



Manually downloading dispense updates

User Guide

Introduction

Dispense updates are automatic but there are occasions when you may wish to manually download and apply the updates.

Audience

- Pharmacists
- Dispense Techs

| Version | Date | Change |
|---------|----------|---------------|
| 2.0 | 17/07/18 | 5.5.1 updates |

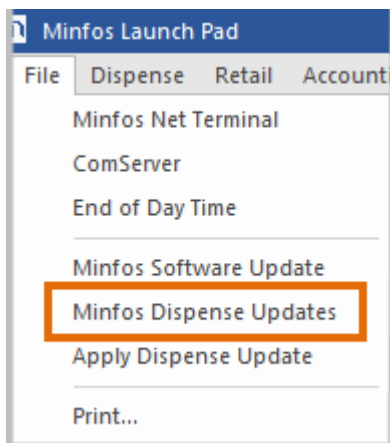
Steps to complete this procedure

1. Manually download the dispense updates. You can choose to auto apply the updates after immediately after downloading.
2. Manually import the dispense updates.
3. Check that the updates were successfully imported.

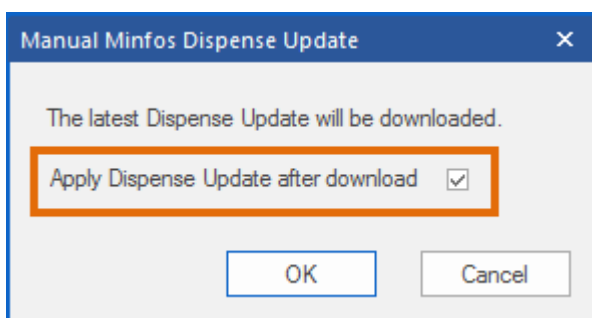
Step 1: Manually download the dispense updates

From the **Minfos Launch Pad**:

1. Click the **File** menu and select **Minfos Dispense Updates**.



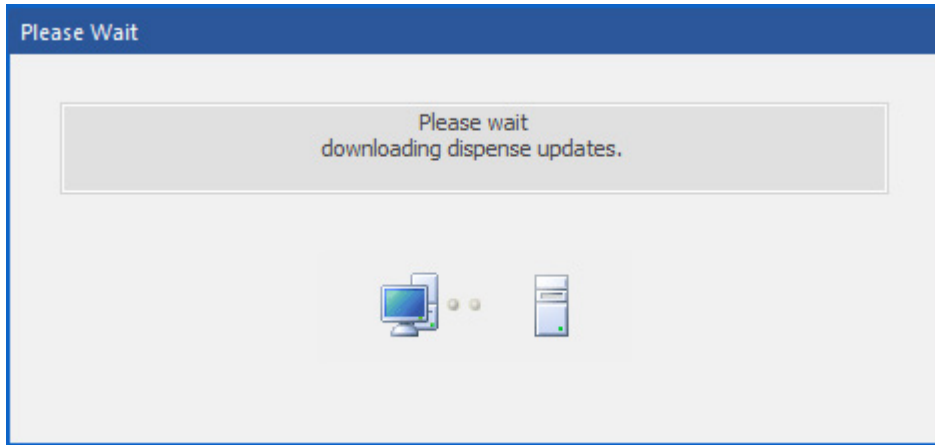
The **Manual Minfos Dispense Update** confirmation dialog is displayed. The **Apply Dispense Update** after download checkbox is selected by default.



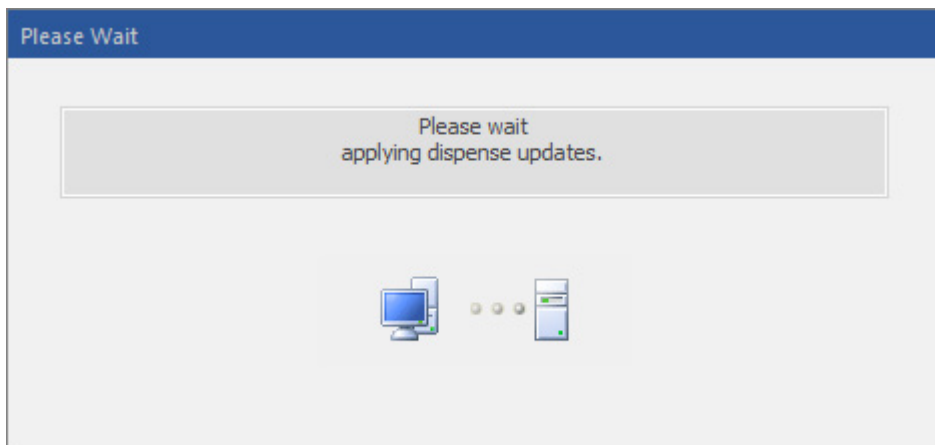
2. Click **OK** to download and apply the update.

3. Click the **OK** button.

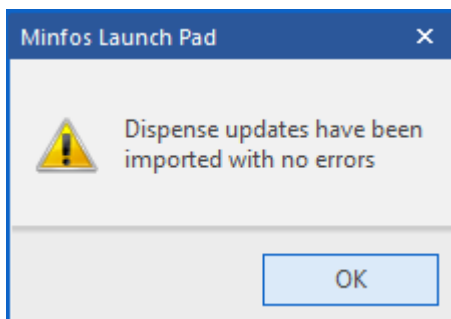
The **Dispense Updates** are downloaded.



4. Upon successful download, the Dispense Updates are applied.



5. After successful application of the update, the following prompt will display.



6. Click **OK** to close the prompt.

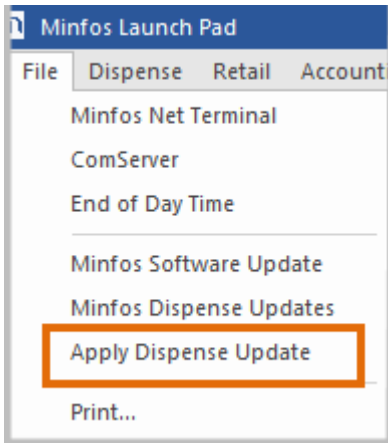
Step 2: Apply the dispense updates

Note: Follow this procedure if you **did not** select the **Apply Dispense Update after download** checkbox in Step 1.

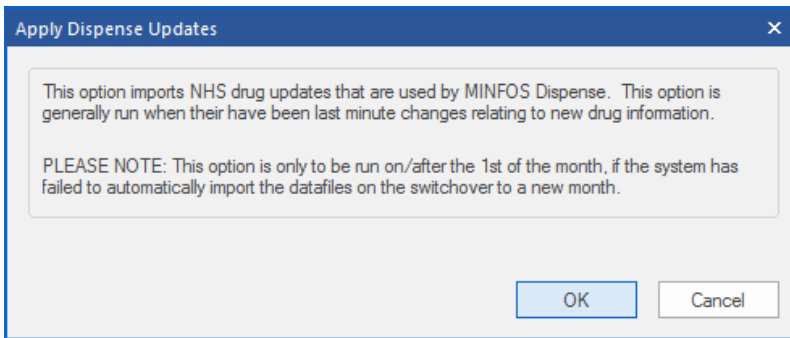
Import dispense updates on the first of the applicable month, or on the next trading day directly after.

From the **Launch Pad**, on a workstation you are not dispensing from:

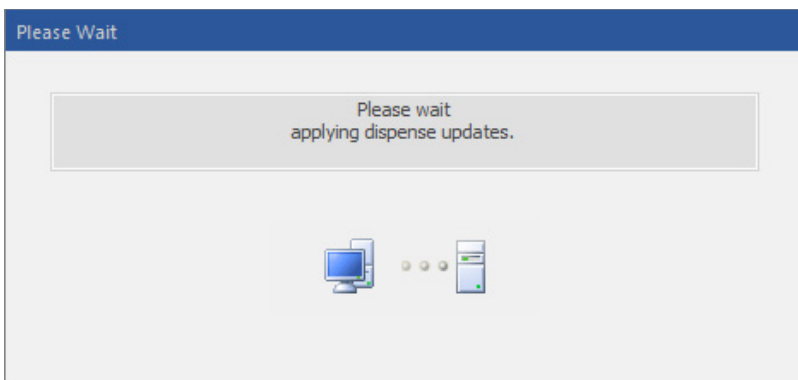
1. Click the **File** menu, then click **Apply Dispense Update**.



The **Minfos Dispense Updates** window is displayed.

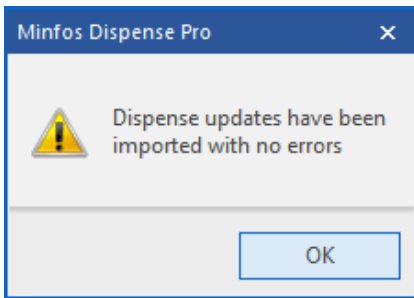


2. Click **Okay** to apply the update.



- i** Importing the updates can take several minutes.

The notification prompt is displayed, confirming the success of the import.



- Click **OK** to close the window.

Step 3: Check that the updates were successfully imported

If you are **not** part of a Multi-Store Group

- From **Stock Manager**, click the **Product Maintenance** icon.

The **Product Maintenance** window is displayed, and the first product shown is !DISPENSE UPDATED.

| Product Maintenance - 001 MINFOS TRAINING | | | | | | | |
|---|----------|--|-----|--------------|-----------|---------|--|
| | Bar Code | Product | SOH | Retail Price | Unit Cost | | |
| Y D P M | 23473492 | ! DISPENSE UPDATED 01-01-18 | -1 | 0.01 | 0.00 | Add | |
| N M | 103 | !103 HIF Agency | 0 | 0.01 | 0.00 | Change | |
| N P S M | 104 | !104 HCF Agency | 0 | 0.01 | 0.00 | | |
| N P S M | 300 | !300 General - Inc. GST | -7 | 0.01 | 0.00 | Enquire | |
| N M | 301 | !301 General - Ex. GST | -5 | 0.01 | 0.00 | | |
| N M | 400 | !400 Gift Vouchers Sold | 0 | 0.01 | 0.00 | Delete | |
| N M | 850 | !850 Ambulance Payment | 0 | 0.01 | 0.00 | | |
| N M | 900 | !900 Existing Account Balance Transfer | -1 | 0.01 | 0.00 | Stocked | |

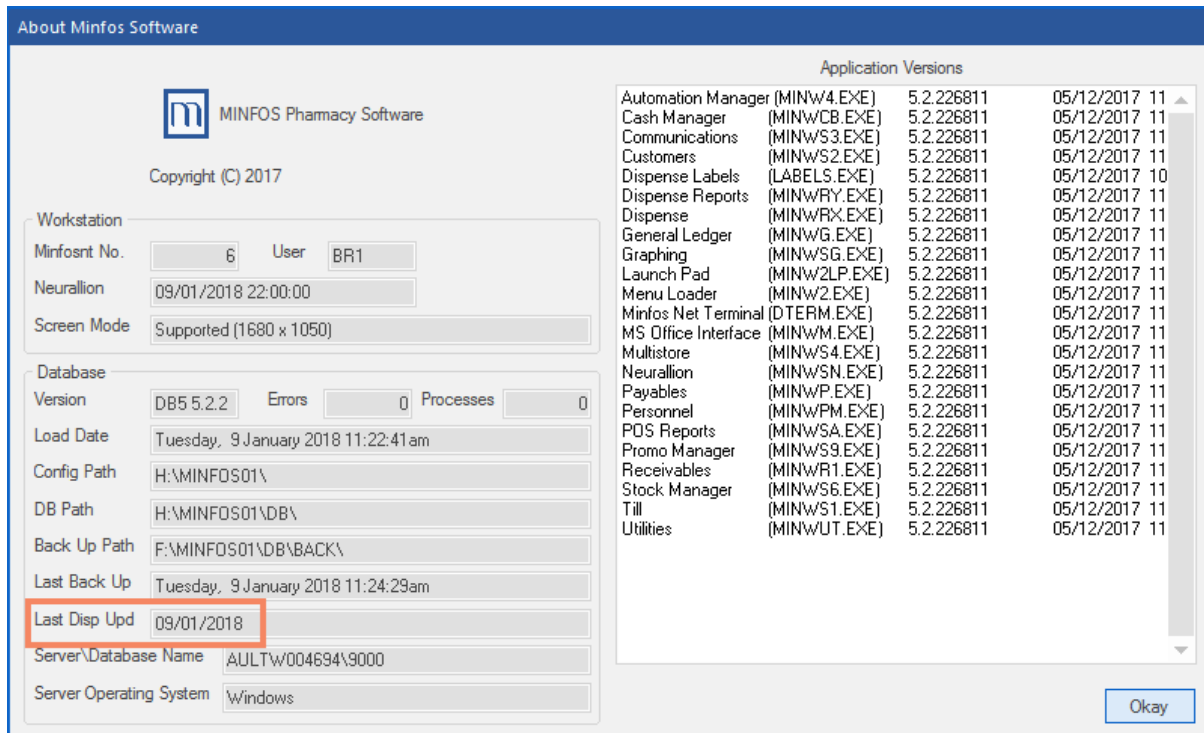
If the date of this product is:

- The first of the current month or the last of the previous month, then your dispense updates *successfully imported*.
- An older date, such as the first of the previous month, then your dispense updates *did not correctly import*. Re-run your manual dispense updates, then call our support team if this does not work.

If you are part of a Multi-Store Group

1. From **Minfos Launch Pad**, click the **Help** menu.
2. Select **About Minfos Software**.

The **About Minfos Software** window is displayed.



3. Check the **Last Disp Upd** date, if the date is:
 - Today's date - then your dispense updates have successfully imported.
 - An older date - such as the first of the previous month, means your dispense updates did not correctly import. Re-run your manual dispense updates, then call our support team if this does not work.
4. Click **Okay** to close.



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Together we can