

PERFORMING A STOCKTAKE

What is the stock take tool?

- The stock take tool generates a list of all CON SIS drugs. It shows the stock count, drug code and barcode for each product.
- The medications can be sorted in two ways:
 - **Stocktake report**- drugs are listed alphabetically by drug name. It shows the total stock count of each drug (i.e. if a drug has multiple channels, the quantities in all channel are combined). **This report is used if stock counts are accurate and only need to be loaded/scanned into pharmacy records.**
 - **Stocktake by Channel**- drugs are listed in order of channel location. The stock count for each channel is shown. **This report is used if a count of each channel is required.**

Stock	Drug Code	Product Name	Barcode
3	ABIS8	ABISART 150	9323610013507
2	ABIS9	ABISART 300	9323610013514
7	ABIS7	ABISART 75	9323610013491
3	ABIS12	ABISART HCTZ	9323610013545
3	ABIS11	ABISART HCTZ 300/12.5	9323610013538
5	ACIM6	ACIMAX	9323610013531

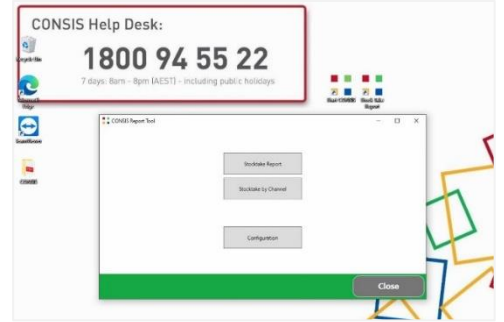
Channel Stock	Drug Code	Product Name	Barcode
101/2	3	METE6	935029001143
101/3	4	PREX7	9316731000112
101/5	2	ME88	9315430051760
101/6	2	SYMB9	9322882010566
101/8	1	DIA8	9323610000705
101/9	6	MELO8	9323610000705

STEP 1.

- Minimise Navigator.
- Find the Willach stock take tool on the desktop.
- Double click to launch.



Top: Picture of Stock take tool.



Right: Picture of the CON SIS PC desktop.

STEP 2. Choose the preferred report.

- **Stocktake report OR**
- **Stocktake by Channel.**



STEP 3.

- Print report or export as an excel.



STEP 4. Stocktake by Channel

- Park the machine and open the first shelf to check stock counts in each channel.
- **If the stock count is different, write down the actual quantity on the report (to be entered into Navigator).**

STEP 5. Enter quantities into Navigator.

- Select the **Reports** tab> **View all Shelves.**
- Select a channel that requires stock adjustment.
- Type in the new/actual quantity and press OK/enter.
- Navigator will move to the next channel.
- Press OK/enter to move through the whole machine.
- **After all quantities have been entered, generate a new Stocktake report to upload into pharmacy records.**

