FILL CONSIS WITH STOCK

STEP 1.

Select the **Stock Packages** tab at the bottom of the screen

STEP 2.

Select one of the following options:

- **Delivery** – use this option for filling new stock received in a new delivery.
- **Excess** – use this option for filling CONSIS with packages that are already on hand in the pharmacy e.g. taken from excess stock (i.e. received in previous deliveries) OR packages that have been dispensed/requested from the robot but are no longer required e.g. script has been cancelled, etc.

STEP 3 : NEW STOCK

→ Select **Delivery**

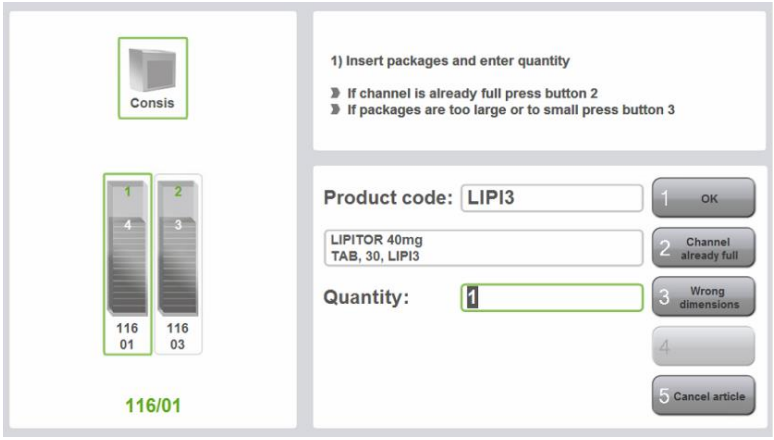
→ Scan product

→ Select channel to fill (if multiple channel options) by touching on the screen

→ Enter quantity filled into channel

→ Put the drug into the correct channel as highlighted by the laser lights

→ Select **OK**



STEP 3: EXCESS STOCK

→ Select **Excess stock**

- A restocking list will appear on screen of all items, flagged in their stock card as excess, which require filling.
- This list can be viewed on the computer screen, or you can print by selecting **create list**,then **show report** and then print.
- When you are ready to start filling:

→ Select **Start restocking** and follow the steps as above in

PLEASE NOTE.

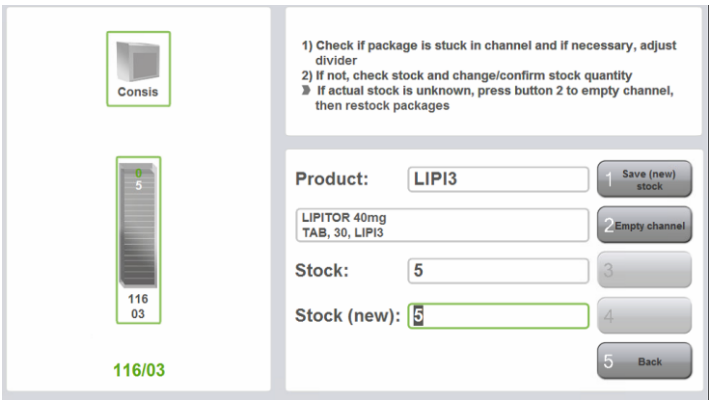
Scanning a product not assigned to a channel, not identified by CONSIS or with a different barcode will display a **PMR refuses message**.

In this instance, search for the product stock card using the (**Create Product**) button to determine if the product needs to be added, have a channel assigned or the barcode updated.

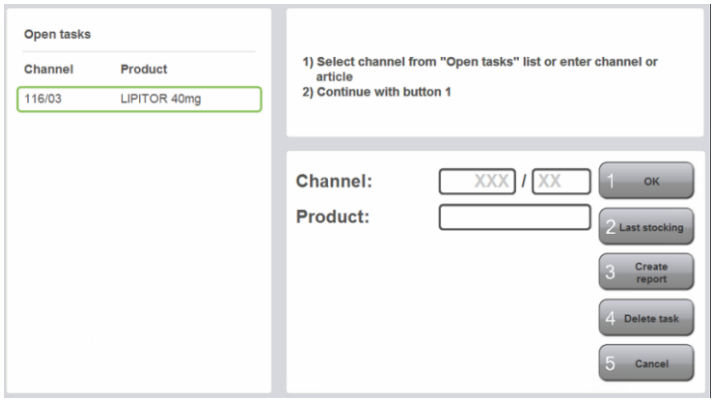
ADDITIONAL OPTIONS WHEN FILLING CONSIS.

CHANNEL ALREADY FULL

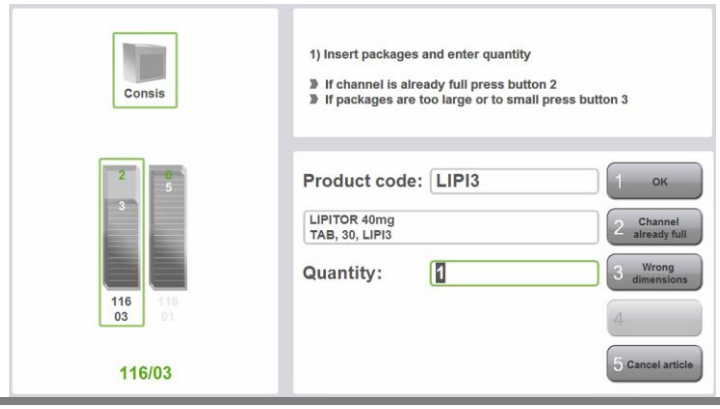
- Selecting this option automatically adjusts the channel inventory to maximum capacity.
- Selecting this option will also log this product as an Open task.



- To view the open task, select **Edit Stock** and in the list on the right hand side of screen you will see the drug that requires a check.



- Confirm that the amount of stock in the channel is correct and select Save (new) stock. This closes the task and removes the product from that list in Edit Stock.

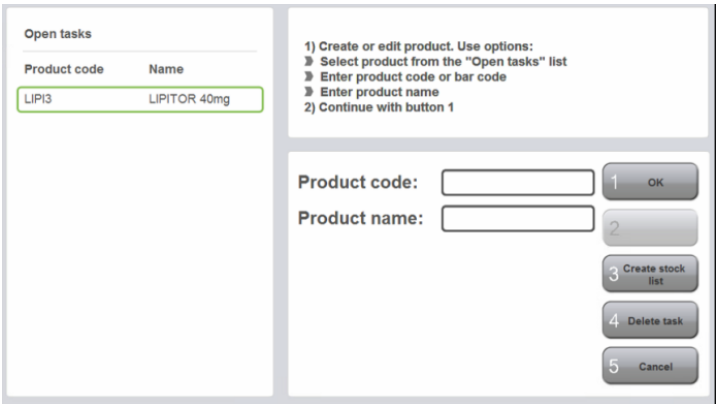


CONSIS FILLING TROUBLESHOOTING

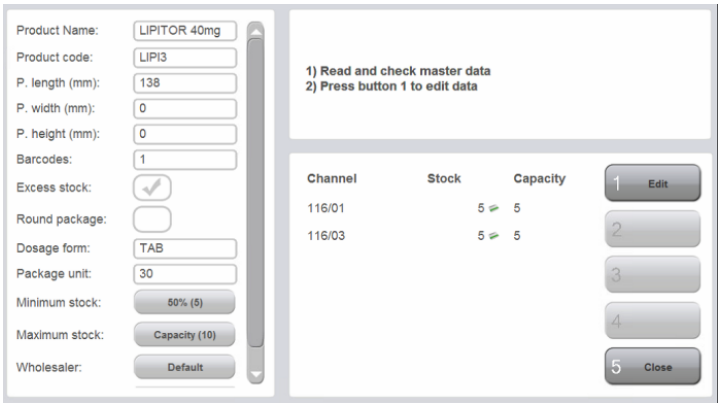
WRONG DIMENSIONS

- Selecting this option logs a Create Product open task, prompting user to check dimensions in the product's stock card.

- When you select Create Product, there will be an open task list on the left hand side of the screen. Choose the product for review and select OK.



- Compare the Product Length (mm) with the actual length and adjust as required. Select **OK.** Any adjustments to this field will automatically update the capacity of any channels containing this drug.



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