

# OPTIMISING YOUR CONSYS

TASK		LAST COMPLETED	NEXT DUE
DAILY	<b>DEACTIVATED CHANNELS</b> <ul style="list-style-type: none"> <li>resolve and fix any outstanding deactivated channels.</li> </ul>		
DAILY / WEEKLY	<b>REORDER REPORT</b> <ul style="list-style-type: none"> <li>as required by dispensary ordering schedule.</li> </ul>		
EVERY MONTH	<b>PICKING ERROR REPORT</b> <ul style="list-style-type: none"> <li>Check for any obvious reoccurring issues</li> </ul>		
EVERY 3-6 MONTHS	<b>STOCK MANAGEMENT REPORT</b> <ul style="list-style-type: none"> <li>which medications need an increased number of channels, decreased number of channels, or removal.</li> </ul>		
	<b>REVIEW TOP 100 DISPENSED DRUGS IN DISPENSE SOFTWARE</b> <ul style="list-style-type: none"> <li>which drugs need to be added to CONSYS.</li> </ul>		

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