

# ADDING A NEW DRUG INTO CONSIS

1.	CREATE STOCKCARD IN THE CONSIS SOFTWARE	<ul style="list-style-type: none"> <li>→ Select <b>CREATE PRODUCT</b></li> <li>→ Select the <b>PRODUCT CODE</b> field</li> <li>→ Scan the barcode of the new product to be added</li> <li>→ Ensure the following fields are complete for the new drug: Product Name, Product length (mm), Dosage Form, Package Unit</li> <li style="padding-left: 40px;"><i>* Tick the <b>EXCESS STOCK</b> field if the item will typically have excess stored in the pharmacy e.g. those items ordered in bulk quantities</i></li> </ul> <p>HINT - You may wish to proceed directly to step 3 'Add channel allocation to new drug' by selecting <b>ADD CHANNEL</b> or select <b>OK</b> to save</p>
2	PREPARE AND CHOOSE AN APPROPRIATE CHANNEL	<p>Choose an appropriate channel from the list of free channels (ensuring correct package alignment). The free channel list may be filtered according to height by ticking or unticking the channel colour boxes; Red, Green, Blue or Yellow.</p> <ul style="list-style-type: none"> <li>→ Adjust dividers / bottle channels to ensure the new drug fits snugly and is centred over the pick gap.</li> </ul>
3	ADD CHANNEL ALLOCATION TO NEW DRUG	<ul style="list-style-type: none"> <li>→ Select <b>CREATE PRODUCT</b></li> <li>→ Look up drug by either scanning (select <b>PRODUCT CODE</b> field) or typing (select <b>PRODUCT SEARCH</b> field)</li> <li>→ Select <b>EDIT</b> to enter the product stock card</li> <li style="padding-left: 20px;">Select <b>ADD CHANNEL</b></li> <li style="padding-left: 20px;">Select <b>OK</b> to save</li> </ul>
5	FILL DRUG INTO CHANNEL	<ul style="list-style-type: none"> <li>→ Select <b>STOCK PACKAGES</b></li> <li>→ Select <b>DELIVERY</b> or <b>EXCESS</b></li> <li>→ Select <b>OK</b></li> <li>→ Scan product</li> <li>→ Select Channel</li> <li>→ Enter quantity filled into channel</li> <li>→ Select <b>OK</b></li> </ul>
6	ADD NEW DRUG TO DISPENSE SOFTWARE ROBOTIC LIST	<ul style="list-style-type: none"> <li>→ Remember to also remove the old drug if it is no longer in the CONSIS (check for multiple channels)</li> </ul>
7	TEST DELIVERY THROUGH DISPENSE SOFTWARE	

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

# HOW TO REMOVE / DELETE A DRUG FROM CONSIS

## STEP 1.

Select **Create Product**

## STEP 2.

Look up drug using one of the following options:

- Scan the barcode into the **Product Code** field
- Type the name into the **Product Name** field and select the correct option

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:

ATACAND 16mg  
TAB, 30, ATAC3

ATACAND PLUS 16mg/12.5mg  
TAB, 30, ATAC4

1 OK

2

3 Create stock list

4 Delete task

5 Cancel

## STEP 3.

- Select **Edit** to open the stockcard
- Select **Delete Allocation**

Product Name:

Product code:

P. length (mm):

P. width (mm):

P. height (mm):

Barcodes:

Excess stock:

Round package:

Dosage form:

Package unit:

Minimum stock:

Maximum stock:

Wholesaler:

1) Edit master data or channel allocation

Channel	Stock	Capacity
119/12	1	5

1 OK

2 Edit barcodes

3 Add channel

4 Delete allocation

5 Cancel

## STEP 4.

There will be 2 options available:

- Delete this allocation
- Delete all allocations

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1) Select a channel to delete allocation or delete all allocations using the corresponding button  
 2) Channels with deleted allocations are automatically emptied  
 3) Attention: Remove packages immediately from delivery point!

1 Delete this allocation

2 Delete all allocations

3

4

5 Cancel

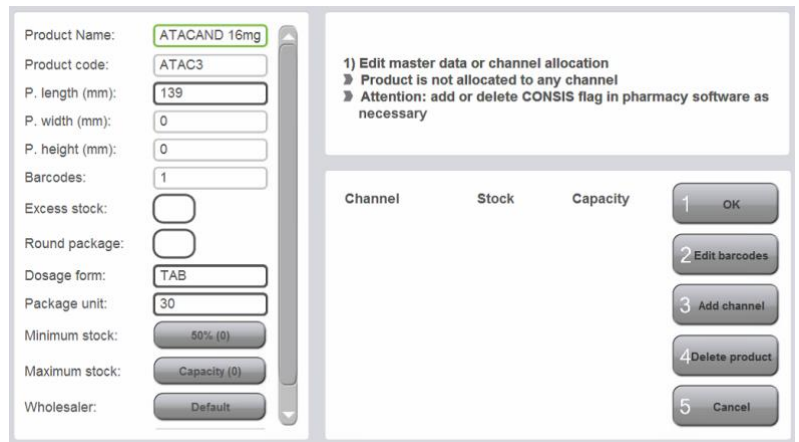
## Extra Notes:

To REMOVE and UNASSIGN a drug from a channel:

- To remove and unassign a drug from only one channel, ensure that the correct channel is highlighted on the left side of the screen
- Select **Delete this allocation**
  - The CONSYS will empty the channel and ask you to confirm that it is empty
  - To remove a drug with multiple channels from all assigned channels
  - Select **Delete all allocations**
  - The CONSYS will empty all allocated channels and ask you to confirm that they are empty

To REMOVE and DELETE a drug from CONSYS, the drug must first be unassigned from all allocated channels.

- Follow the steps to **remove and unassign** as above
- When you have unassigned all drug channels, option 4 on the right-hand side of the screen will now show **Delete product**, instead of Delete allocation
- Select **Delete Product**
- The Drug stock card and all information contained within it will now be deleted from CONSYS Navigator.



Product Name: ATACAND 16mg  
 Product code: ATAC3  
 P. length (mm): 139  
 P. width (mm): 0  
 P. height (mm): 0  
 Barcodes: 1  
 Excess stock:   
 Round package:   
 Dosage form: TAB  
 Package unit: 30  
 Minimum stock: 50% (0)  
 Maximum stock: Capacity (0)  
 Wholesaler: Default

1) Edit master data or channel allocation  
 Product is not allocated to any channel  
 Attention: add or delete CONSYS flag in pharmacy software as necessary

Channel	Stock	Capacity

1 OK  
 2 Edit barcodes  
 3 Add channel  
 4 Delete product  
 5 Cancel

## REMINDER: Important extra step

- Deleted drugs will also need to be removed from the Robotic Drug List in the Dispensing Software

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