

# HOW TO FILL CON SIS WITH STOCK

## STEP 1.

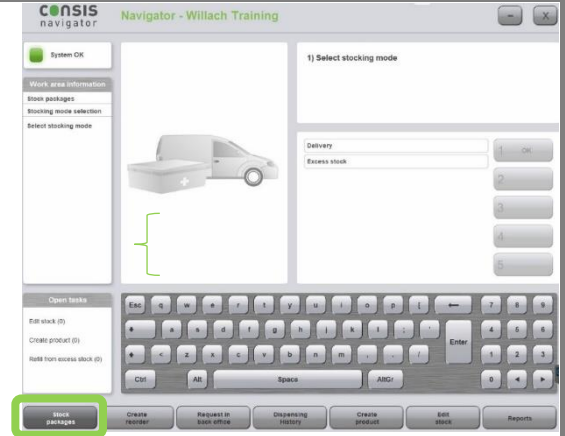
Select the **Stock packages** tab at the bottom left of the screen



## STEP 2.

Select **one** of the following options:

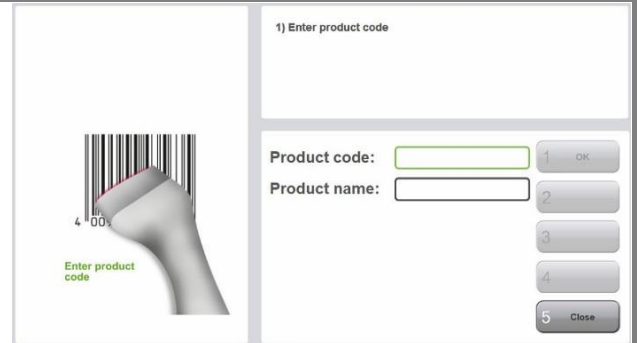
- **Delivery** –filling new stock received in a delivery.
- **Excess** – **this is an advanced user function.** Use this option for filling CON SIS with packages that are flagged as excess and already stored in the pharmacy (refer to Navigator Manual).



## STEP 3.

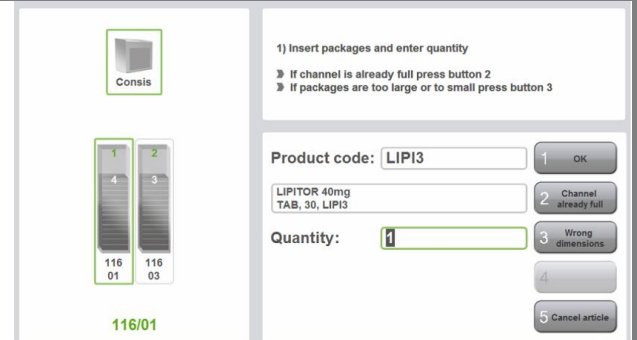
There are two methods to fill the machine:

- **Scan the product** OR
- **Type in the product name.**



## STEP 4.

- Type in the quantity to be filled into channel.
- Put the drug into the correct channel as highlighted by the red laser (light) on the flaps at the rear.
- Select **OK**



## STEP 5 – Put the medications in the channels correctly.

Packages and bottles are placed **flat** in the CON SIS channels as pictured on the right. Putting them upright or on their side can block the channel.

- Bottles must go in bottom first.
- Packs go in flat.

