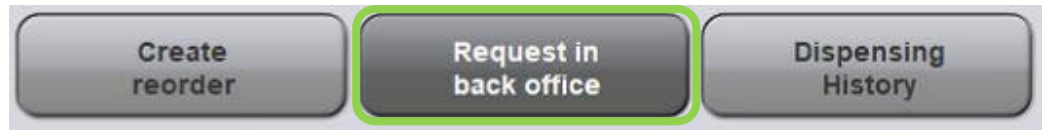


REQUESTING A DRUG FROM CON SIS

STEP 1.

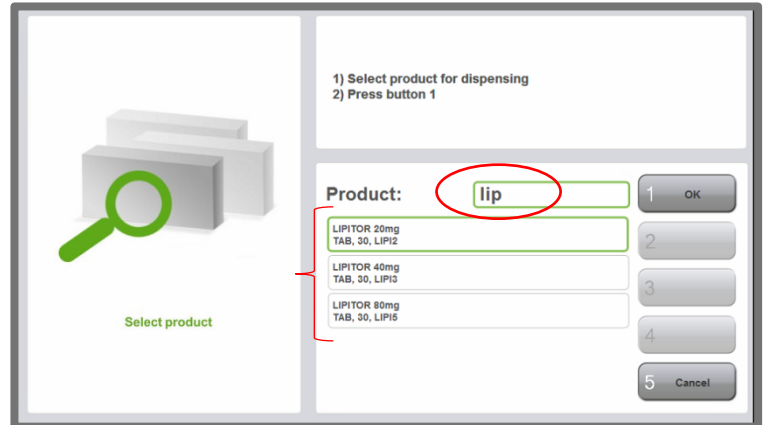
Select **Request in back office** to deliver a drug without using the dispense software.



STEP 2.

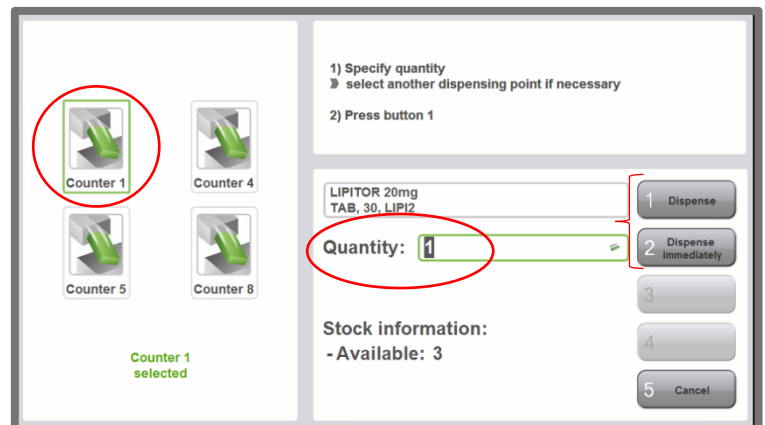
Select the product using the following options:

- **Type the name** – selecting the correct option from the list that appears beneath. Then click **OK**.
- **Scanning the drug barcode**– if there is a spare box available.



STEP 3.

- Enter the quantity required from CON SIS.
- Exit point will default to the counter assigned to the CON SIS computer. Select a different exit point as required by touching the preferred counter on the left of the screen.
- Selecting **Dispense** puts the request in queue, behind requests from other dispense terminals.
- Selecting **Dispense Immediately** pushes the request to the front of the queue.



PLEASE NOTE:

The **Stock information** field on this screen displays current stock levels.

Hint: Requests as a troubleshooting tool

- If the robot does not move to pick medications when using the dispense software, use the **Request in back office** function to check if it is hardware or connection issue.
- Requests will not deliver if there is a hardware problem but will deliver even if there is a connection issue. Close and restart Navigator to fix connection issues.

