.CONNECT PHARMACARE

MANUAL

VERSION 8.0

OVERVIEW

The purpose of this manual is to give step by step instructions on how to use **.ConnectPharmacare**, a Drug Management Software. **In .ConnectPharmacare**, the following icons are important;

Search

Print

Delete

Edit

LOGGING IN

The **.Connect Pharmacare** software **Admin Interface** is accessed on your computer by opening a browser and typing in **"localhost:8500/connectpharmacare/admin"** directly from the server or **server IP address:8500/connectpharmacare/admin** OR by double-clicking on the browser shortcut created for you on your desktop.
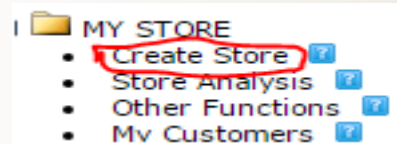
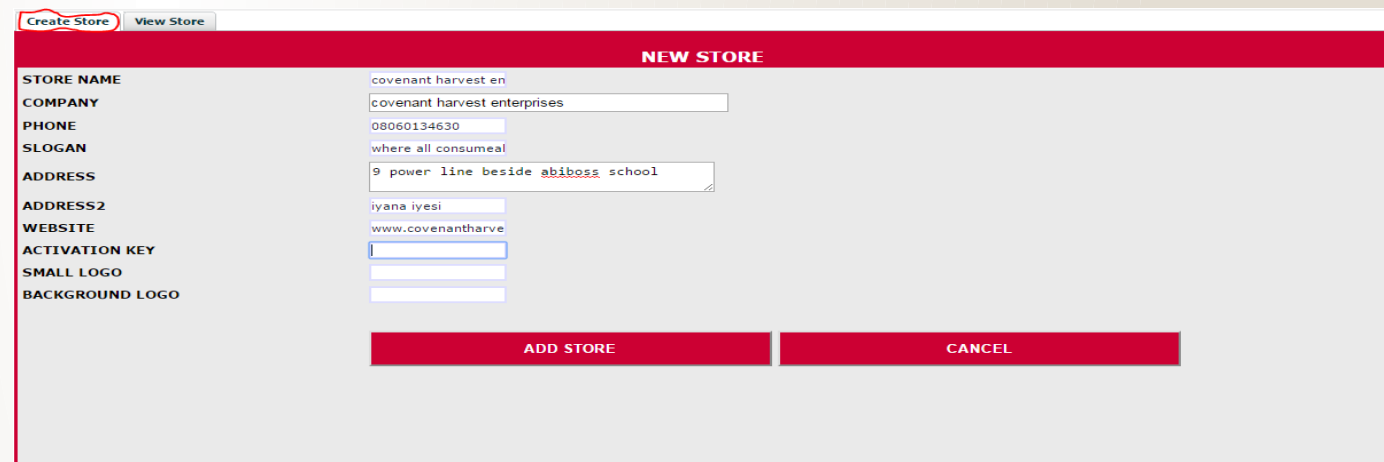Once the page is opened, type in your unique username and password, click "LOG IN" and you are in.

ADDING A NEW STORE

To add a new store, click on the "create store" module (highlighted in red)

Fill in the details of the new store. Ensure the other tab (highlighted in red below) is clicked and the details filled to ensure detailed store information. Once all details have been entered, click on "**Add Store**".
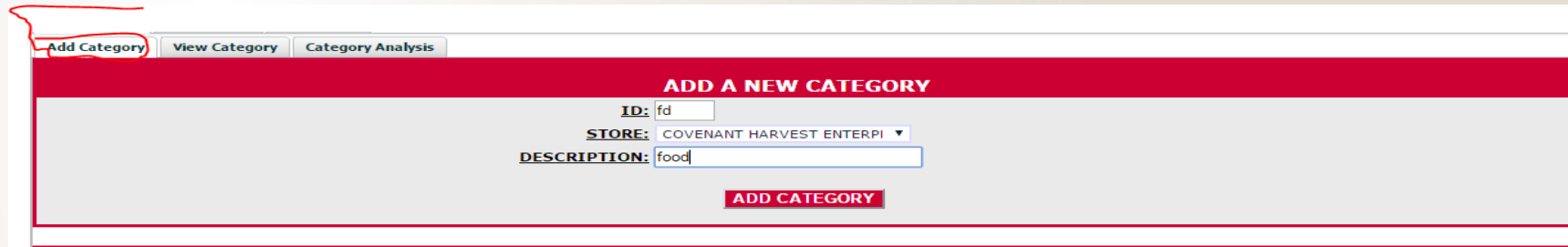
ADDING A NEW CATEGORY

To add a new category, click on the "categories" module (highlighted in red)

Ensure the other tab (highlighted in red below) is clicked Fill in the details of the new category in this format; for the "category id" box, you expected to enter two characters for example (FD) then select the store involve and add the category description for example (FOOD). Once done click on "**ADD CATEGORY**"
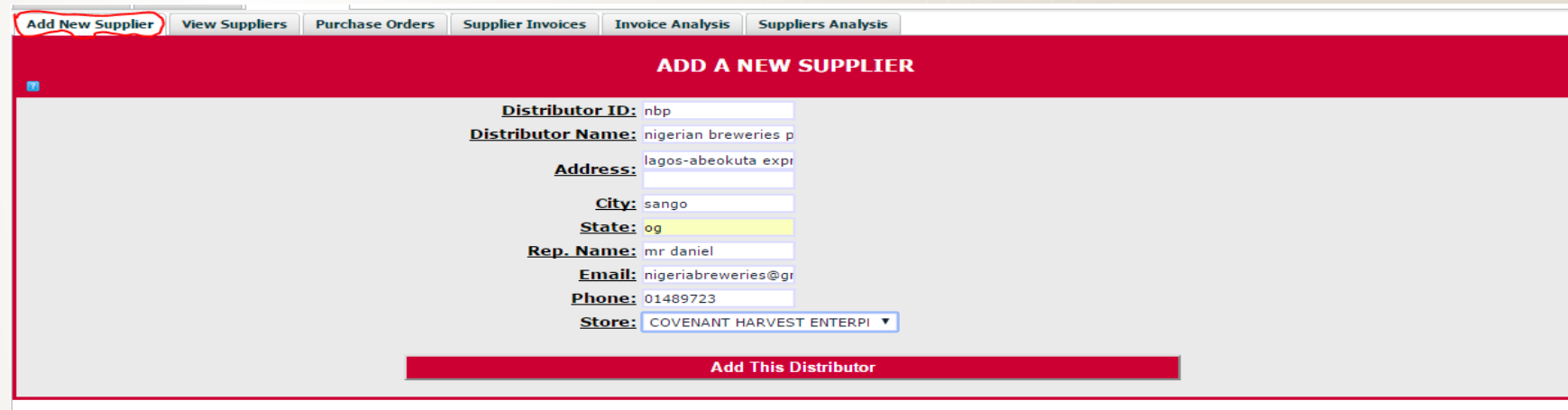
ADDING A NEW SUPPLIER/DISTRIBUTOR

To add a new supplier, click on the "suppliers" module (highlighted in red)
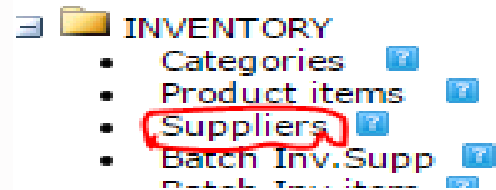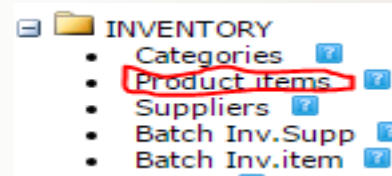

Fill in the details of the new supplier/distributor. Ensure the other tab (highlighted in red below) is clicked and the details filled to ensure detailed supplier/distributor information. Once all details have been entered, click on "**Add This Distributor**".

ADDING A NEW DRUG

To add a new drug, click on the "product items" module (highlighted in red)


Ensure the other tab (highlighted in red below) is clicked. Scan in the barcode and alternate code into the barcode box, while the system generates the product ID automatically. Enter the prices, stock quantity, alert quantity and select the appropriate generic and diagnosis name for each drug. Ensure a category is selected alongside supplier/distributor and click on the "**Add This Item**" button below.

HOW TO UPDATE USING BATCH INVENTORY BY ITEM

To update drugs supplied using batch.inv.item, click on the "batch.inv.item" module (highlighted in red)
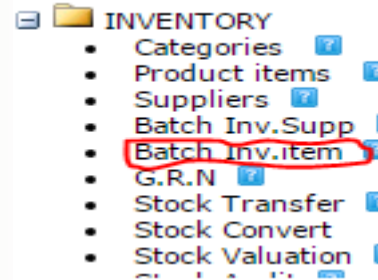
click "**select a store**" to select the store and "**select a category**" to select the category, type in the drug name and click on "**Load Items**" for it to give you a drop down of the drug(s). You are to fill in the new drug supplied quantities in the new qty box. Ensure you change the prices if any change occurred and when done click on "**Load New Inventory**"

UPDATE USING BATCH INVENTORY BY SUPPLIER

To update drugs supplied using batch.inv.supp, click on the "batch.inv.supp" module (highlighted in red)

click "**select a supplier**" to select a supplier and "**select a store**" to select a store and click on "**Search Suppliers**" for it to give you a drop down of the drug(s) supplied by the above supplier. You are to fill in the new drug supplied quantities in the new qty box. Ensure you change the prices if any change occurred and when done click on **"Load New Inventory"**

BUYING DRUGS FROM A SUPPLIER USING PURCHASE ORDER

To request for more drugs using purchase order, click on the "purchase order" module (highlighted in red)
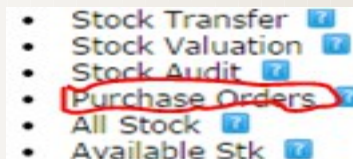
click "**select a supplier**" to select a supplier and "**select a store**" to select a store and click on "**Search Suppliers**" for it to give you a drop down of the drug(s) supplied by the above supplier. You are to fill in the new drugs supplied quantities in the New.Qty box. Ensure you change the cost price if any change occurred, select the drug's type(pcs/ctn) and when done click on **"Load New Inventory"**

UPDATING STOCK USING G.R.N (GOODS RECEIVED NOTE)

To update drugs supplied using G.R.N, click on the "G.R.N" module (highlighted in red)

click "**select a supplier**" to select a supplier ,"**select a store**" to select a store, type in the purchase order number in the "**L.P.O**" box and click on "**Search Suppliers**" for it to give you a drop down of the drug(s) ordered for earlier from the above supplier. You are to fill in the new drugs supplied quantities in the New.Qty box, select the "delivery date", "expiry date" and also set a "reminder date". Ensure you change the cost price if any change occurred, select the store involve, type in the invoice number with password and when done click on **"Load New Inventory"**

HOW TO ADD A CREDIT CUSTOMER

To add a credit customer, click on the "Credit Accounts" module (highlighted in red)
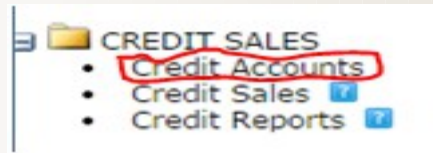
Ensure the other tab (highlighted in red below) is clicked Fill in the details of the credit customer in the boxes provided below. Ensure the credit limit (maximum amount you intend to give customer on credit) is inserted, select the term apply and when done click on "**Add Customer**"

HOW TO LOAD CREDIT CUSTOMER'S PAYMENT

To load a credit customer's payment, click on the "Credit Sales" module (highlighted in red)

Ensure the other tab (highlighted in red below) is clicked, select the customer and click on "**Show Receipts**" for a drop down of the transaction details. Load the customer's payment in the "**Payment** " box and click the "**Pay**" button at the right side of the interface

NOTE: **System will not permit you to load customer's payment more than twice per transaction**.

ADDING A NEW USER

To add a new user, click on the "Other Functions" module (highlighted in red)

Ensure the "**Add User**" tab is clicked, enter the user's name, enter the password and confirm it, select both store and role you want to assign user, input discount limit figure if need be and when done click on "**Add User**" button.
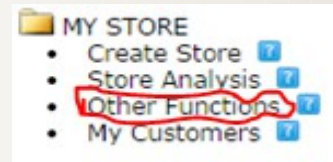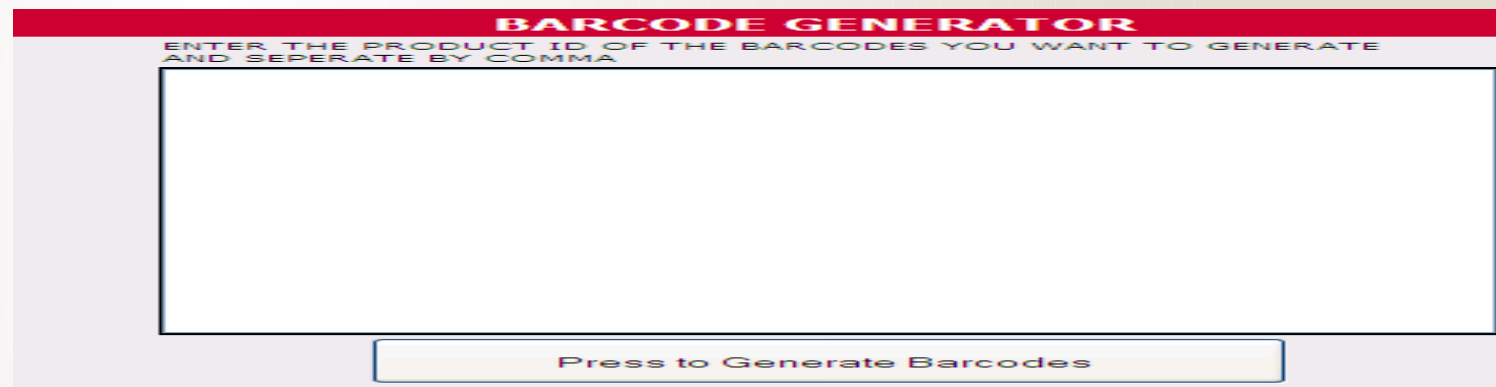
HOW TO USE THE BARCODE GENERATOR SYSTEM

To use the barcode generator system, click on the "Other Functions" module (highlighted in red)
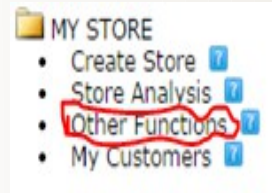

Ensure the " **Create Barcode**" tab is clicked, enter the product id of the barcodes you want to generate and seperate by comma and when done click on the "**Press to Generate Barcodes**" button.

HOW TO GIVE A STAFF MODULE ACCESS

To give a staff module access, click on the "Other Functions" module (highlighted in red)

Ensure the "**Staff Modules**" tab is clicked, select the staff, ensure all the boxes of the module you want the user to access are checked and when done click on the "**Grant Access**" button. You can as well click on "View Access" button to view the staff module accesses.

HOW TO TRACK ALL USERS' ACTIONS

To track all admin user's actions, click on the "Other Functions" module (highlighted in red)
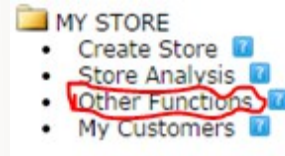
Ensure the other tab (highlighted in red below) is clicked, through which you will be able to view all admin user's actions as shown below. You can as well use the "**Next**" and "**Previous**" buttons if need be.

HOW TO TRANSFER AN ITEM TO OTHER STORES

To transfer an item to other stores , click on the "Stock Transfer" module (highlighted in red)

click "**select a store**" to select the store where the item is present and "**select a category**" to select the category, type in the item name and click on "**Load Items**" for it to give you a drop down of the item(s). You are to enter the actual quantity you want to transfer in the New.Qty box. Ensure you change the select the store you are transferring it to and when done click on **"Load New Inventory".**

MAKING CASH SALES WITH THE BARCODE SCANNER

Ensure you are logged in to the cashier interface using the below url in your browser; localhost:8500/connectpharmacare/cashier or through the shortcut created. Once the page is opened, type in your unique username and password, click "LOG IN" and you are in.

You can make cash sales using the barcode box by putting your cursor inside the box and scanning the barcoded area of the item using the barcode scanner. Increase the item's quantity that you are about to sell by clicking on the quantity box and then type in the required quantity the customer wants to buy.

Then click on the "**Print Order**" button to print receipt, a box will appear requesting you to input the customer "cash tendered"(referring to the actual amount you collected from the customer). While you are to click on cancel on the next box so as to be referred to the printer.
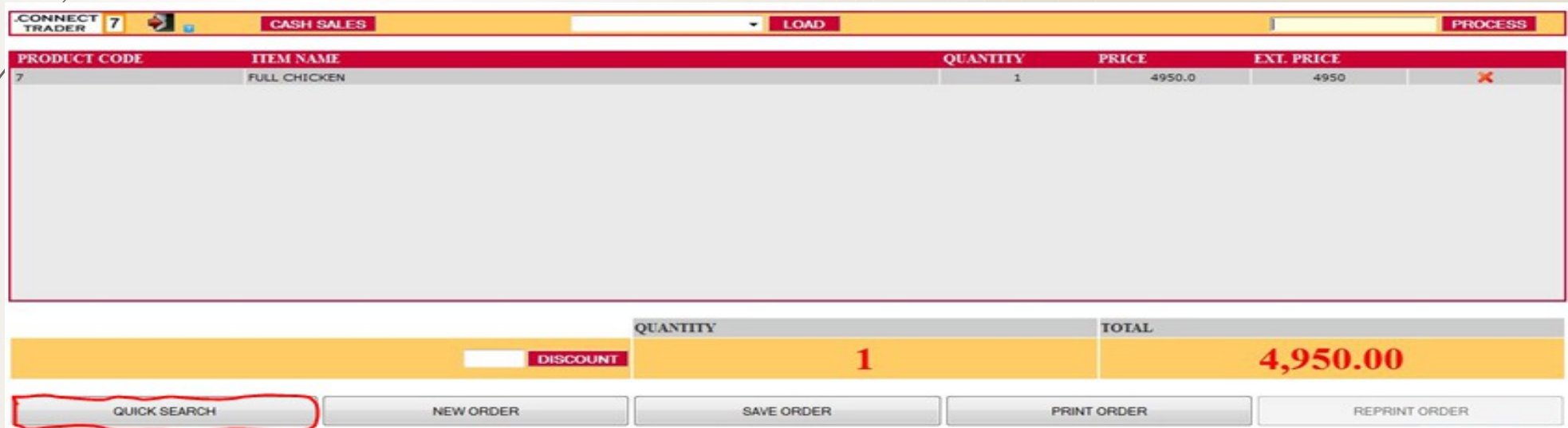
MAKING CASH SALES WITHOUT USING BARCODE-SCANNER

Make cash sales by clicking on the **"Quick Search"** button, type in the name of the item, click on the product code or barcode of the actual item from the list. Increase the item's quantity that you are about to sell by clicking on the quantity box and then type in the required quantity the customer wants to buy.
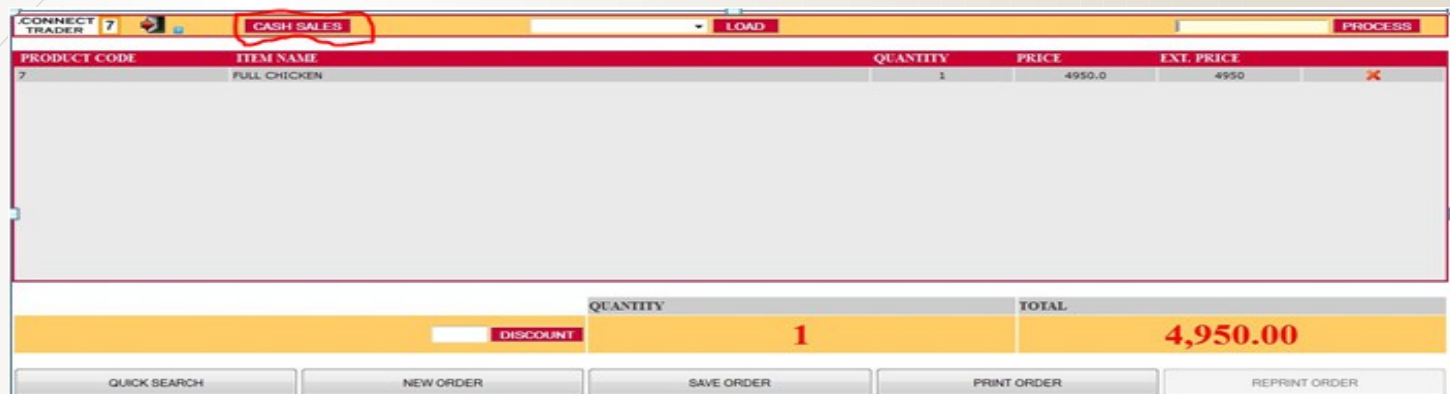
Then click on the "**Print Order**" button to print receipt, a box will appear requesting you to input the customer "cash tendered"(referring to the actual amount you collected from the customer). While you are to click on cancel on the next box so as to be referred to the printer.
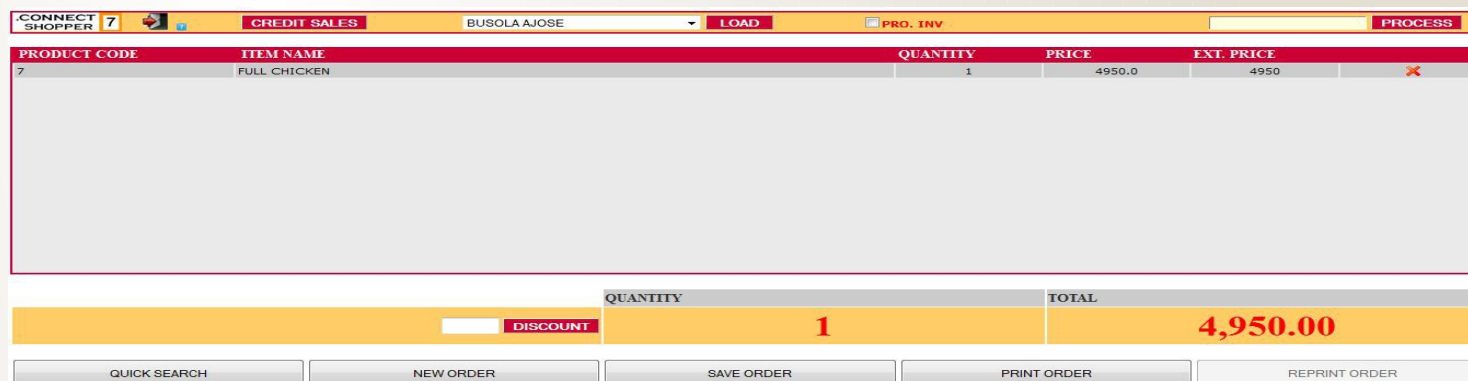
HOW TO MAKE CREDIT SALES

Via the cashier interface; ensure the button (highlighted in red) in fig 1.1 is changed to credit sales as in fig 1.2 by a single click. And the credit customer name selected and "**Load**" button clicked for the system to capture the customer details.

HOW TO ITEMS

To view items, click on the "Product Items" module (highlighted in red)
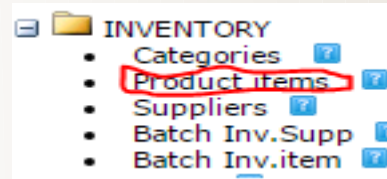
You will be redirected to the page below. You can click on the "**Next**" or " **Previous**" if need be. You can click on the "**edit**" to make some corrections on the drugs and then update or click on "**delete**" button to delete the added drugs.

TO VIEW DAILY SALES REPORT

To view store's daily sales report, click on "**Print Reports**". Ensure you select the store, insert the from and to dates and click on "**Generate Reports**" for a drop down of the sales report.

Thanks for taking your time to study this manual. For more enquiries, support and further training, you can reach us via the following contacts;

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