

OPTIMISING YOUR CONSIS

Maintenance Tasks

Below is a recommendation for how to use your Navigator reports to enhance the efficiency of your CONSIG robot. Willach recommends to achieve the best outcome you perform these tasks at certain intervals throughout the year.

Always Have A Current Copy Of This Report Printed And Available for any staff member to access.

Create Product List

It is recommended to have a printed hardcopy of this list at all times as this provides a useful reference if manual picking from the front of the CONSIG is required

Refer to page ** in the reporting section for more information on how to generate this report.

DAILY/ WEEKLY

Generate Reorder

Willach recommends generating a large order on a Monday (with delivery scheduled for Tuesday) to fill the CONSIG to maximum capacity and then a small top up order on a Thursday (with delivery scheduled for a Friday) to ensure that you have a minimum 50% capacity to last through the weekend. As the consis is configured to hold 10 days worth of stock, this is the most efficient way to order and refill your CONSIG robot.

Refer to page ** in the reporting section for more information on how to generate this report.

EVERY 1-2 MONTHS

Check picking Errors

Willach recommends reviewing this report every 1-2 months as it will flag commonly occurring picking errors that need investigation. This ongoing maintenance will ensure that your CONSIG is functioning to its full potential.

Refer to page ** in the reporting section for more information on how to generate this report.

EVERY 6-12 MONTHS	<p>Stock Management Report</p> <p>Essential to perform every 6-12 months to ensure the right product mix and quantity in CONSIS. This ongoing maintenance will ensure that your CONSIS is functioning to its maximum efficiency.</p> <p>Refer to page ** in the reporting section for more information on how to generate this report.</p> <p>Check Storage Time</p> <p>Whilst not essential to review, as only fast moving stock should be stored in CONSIS, this report can be a useful way of flagging products that have been stored in CONSIS for a longer period of time and which may be nearing their expiry.</p> <p>Refer to page ** in the reporting section for more information on how to generate this report.</p>
SPECIAL OCCASION	
<p>Stock take</p> <p>Recommended every 6-12 months.</p>	<ul style="list-style-type: none"> • Print out Create stock list. This will have all products in CONSIS in order of location • Allocate 2 staff members to task of counting stock in machine. • Count stock by having one staff member pull out each shelf in the CONSIS in numerical order, ie. 101, 102.... and count the stock while the second staff member comparing the stock holding to that listed on the newly printed Create stock list. • Mark down any stock discrepancies. • Update any stock discrepancies in the product inventory (see Adjusting CONSIS Inventory) • When the entire CONSIS has been counted and inventory amended, generate Create Product List. This report has products listed alphabetically with current stock holding (which you now know is correct). Use this report, either printed or exported to excel, to populate your stock take data.
Adding products – finding free channels	<ul style="list-style-type: none"> • Generate Create channel list and select appropriate channel colour, leaving boxes for only slow movers and hide free channels unticked. • A list will be created including any free channels in that channel colour

Adding products – finding slowest moving stock to replace with new products	Option 1 <ul style="list-style-type: none"> • Generate Stock management report and sort based on days onhand 100% and descending order. • Products at the top of the list will have the highest days onhand 100% and are therefore your slowest moving drugs. • These products are most suitable to be removed from CONSIG and replaces with a new product as they are least likely to impact on dispensary efficiency.
	Option 2 <ul style="list-style-type: none"> • Generate Review storage space • Infrequently dispensed items will be indicated by the 'walking man' symbol
	Option 3 <ul style="list-style-type: none"> • Generate Create channel list and select the appropriate channel colour, tick box for only slow movers and view between 20-50 channels. • These products will be the most suitable to be removed from CONSIG and replaced with a new product of a similar height.
TIPS: finding slowest moving stock to replace with new products	Remember that the number in this field may be skewed if the products have been recently added, or have had long term out of stocks.
	There is usually little difference in dispensing frequency between the absolute slowest moving product and the 50 th slowest moving product. To save time when adding new drugs, look for products towards the slowest moving end of report that are a similar size to the one you are adding and swap them over.