

Pharmacy Manager Release 14.3

Pharmacy Manager 14.3 introduces the following features:

All Countries

- **Stock & Order Management Product Search** - You can now search for items on the **Ordering** tab of the **Stock & Order Management** screen.



See **Stock & Order Management - Ordering** on page 3 for more information.

England Only

- **NMS Catch up Report** - You can now export a **New Medicine Service (NMS)** report to review patients who have had eligible new medicines prescribed for the first time within a set date range.



Training Tip - You can use this report to review patients that may have been missed during the pandemic.


The **NMS Catch up Report** details the following in a spreadsheet:

- Database ID
- Patient Number
- Patient Name
- NHS Number
- DOB
- Address
- Phone Number
- Email
- Medication
- Pack size
- Dispensed quantity
- Date of First Dispense
- Date of Last Dispense
- Consent status
- Consent Date



See **Data Exports** on page 6 for more information.

Robot Dispensing Customers Only

- **Stock & Order Management Robot Items** - Robot items are now clearly identified by an  on the **Ordering** tab of the **Stock & Order Management** screen. This helps you to book items into stock more efficiently.
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See [Stock & Order Management - Ordering](#) on page **3** for more information.

- **Qualified Stock Adjustments** - Only applicable for customers using Robots and have **Qualified stock adjustments** enabled. **Pharmacy Manager** now allows users to flag stock which is moved from Shelf stock into the Robot whilst recording a stock adjustment. This allows an automatic stock adjustment to be recorded before the stock is scanned into the Robot.
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See [Stock Adjustment Tracking](#) on page **8** for more information.

Stock & Order Management - Ordering

The **Ordering** screen displays all the items currently on order within **Pharmacy Manager**.

Accessing the Ordering Tab

To access the **Ordering** screen:

1. From the **Pharmacy Manager Side Navigation Bar** select **Stock**



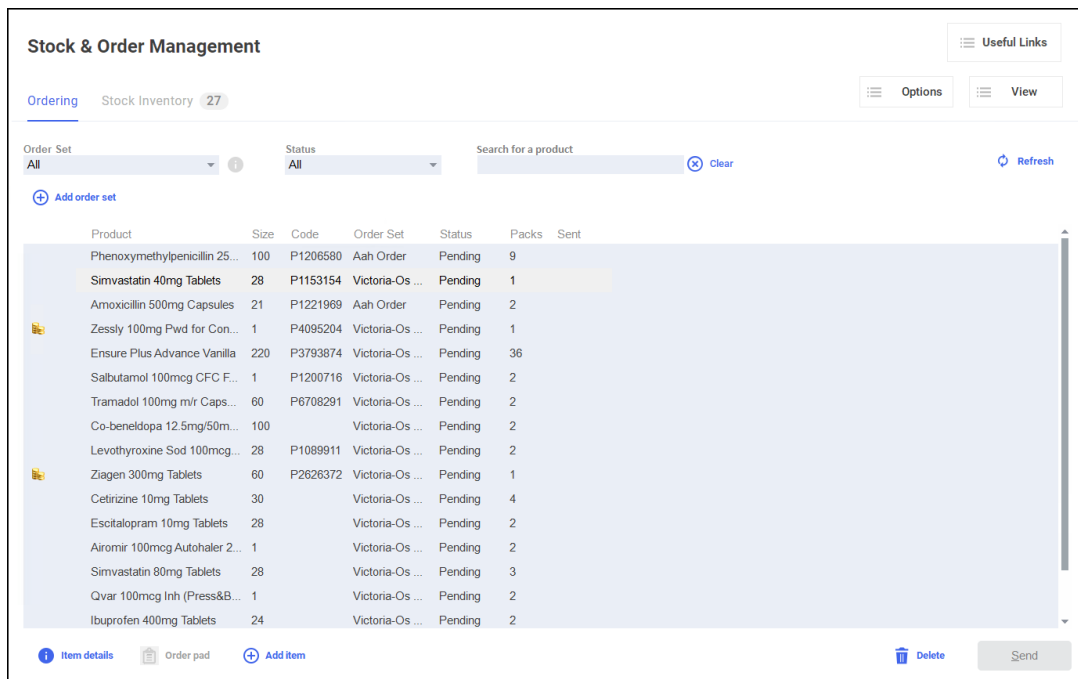
& Ordering. The **Stock & Order Management** screen displays:



The screenshot shows the 'Stock & Order Management' header with 'Ordering' selected in the left navigation bar. The 'Stock Inventory' is 27. There are 'Useful Links', 'Options', and 'View' buttons in the top right.

2. Select **Ordering**.

The **Ordering** screen displays:



The screenshot shows the 'Ordering' screen with a list of items. The 'Order Set' is 'All' and the 'Status' is 'All'. There is a search bar and a 'Refresh' button. The list includes various products like Phenoxymethylpenicillin, Simvastatin, Amoxicillin, Zessly, Ensure Plus, Salbutamol, Tramadol, Co-beneldopa, Levothyroxine, Ziafen, Cetirizine, Escitalopram, Airomir, Simvastatin, Qvar, and Ibuprofen.

Product	Size	Code	Order Set	Status	Packs	Sent
Phenoxymethylpenicillin 25...	100	P1206580	Aah Order	Pending	9	
Simvastatin 40mg Tablets	28	P1153154	Victoria-Os ...	Pending	1	
Amoxicillin 500mg Capsules	21	P1221969	Aah Order	Pending	2	
Zessly 100mg Pwd for Con...	1	P4095204	Victoria-Os ...	Pending	1	
Ensure Plus Advance Vanilla	220	P3793874	Victoria-Os ...	Pending	36	
Salbutamol 100mcg CFC F...	1	P1200716	Victoria-Os ...	Pending	2	
Tramadol 100mg m/r Caps...	60	P6708291	Victoria-Os ...	Pending	2	
Co-beneldopa 12.5mg/50m...	100		Victoria-Os ...	Pending	2	
Levothyroxine Sod 100mcg...	28	P1089911	Victoria-Os ...	Pending	2	
Ziafen 300mg Tablets	60	P2626372	Victoria-Os ...	Pending	1	
Cetirizine 10mg Tablets	30		Victoria-Os ...	Pending	4	
Escitalopram 10mg Tablets	28		Victoria-Os ...	Pending	2	
Airomir 100mcg Autohaler 2...	1		Victoria-Os ...	Pending	2	
Simvastatin 80mg Tablets	28		Victoria-Os ...	Pending	3	
Qvar 100mcg Inh (Press&B...	1		Victoria-Os ...	Pending	2	
Ibuprofen 400mg Tablets	24		Victoria-Os ...	Pending	2	

Searching for Stock

You can search for individual items on the **Ordering** screen:



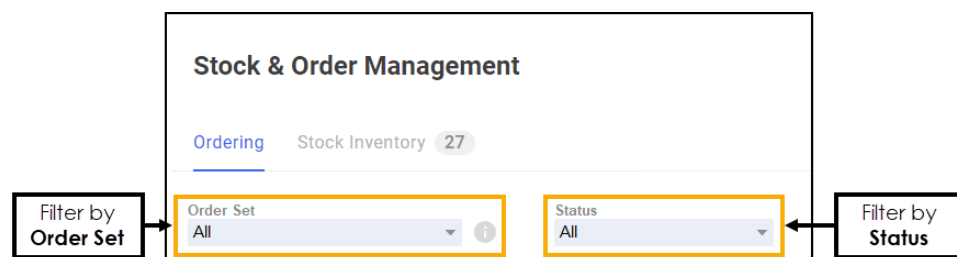
For example, to search for Paracetamol 500mg tablets, you can enter:

- PARA - to display all items beginning with PARA.
- PARA 500 - to display all items beginning with PARA with a strength of 500.
- PARA 500 T - to display all items beginning with PARA with a strength of 500 in tablet form.

Select **Clear**  to clear any search details.

Filtering Orders





You can filter the ordering tab list by the following:



- **Order Set** - Select an order set from the dropdown to only display a specific order set.
- **Status** - Select a status to display, for example Pending, Placed or Rejected.

Icons used in Ordering

The table below displays the icons that are used on the Ordering screen and describes what each one represents:

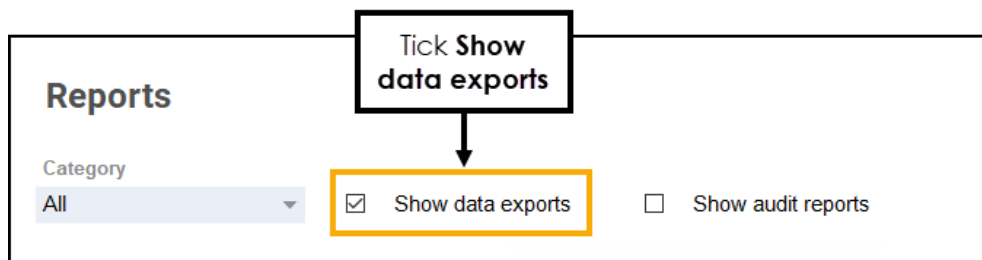
Icon	Description
	The item is a Robot item.
	The product on order is an Expensive item, its pack price is above the set threshold. The aim of this feature is to reduce wastage arising through the unnecessary ordering of expensive items. The visual indicator can be seen during the ordering process to allow you to confirm the need for such products.
	The product has been Discontinued . Hover the mouse pointer over the icon to see the discontinued reason.
	Item is User Maintained . This applies to any item on automatic stock ordering (auto order ON) that has been manually ordered, or has had the number of packs amended manually.

Data Exports

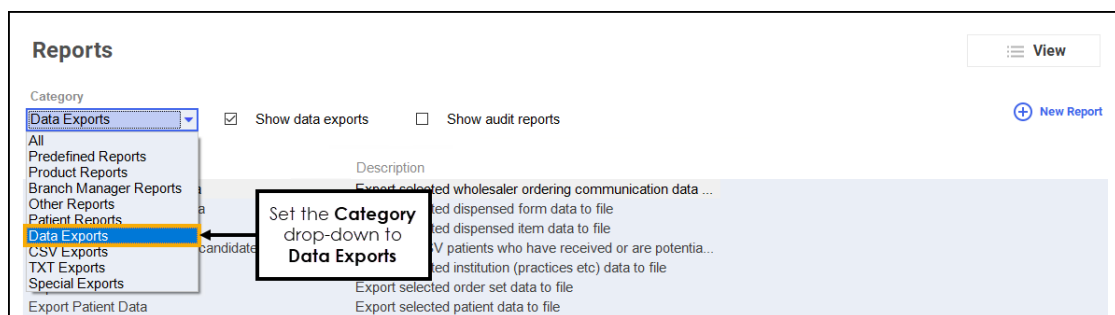
Certain **Pharmacy Manager Reports** export to a CSV (Microsoft Excel) or TXT (text) file only.

Normally they are hidden from other items in the list. To view **Data Export Reports**:

1. From the **Pharmacy Manager Side Navigation Bar** select **Reports** .
2. Place a tick next to **Show data exports**:



3. Set the **Category** drop-down to **Data Exports**:

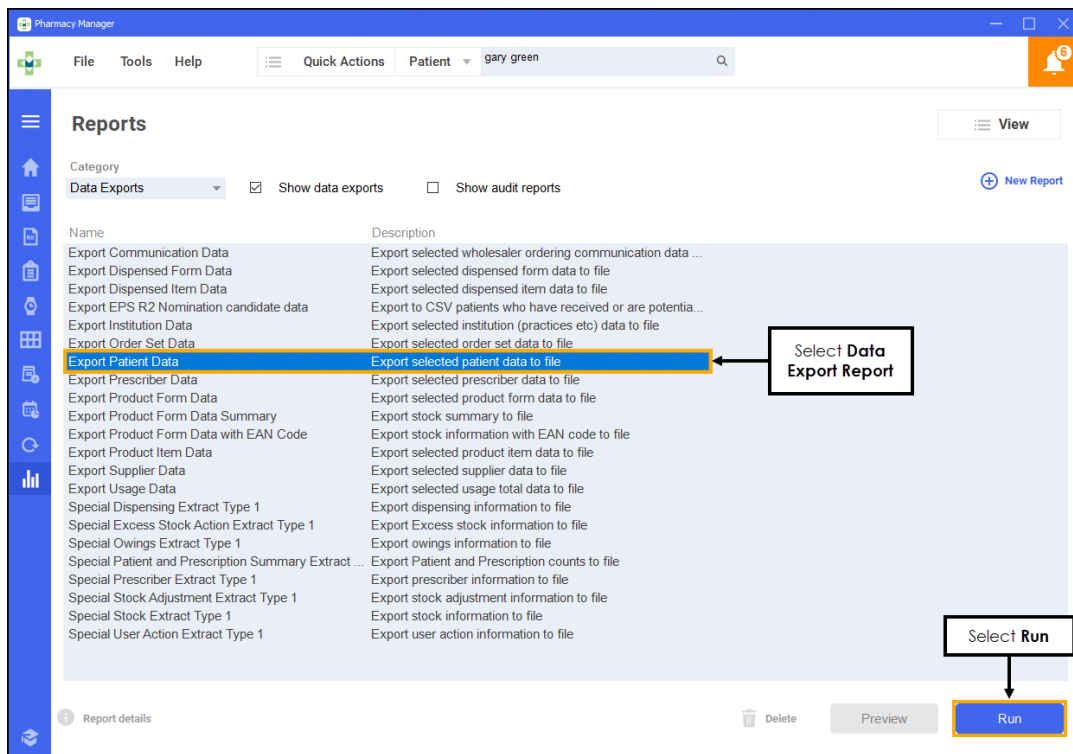


4. The **Reports** list updates to also display **Data Export Reports**.

Running a Data Export Report

To run a **Data Export Report**:

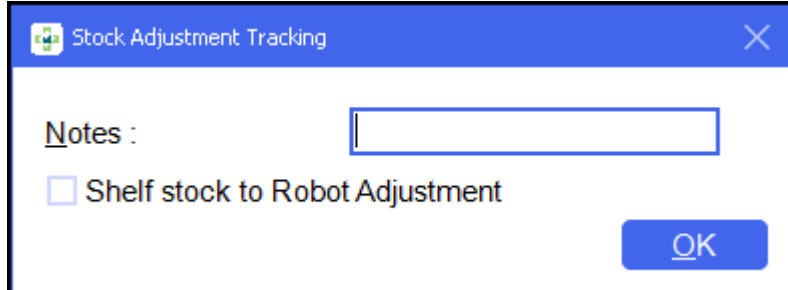
1. Select the **Data Export Report** from the list, select **Run**:




2. The **Run Report "Report Name"** screen displays. Complete with the required filters, for example, Date range filter.

Stock Adjustment Tracking

If you have **Adjustment Tracked** ticked on the **Stock Adjustment Reason Details** screen you are required to enter further information when adjusting stock values:



1. Complete the **Stock Adjustment Tracking** screen as appropriate:
 - **Notes** - Add any additional notes required. The notes display on the **Stock Adjustment Report**.
 - **Shelf Stock to Robot Adjustment** - Robot users only. When stock is being removed from shelf stock, **Pharmacy Manager** places a negative stock adjustment on the system. If **Shelf stock to Robot Adjustment** is ticked, **Pharmacy Manager** also places a positive stock adjustment onto the robot stock ready for the items to be scanned into the robot.
2. Select **OK**  to update the stock value.