



# HOW TO FILL CONSIS WITH STOCK

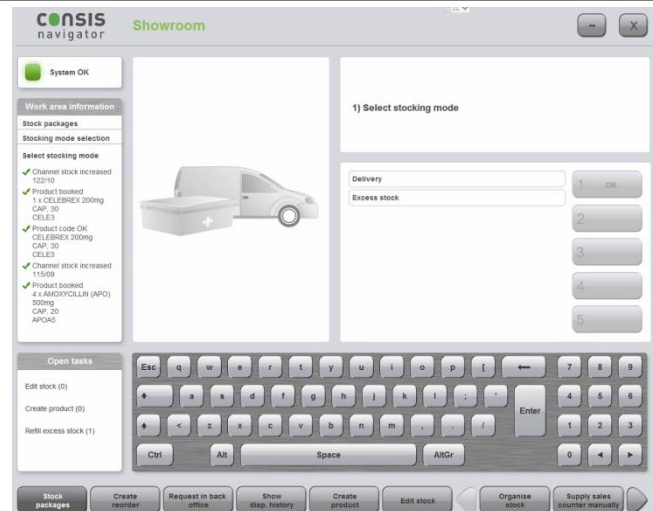
## STEP 1.

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

## STEP 2.

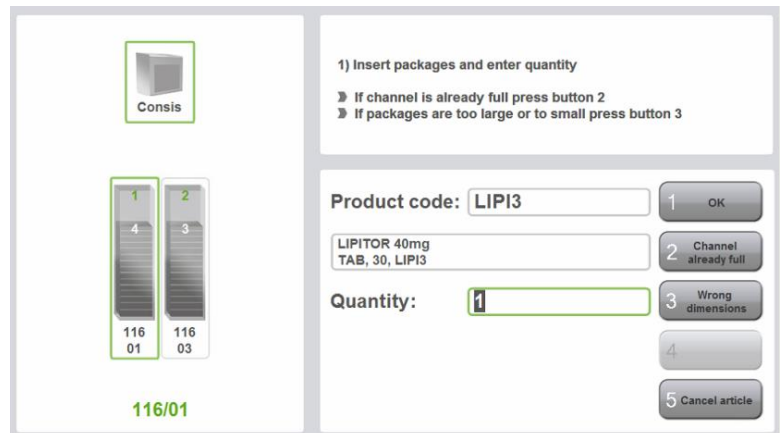
Select one of the following options:

- **Delivery** – use this option for filling new stock received in a new delivery.
- **Excess** – use this option for filling CONSIG 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

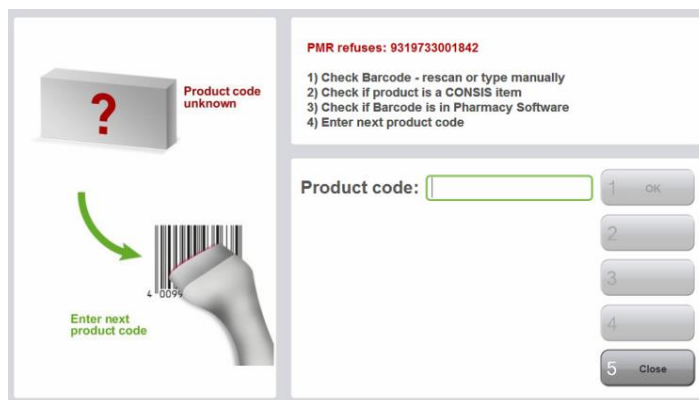




## PLEASE NOTE.

Scanning a product not assigned to a channel, not identified by CONSIG 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.



Product code unknown

PMR refuses: 9319733001842

- 1) Check Barcode - rescan or type manually
- 2) Check if product is a CONSIG item
- 3) Check if Barcode is in Pharmacy Software
- 4) Enter next product code

Product code:

1 OK

2

3

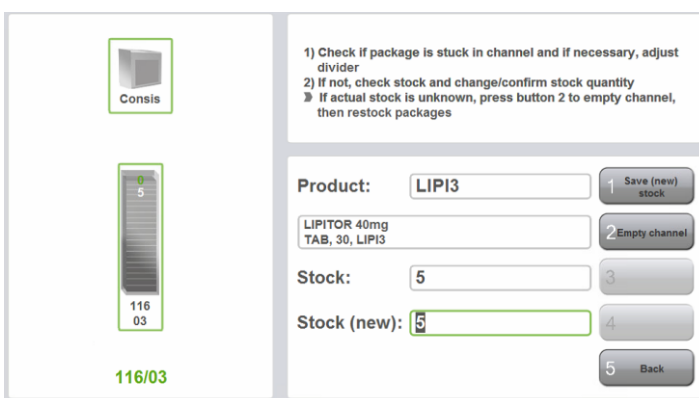
4

5 Close

## ADDITIONAL OPTIONS WHEN FILLING CONSIG.

### 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.



Consig

116/03

116/03

- 1) Check if package is stuck in channel and if necessary, adjust divider
- 2) If not, check stock and change/confirm stock quantity
- 3) If actual stock is unknown, press button 2 to empty channel, then restock packages

Product:

LIPITOR 40mg  
TAB, 30, LIP13

Stock:

Stock (new):

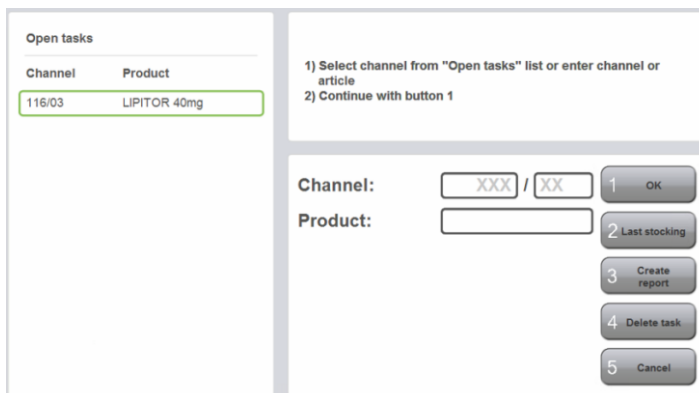
1 Save (new) stock

2 Empty channel

3

4

5 Back



Open tasks

Channel	Product
116/03	LIPITOR 40mg

- 1) Select channel from "Open tasks" list or enter channel or article
- 2) Continue with button 1

Channel:  /

Product:

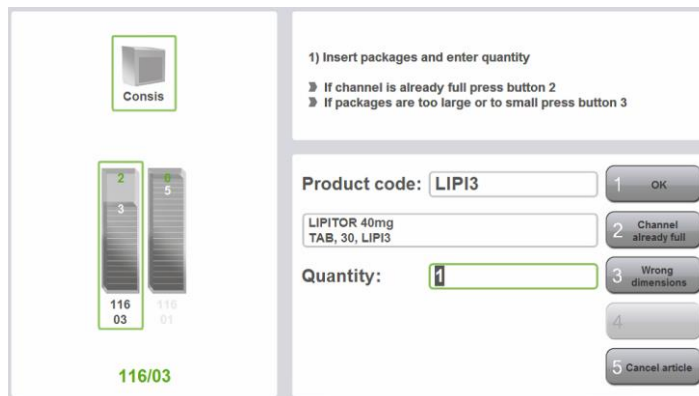
1 OK

2 Last stocking

3 Create report

4 Delete task

5 Cancel



Consig

116/03

116/01

116/03

- 1) Insert packages and enter quantity
- 2) If channel is already full press button 2
- 3) If packages are too large or too small press button 3

Product code:

LIPITOR 40mg  
TAB, 30, LIP13

Quantity:

1 OK

2 Channel already full

3 Wrong dimensions

4

5 Cancel article



# 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.

Package dimensions need to be checked

1) Place package in Create Product Area for later editing  
2) Enter next product code

Product code:

1 OK  
2  
3  
4  
5 Cancel article

Open tasks

Product code	Name
LIP13	LIPITOR 40mg

1) Create or edit product. Use options:  
> Select product from the "Open tasks" list  
> Enter product code or bar code  
> Enter product name  
2) Continue with button 1

Product code:

Product name:

1 OK  
2  
3 Create stock list  
4 Delete task  
5 Cancel

Product Name: LIPITOR 40mg  
Product code: LIP13  
P. length (mm): 138  
P. width (mm): 0  
P. height (mm): 0  
Barcodes: 1  
Excess stock: ☒  
Round package: ☐  
Dosage form: TAB  
Package unit: 30  
Minimum stock: 50% (5)  
Maximum stock: Capacity (10)  
Wholesaler: Default

1) Read and check master data  
2) Press button 1 to edit data

Channel	Stock	Capacity
116/01	5	5
116/03	5	5

1 Edit  
2  
3  
4  
5 Close

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