# **OFRED.OFFICE**

## **USING QUICKPAD IN FRED DISPENSE**

Last Updated: Thursday, 18 June 2009

Summary Details	1 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=""></alt>	💽 Fred Dispense
		Fred Dispense Dispense Activ
		😒 🥥 😒
<del></del>		

• Type the quantity to place on the draft.

\*The item is already selected.

Click "Update"

 </p

🔊 Fred Office		
Order Pad Search For:	Search	Clear (F12)
Active Item Details Item Name: AMOXIL CAP 500MG 20 Quantity to Order: (To add this item, enter a quantity and press enter )	Update	Usage (F2)

\*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=""></alt>	Fred Dispense Fred Dispense Dispense Activ
•	Type the item description.		

\*Instead of typing the item description you can scan the item.

Click "Search" <ENTER>

🐼 Fred Office	
Order Pad Search For: amoxil	Search (F12)

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></enter></down></up>
Type letter next to the description e.g. "A"

	💽 Fred Office				
	Search Result				
		Description			
:	A	AMOXIL 1g VIAL 10			
	в	AMOXIL CAP 250MG 20			
	С	AMOXIL CAP 250MG 20			

Type the quantity to place on the draft. •

\*The item is already selected.

Click "Update" <ENTER>

🕗 Fred Office		- O ×
Order Pad		Clear
Search For:	Search	(F12)
Item Name: AMOXIL CAP 500MG 20		Usage
Quantity to Order: (To add this item, enter a quantity and press enter )	Update	(F2)

\*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=""></alt>	Fred Dispense Fred Dispense Dispense Activ
•	Click "Edit".	<f4></f4>	Fred Office         Order Pad         Search For:       amoxil         Active Item Details         Item Name:       AMOXIL CAP 250MG 20         Quantity to Order:       ①         On Hand       0.00         Edit       Committe         Available       0.00
•	Type the new "On Hand" quantity. Click "Save"	<f4></f4>	Fred Office         Order Pad         Search For:       amoxil         Active Item Details         Item Name:       AMOXIL CAP 250MG 20         Quantity to Order:       1       ( To add this it         On Hand       4       Save       Corr         Available       0.00       (F4)       On

• 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.	Conne Use Pa:	d Office Logon ection Properties er Name ssword	
•	Click "Inventory".		Contacts Inventory	
			Reporting	
٠	Click "Items"			

• Search for and open the item stock card.

I Fred Office (trainers002)					
File Edit View Application Action	n <u>T</u> ools <u>H</u> elp	Superior 1 (20)			
Inventory	Search In + Items	S Export + S	Look for amoxil		Find Now
older	Items				
📁 Items	. Item Code	Item Description		Available	Cost Ex
Va Departments	831719	AMOXIL 1g VIAL 10		1.00	\$26,9
U Categories	10106	AMOXIL CAP 250MG 20		0.00	\$2.5



•	Click "Links". *This should take you to the "AppCAT" section.	Inventory & Ordering         Pricing & Discounts         Usage         Links
•	Click "Drugs".	Item         File       Edit       View       Tools       Help         Image: Save and Close       Save       Image: Save and Close       Save         Links       Image: Save and Close       Image: Save and Close       Save and Close         Drugs       Drugs       Image: Save and Close       Save and Close
•	Click "Auto Match". Matched Drugs	

	÷	·						
		Drug Code	Drug Name	Form	Strength	Generic C	Generic Name	View
								Match Detach uto Match
•	lf no "If no	o match is d o automatic	isplayed click "( match is found	OK" and proo	ceed to		rug Match No matching drug item OK	x found
•	Clicl	k "Save and	d Close".				Siltem File Edit View 1 Eile Save and Close	

#### If no automatic match is found

Clic	ck "Match".						
	Matched Drugs						
	Drug Code	Drug Name	Form	Strength	Generic C	Generic Name	View
							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".

iearch Criteria							Selected				
Search	amoxil				Search		Code	Name	Generi	Generic N	
earch Resu	ults						AM34	AMOXIL	AM68	AMOXYCILLIN	
Code	Name	Strength		G	Gene						
АМЗЗ	AMOXIL	500mg	VL.	AMOX1	AMOXYC						
AM34	AMOXIL			AM68	AMOXYC	*					
AM47	AMOXIL	125mg	SY	AMSS1	AMOXYC	-					
AMOP1	AMOXIL (SPC BASE)	PAED 100mg/mL	0	AM67	AMOXYC	*					
									ок	Cancel	



FRED WE KNOW PHARMACY

#### Match Item from Drug card

Log into Fred Office with your username and password.	Fred Office Logon     Connection Properties     User Name     I     Password
Click "Inventory".	Contacts
	Reporting

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

📶 Fred Office (trainers002)									
File Edit View Application Actio	n <u>T</u> ools <u>H</u> elp								
🗉 💊 New 👻 💁 Find 🖓 Print 🛛	臱 Export 🗸 🕝	) >			_				
Inventory	Search In 👻 Di	rugs	Loo	Look for lipitor 💽 Fin					
Folder	Drugs								
📁 Items	Drug Code	Drug Name	Generic Code	Generic Name	Strength	Form	Status		
🧔 Departments	LIPI1	LIPITOR	ATOR1	ATORVASTATIN	10mg	TAB	A		
Categories	LIPI2	LIPITOR	ATOR2	ATORVASTATIN	20mg	TAB	A		
Drugs	LIPI3	LIPITOR	ATOR3	ATORVASTATIN	40mg	TAB	A		

- 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 automatch is found" below.

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







#### If no automatic match is found

٠	Click "Find".		Item Linking						
			ed Item	Find					
•	Enter the item description and click "Search".	Search Search	ilable Items Criteria ch lamox	1		Search			
•	Select the appropriate item and click "OK".	5	Available Ite Search Criteria Search Results Lookup 335489 164749 096594	amoxil  Description  AMOXIL CAP 500MG 20  AMOXIL PAED DROP 100MG/ML 20ML  AMOXIL SACHET 3G 1	cription         Cost           XIL CAP 500MG 20         \$4.32           XIL PAED DROP 100MG/ML 20ML         \$4.16           XIL SACHET 3G 1         \$2.34				
			011767 001594 011676 640607 225177	AMOXIL SYRUP 250Mg/5 100ML S/F AMOXIL CAP 250Mg 20 AMOXIL SYRUP 125Mg/5 100ML S/F AMOXIL DUO TAB 1G 14 AMOXIL TAB 250MG 20 CHEWABLE	\$3.03 \$2.54 \$2.45 \$6.42 \$2.44	\$0.00 \$0.00 \$\$0.00 \$\$0.00 \$\$0.00 \$\$0.00			
•	Click "Save and Close".			Drug AMOXIL <u>File</u> <u>E</u> dit <u>V</u> iew	He				

📑 Save and Close

## Keywords

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

# **PFRED.HELP**

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

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