

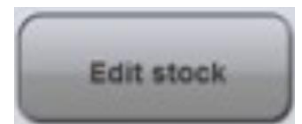
ADJUSTING CONSIS INVENTORY MANUALLY

IMPORTANT: Note **channel number** when picking stock from CONSIS manually

Any time that stock is removed manually from the CONSIS, the CONSIS inventory level must also be adjusted manually.

This adjustment is made on the CONSIS PC

→ Select **EDIT STOCK** button from the menu along the bottom of the screen



→ Look up **DRUG** using 3 options:

- Enter the **Channel Number** from where the stock was taken
- Enter the **Drug Name** into the product field and select the correct product
- Scan the **Barcode** into the product field

→ In the **Stock Level (new)** field enter the new and correct stock level

→ Select **Save (new) stock**

The **EDIT STOCK** function also has an **Empty Channel** option.

Select **empty channel** to empty the contents of a channel in order to check the quantity of stock.

Note: this will empty the channel but will keep the channel assigned for that product

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