ADDING A NEW DRUG INTO CONSIS

1	CREATE STOCKCARD IN THE CONSIS SOFTWARE	→ Select **CREATE PRODUCT**
		→ Select the **PRODUCT CODE** field
		→ Scan the barcode of the new product to be added
		→ Ensure the following fields are complete for the new drug: Product Name, Product length (mm), Dosage Form, Package Unit
		*Tick the **EXCESS STOCK** field if the item will typically have excess stored in the pharmacy e.g., those items ordered in bulk quantities
		HINT - You may wish to proceed directly to step 3 'Add channel allocation to new drug' by selecting **ADD CHANNEL** or select **OK** to save
2	PREPARE AND CHOOSE AN APPROPRIATE CHANNEL	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.
		→ Adjust dividers / bottle channels to ensure the new drug fits snugly and is centred over the pick gap.
3	ADD CHANNEL ALLOCATION TO NEW DRUG	→ Select **CREATE PRODUCT**
		→ Look up drug by either scanning (select **PRODUCT CODE** field) or you may prefer typing the name, if so (select **PRODUCT SEARCH** field)
		→ Select **EDIT** to enter the product stock card
		→ Select **ADD CHANNEL**
		→ Select **OK** to save
5	FILL DRUG INTO CHANNEL	→ Select **STOCK PACKAGES**
		→ Select **DELIVERY** or **EXCESS**
		→ Select **OK**
		→ Scan product
		→ Select Channel
		→ Enter quantity filled into channel
		→ Select **OK**
6	ADD NEW DRUG TO DISPENSE SOFTWARE ROBOTIC LIST	**NOTE** - Various Dispense programs associate robotic drugs in different ways, refer to your dispense software user manual or contact their help desk.
		HINT - Remember to also remove the old drug from your dispense software if it is no longer in the CONSIS (check for multiple channels)
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