

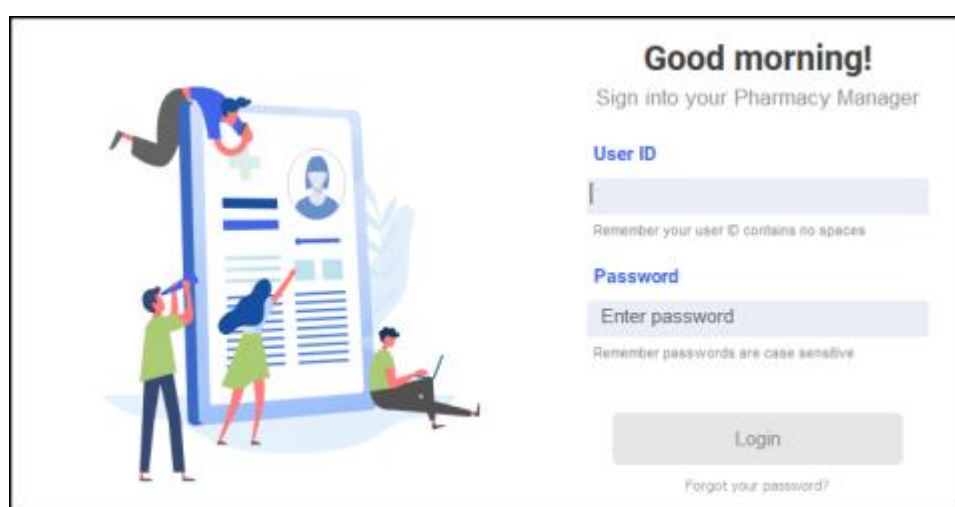
Housekeeping & Best Practice


Receiving Updates

We recommend that you leave your PC powered on overnight to receive updates, for example, product file updates or **Pharmacy Manager** releases.

Logging in

When logging in to **Pharmacy Manager**, remember that your **User ID** and **Password** are case sensitive:



 **Note** - Your **User ID** automatically generates as the first letter of your first name, which is capitalised, and your full surname, with the first letter capitalised. For example, John Smith would have a **User ID** of **JSmith**.

Performing Backups

If your pharmacy performs automatic backups, we recommend you leave the backup device, for example, a USB, connected overnight.

If your pharmacy performs manual backups, we recommend a backup is completed on a daily basis. See [Backing Up Pharmacy Manager](#) for more details.

Dose Codes

When dispensing within **Pharmacy Manager**, you can use dose codes to quickly enter Directions.

The most commonly used dose codes are:

Dose Code	Corresponding Direction
1	ONE to be taken
2	TWO to be taken
3	THREE to be taken
4	FOUR to be taken
5	Take ONE 5ml spoonful
10	Take TWO 5ml spoonfuls
D	DAILY
B	TWICE a day
T	THREE times a day
Q	FOUR times a day
1 D	ONE to be taken DAILY
2 B	TWO to be taken TWICE a day
3 T	THREE to be taken THREE times a day
4 Q	FOUR to be taken FOUR times a day
5 D	Take ONE 5ml spoonful DAILY
10 B	Take TWO 5ml spoonfuls TWICE a day
MN	MORNING and NIGHT
M	In the MORNING
N	At NIGHT
MDU	As directed
PRN	When required