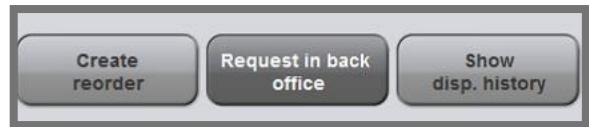


HOW TO REQUEST A DRUG FROM CONSIS

STEP 1.

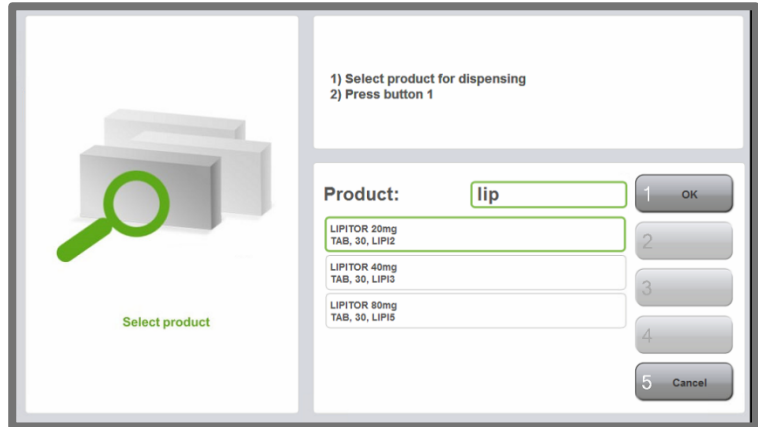
Select **Request in back office**



STEP 2.

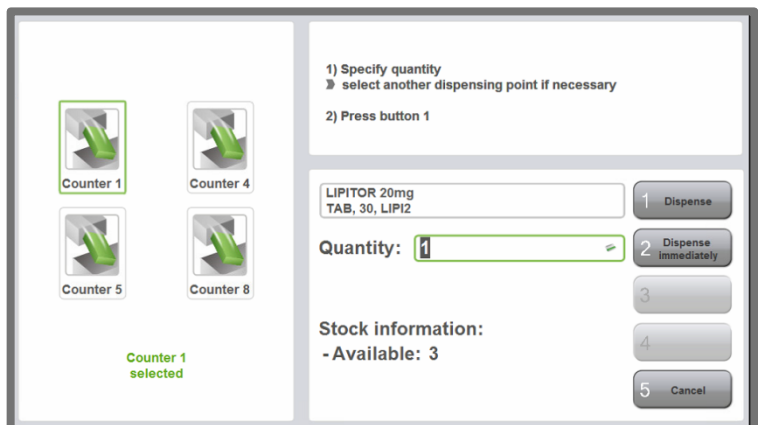
Select your product using the following options:

- **Type the name** – selecting the correct option
- **Scanning the drug barcode**– if you have a spare box available



STEP 3.

- Enter the quantity that you require from the CONSIG
- Exit point will default to the back of house chute. You may select a different exit point as required by touching the corresponding button on the screen
- Select **Dispense** to put the request for delivery in the line with other drug requests from dispense counters
- Select **Dispense Immediately** to put the request for delivery as a priority and the next CONSIG delivery



PLEASE NOTE.

The **Stock information** field on this screen displays current stock on hand.

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

