

HOW TO FILL CONSIS WITH STOCK

STEP 1.

→ In the CTS client program on the CONSIS computer, select **FILL CONSIS**



STEP 2.

→ Enter the drug you would like to fill by either:

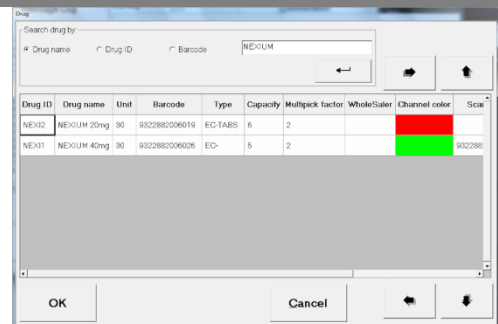
- Scanning the drug barcode,
- or
- Selecting **BROWSE** and typing in the drug name.



STEP 3.

→ If you chose to use the **BROWSE** and type method a screen listing the drug(s) will be displayed

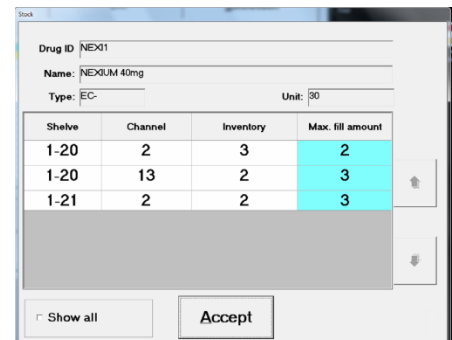
→ Select the drug that you would like to fill by touching on the line to highlight the drug and then select **OK**.



STEP 4.

This will bring up a screen showing the channels of that drug which have space to fill more packages.

- **Shelve / Channel** = Drug location
- **Inventory** = Quantity of packets already loaded into that channel
- **Max. fill amount** = Quantity of packets that you will be able to load into that CONSIS channel



→ Select the channel you would like to fill by touching the line

→ This will prompt the flap at the back of the machine to open and the laser light to guide you to the correct channel for filling.

*If this screen does not list any channels it may indicate the channels are all full – you may check this by ticking the **SHOW ALL** box.*

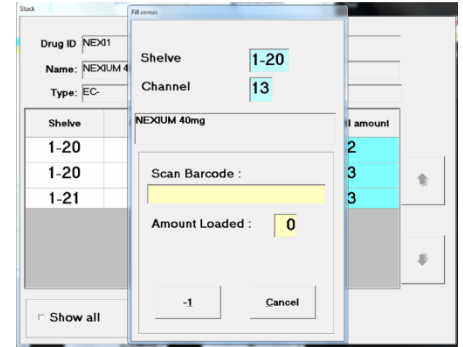
STEP 5.

For multiple packages of the same drug there are 2 options:

THE RECOMMENDED FILLING METHOD IS TO ALWAYS SCAN ALL ITEMS INDIVIDUALLY AS THIS REDUCES PRODUCT AND QUANTITY ERRORS

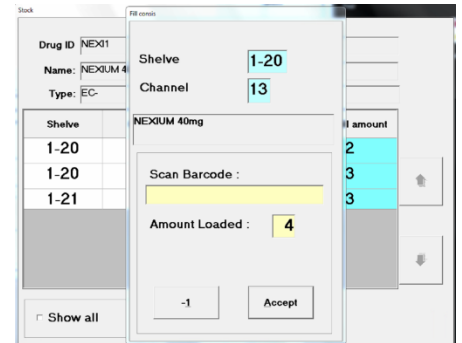
INDIVIDUAL PACKAGE SCANNING - RECOMMENDED

- Scan the barcode of the drug that you are filling.
- Scan the barcode of each individual item going into that channel and the program will automatically keep count.
- After scanning, load stock into the CONISIS channel.
- After the stock, has been loaded click on **ACCEPT**



GROUP SCANNING

- Scan the barcode of the drug that you are filling.
- Manually adjust the **amount loaded** by touching the field and typing the quantity being loaded. This is particularly good when filling from an outer of stock, when you know that all items are the same.
- Load stock into the CONISIS channel.
- After stock, has been loaded click on **ACCEPT**



TIP – Always physically load the packages into the CONISIS before hitting the **ACCEPT** button in case the channel cannot fit that much stock. You can then adjust the **AMOUNT LOADED** manually or by selecting the **-1** button

STEP 6.

Once you have selected **ACCEPT**, the program will take you back to **STEP 4**. This allows you to select a different channel of the same drug to load more packages into the CONISIS.

If you would like to load a different drug, click **ACCEPT** again and that will take you back to **STEP 2**.

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

CONSIS FILLING TROUBLESHOOTING

DO NOT SELECT ACCEPT UNTIL YOU HAVE READ THE INFORMATION BELOW

This error means that the quantity that you are trying to load into the CONSIS channel is more than the CONSIS thinks it can fit.

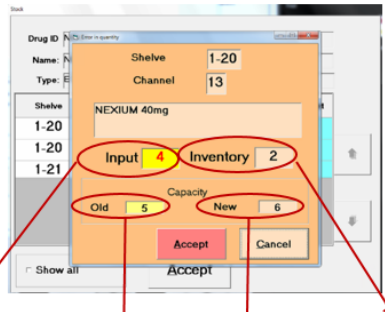
It is asking if you would like to change the total quantity/Capacity that it thinks it can fit in that channel, or if there is an error in the quantity/capacity that you are trying to load.

Do not hit **ACCEPT** unless you are sure that the channel capacity should be increased.

If in doubt hit **CANCEL** and empty the channel.

- Confirm the channel capacity by checking and retyping the product length in the CONSIS stock card located in **ADD/CHANGE DRUG**.
- Check that this matches the capacity for the drug set in the **DRUG INVENTORY**, please refer to the manual if unsure how to do this.

→ Re-load the drug – this process will correct any incorrect stock-on-hand/Inventory levels.



Input = the quantity that you are trying to fill into the CONSIS channel.

Inventory = the quantity that the CONSIS thought was in the channel before filling.

Old Capacity = the quantity that the CONSIS thinks can fit into the channel based on packet size.

New Capacity = the amount that you are trying to tell CONSIS that it should fit. This is the **Input + Inventory**.

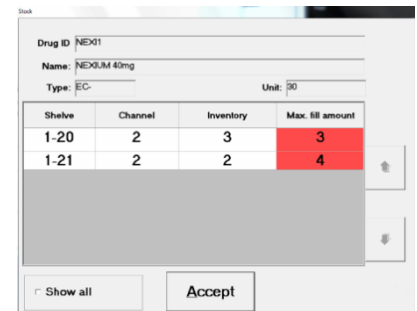
MAX FILL AMOUNT – HIGHLIGHTED IN RED

If the **Max. Fill Amount** column is highlighted in red when filling the CONSIS this means that there is a discrepancy between the channel capacity, (the amount that it thinks that channel can hold) and the capacity entered in the drug stock card.

You can still fill this drug but you may find that the amount that the CONSIS thinks it can fit is incorrect.

To correct this error, go to the Drug Stock Card:

- Open **CTS CLIENT**
- Select **DRUG MAINTENANCE**
- Select **ADD/CHANGE DRUG**
- We recommend that once you are in the stock card please measure and enter the package length. This refreshes and corrects any discrepancies or overridden errors that may have contributed to altering the capacity. Please then note the revised capacity and update it in the DRUG INVENTORY menu.
- Select drug and check that it's capacity matches the channel capacity in the fill screen



Shelf	Channel	Inventory	Max. fill amount
1-20	2	3	3
1-21	2	2	4

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