

USING QUICKPAD IN FRED DISPENSE

Last Updated: Thursday, 18 June 2009

Summary	1
Details	1
Order Last Dispensed Item or Currently Selected Item	1
Select and Order a Different Item	2
To update current item "On Hand" value	3
Other Details	4
Match Drug from Item stock card	4
Match Item from Drug card	7
Keywords	8

Summary

Items can be put directly onto drafts for use in order creation from Fred Dispense. This document explains how this is done via QuickPad.

Details

Order Last Dispensed Item or Currently Selected Item

NOTE: QuickPad automatically remembers the last drug that was selected; dispensed or not dispensed.

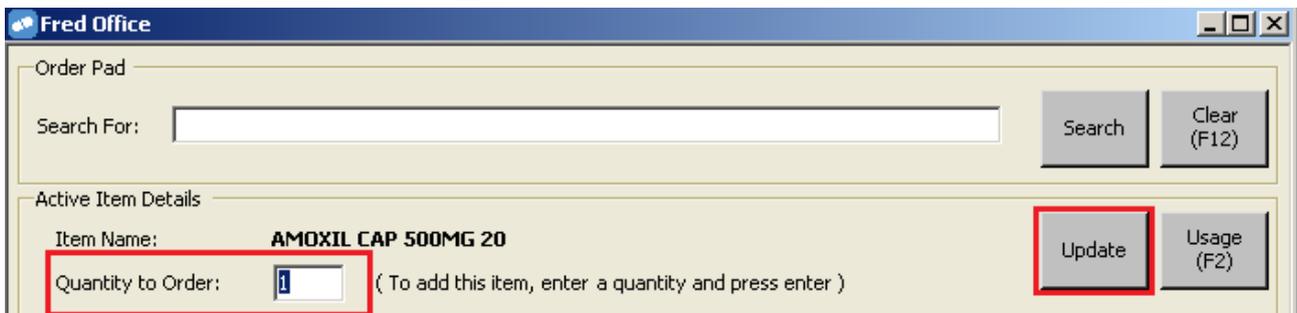
- Click the "QuickPad" icon. **<ALT + Q>**



- Type the quantity to place on the draft.

*The item is already selected.

- Click "Update" **<ENTER>**



*If you receive a "No Matches Found" window, please refer to the "Other Details" section of this document for further details on what this means and how to resolve this issue.

- Press <ESC> to return to dispensing.

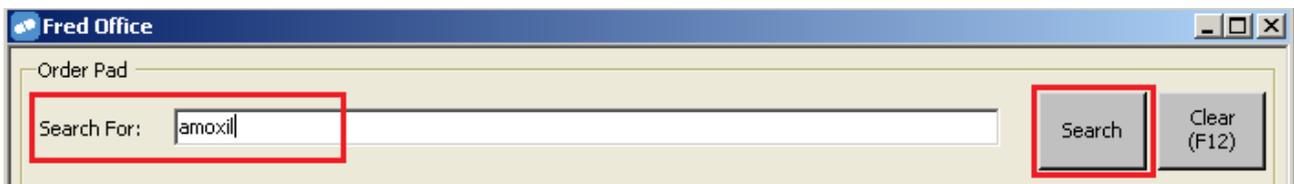
Select and Order a Different Item

- Click the “QuickPad” icon. <ALT + Q>



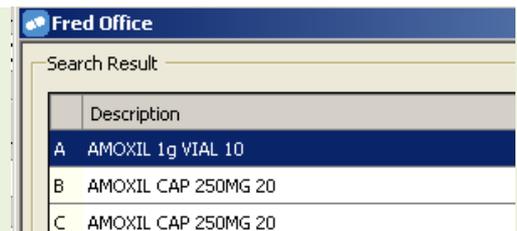
- Type the item description.
*Instead of typing the item description you can scan the item.

- Click “Search” <ENTER>



- Select the appropriate item from the search results.

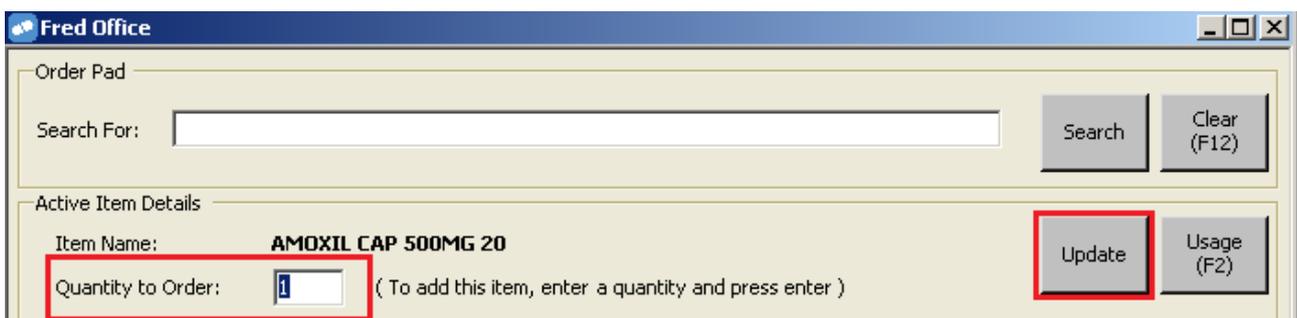
*To select from the results you can;
Click with the mouse
Keyboard <Up>/ <Down> followed by <Enter>
Type letter next to the description e.g. “A”



- Type the quantity to place on the draft.

*The item is already selected.

- Click “Update” <ENTER>



*If you receive a “No Matches Found” window, please refer to the “Other Details” section of this document for further details on what this means and how to resolve this issue.

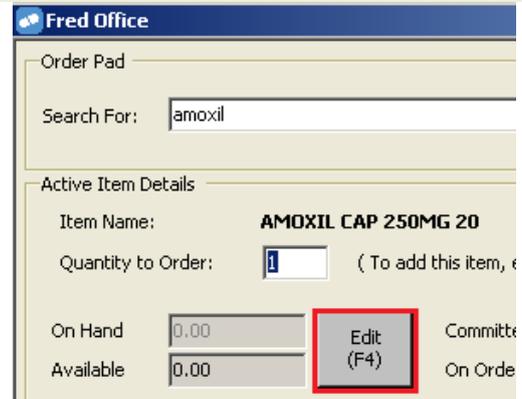
- Press <ESC> to return to dispensing.

To update current item “On Hand” value

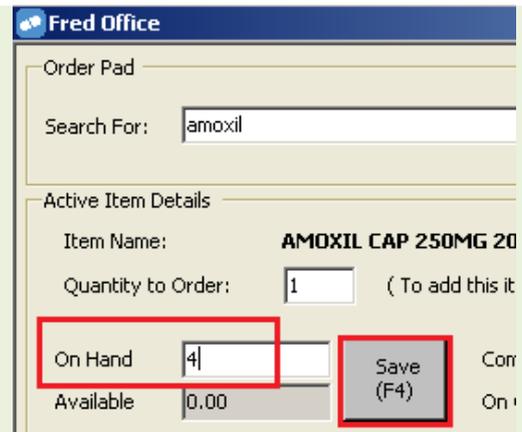
- Click the “QuickPad” icon. **<ALT + Q>**



- Click “Edit”. **<F4>**



- Type the new “On Hand” quantity.
- Click “Save” **<F4>**



- Press **<ESC>** to return to dispensing.

Other Details



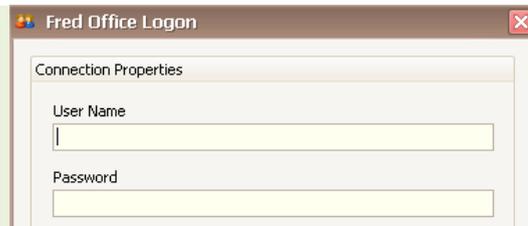
If you receive a “No Matches Found” window this means the currently selected “drug” is not matched to an “item” in Fred Office. All drugs you dispense and wish to order must be matched to an item in Fred Office. It is the item stock card which records the usage and sales information which is used during ordering.

To resolve this matching issue please follow the steps below. Please note, this procedure was taken from the Fred Office Integrated Help (available via the <F1> key within Fred Office).

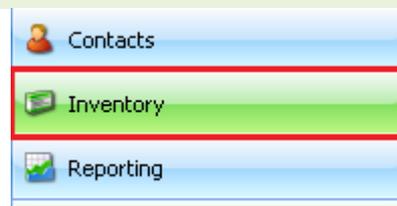
There are two ways to match an item and a drug; from the item stock card or from the drug card.

Match Drug from Item stock card

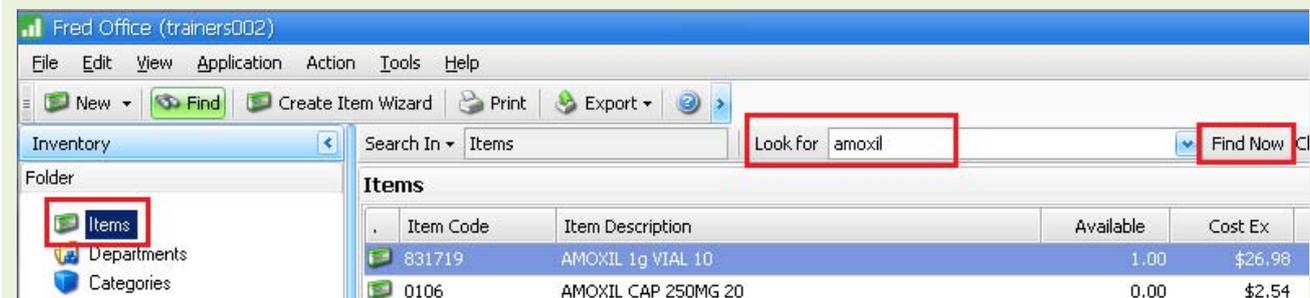
- Log into Fred Office with your username and password.



- Click “Inventory”.

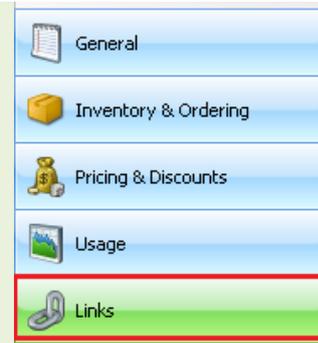


- Click “Items”
- Search for and open the item stock card.

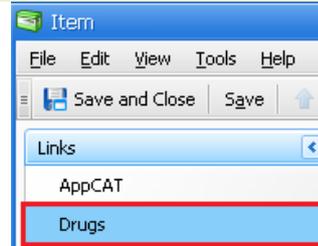


- Click “Links”.

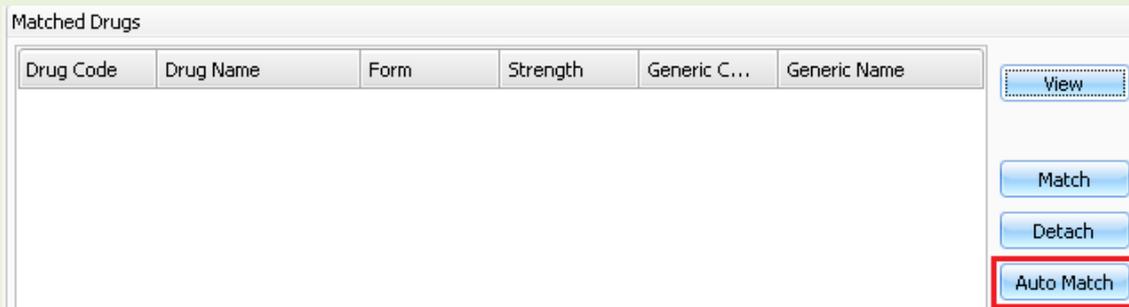
*This should take you to the “AppCAT” section.



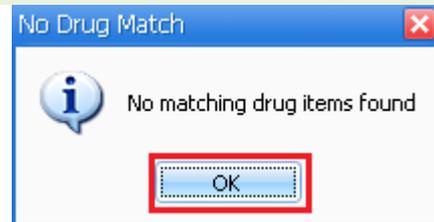
- Click “Drugs”.



- Click “Auto Match”.



- If no match is displayed click “OK” and proceed to “If no automatic match is found” below.

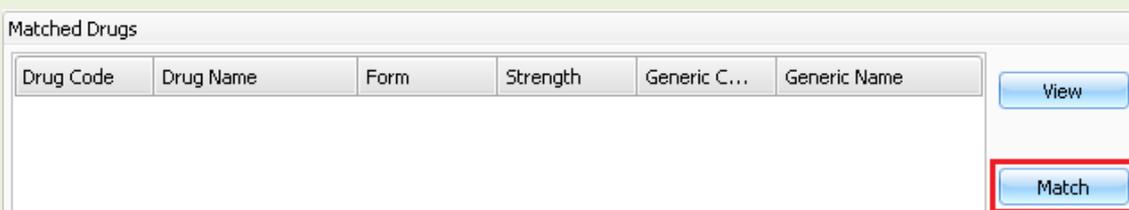


- Click “Save and Close”.

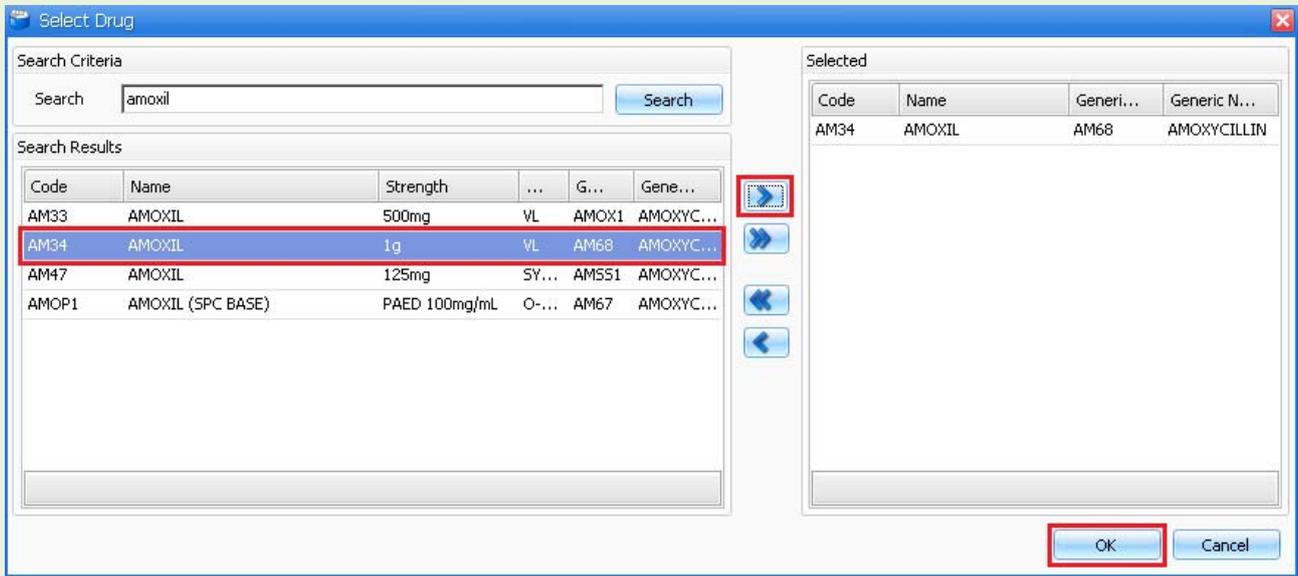


If no automatic match is found

- Click “Match”.



- Search for the drug (via drug code or drug description), select the appropriate drug and click on the single arrow  to move the drug to “Selected”.
- Click “OK”.

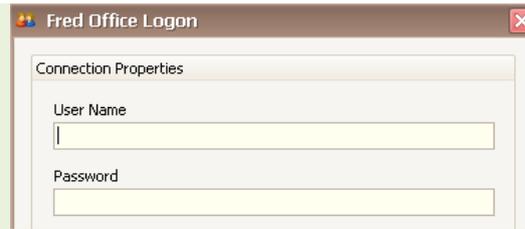


- Click “Save and Close”.

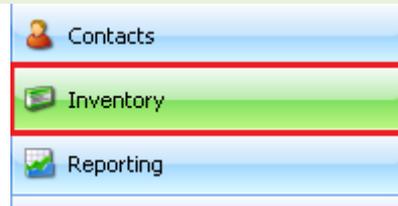


Match Item from Drug card

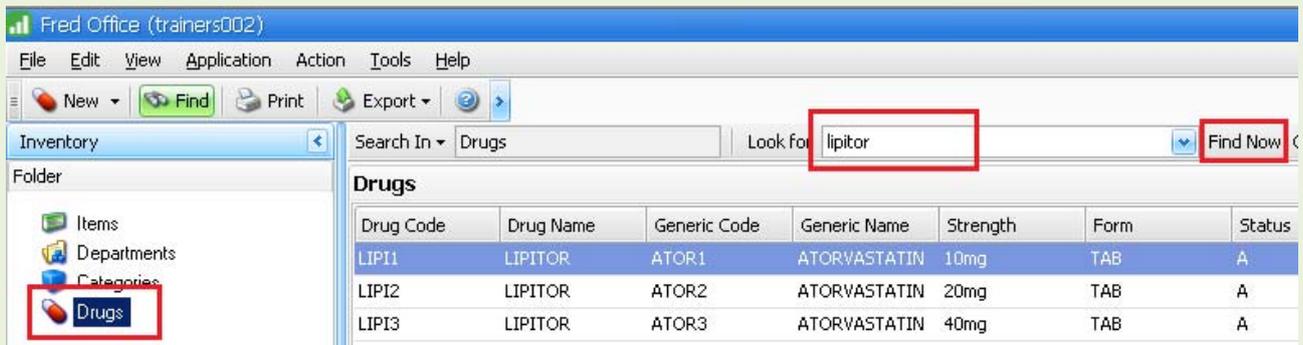
- Log into Fred Office with your username and password.



- Click "Inventory".

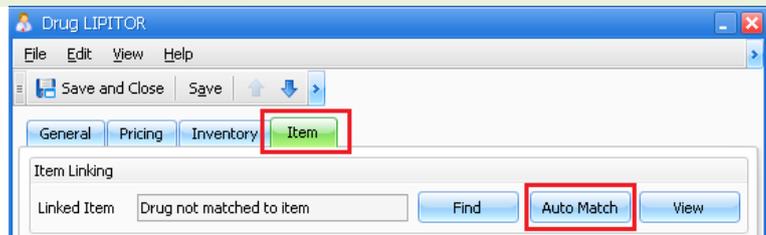


- Click "Drugs".
- Search for and open the drug card.

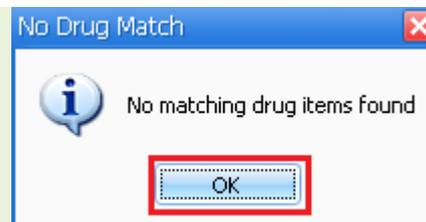


- Click "Item".
- Click "Auto Match".

*If a match is found it will populate the fields shown on this tab. If no match is displayed click "OK" and proceed to "If no automatic match is found" below.



- If no match is displayed click "OK" and proceed to "If no automatic match is found" below.

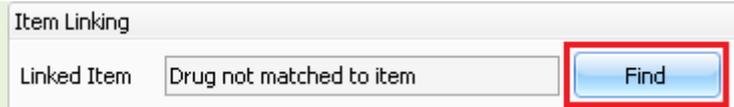


- Click "Save and Close".



If no automatic match is found

- Click "Find".

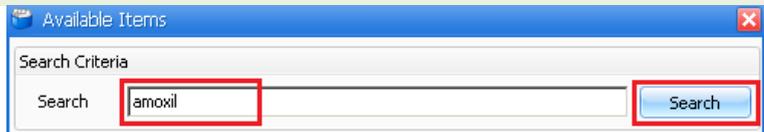


Item Linking

Linked Item Drug not matched to item

Find

- Enter the item description and click "Search".



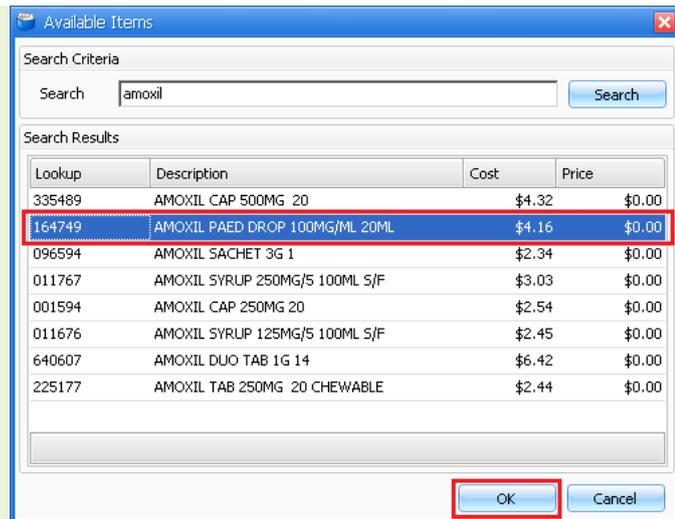
Available Items

Search Criteria

Search amoxil

Search

- Select the appropriate item and click "OK".



Available Items

Search Criteria

Search amoxil

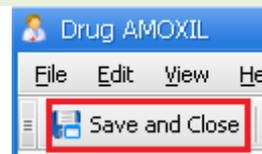
Search

Search Results

Lookup	Description	Cost	Price
335489	AMOXIL CAP 500MG 20	\$4.32	\$0.00
164749	AMOXIL PAED DROP 100MG/ML 20ML	\$4.16	\$0.00
096594	AMOXIL SACHET 3G 1	\$2.34	\$0.00
011767	AMOXIL SYRUP 250MG/5 100ML S/F	\$3.03	\$0.00
001594	AMOXIL CAP 250MG 20	\$2.54	\$0.00
011676	AMOXIL SYRUP 125MG/5 100ML S/F	\$2.45	\$0.00
640607	AMOXIL DUO TAB 1G 14	\$6.42	\$0.00
225177	AMOXIL TAB 250MG 20 CHEWABLE	\$2.44	\$0.00

OK Cancel

- Click "Save and Close".



Drug AMOXIL

File Edit View He

Save and Close

Keywords

Fred Office; Fred Dispense; Item; Drug; Ordering; OTC; QuickPad

FRED.HELP

1300 731 888 (Local Call Cost)
help@fred.com.au

8.30am - 9.00pm (EST) Mon – Fri
8.30am - 5.00pm (EST) Sat, Sun & Public Holidays

www.fred.com.au