

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** and can be done in TWO ways.

1. Adjusting via INVENTORY option: in the CTS program

From main menu select:

- **DRUG MAINTENANCE**
- **DRUG INVENTORY**
- Select **BROWSE** and type to find required drug
- Highlight required drug and select **OK**
- Select channel from which drug was manually picked
- Type the new correct inventory level and select **UPDATE INVENTORY**
- Select **ACCEPT** to save

2. Adjusting via MANUAL PICK function: icon located on desktop

Open **MANUAL PICK** via the icon:

- Type channel number from which drug was manually picked
- Name of drug will be displayed
- Type quantity manually removed
- Select **PICKED**

If you are having trouble with your **CONSIS PC**
please contact the Service line

1800 94 55 22 | 8am - 8pm EST