



Clifford Hallam Healthcare

Ph: 1300 720 274

[www.ch2.net.au](http://www.ch2.net.au)

# Simple Order System (S.O.S.)

## Ward Box Manual for BHT 6000 Scanner

Version: 8.5.0

January 2008



Sydney

Newcastle

Melbourne

Brisbane

Perth

Adelaide

Hobart



# INDEX

## Getting Started

<b>1. Setting the P.D.E. Parameters</b> .....	<b>5</b>
<b>2. Entering Imprest Lists</b> .....	<b>6</b>
2 a. - Downloading a Purchase History Database.....	<b>6</b>
2 b. - Adding Items via Standing Order .....	<b>7</b>
2 c. - Adding Items via Product Availability .....	<b>9</b>
2 d. - Setting up an Imprest List .....	<b>10</b>
2 e. – Non CH2 Imprest Items.....	<b>14</b>
<b>3. Labelling</b> .....	<b>15</b>
3 a. - Product Barcode Labels.....	<b>15</b>
3 b. - Ward Bar Code Labels.....	<b>16</b>

## Using the PDE Scanner

<b>4. Loading Stock Availability / Backorders</b> .....	<b>18</b>
<b>5. Download Data to the P.D.E.</b> .....	<b>19</b>
<b>6. Order Preparation</b> .....	<b>22</b>
6 a. - Scanning Wards and Products.....	<b>22</b>
6 b. - Manual Product Entry.....	<b>25</b>
<b>7. Uploading P.D.E. Orders to SOS</b> .....	<b>26</b>
7 a. – Uploading PDE Orders.....	<b>26</b>
7 b. – PDE Order Error.....	<b>28</b>
<b>8. Stocktake Input</b> .....	<b>30</b>
8 a. - Scanning Stocktake items.....	<b>30</b>
8 b. - Manual Entry .....	<b>31</b>
<b>9. P.D.E. Entry</b> .....	<b>33</b>





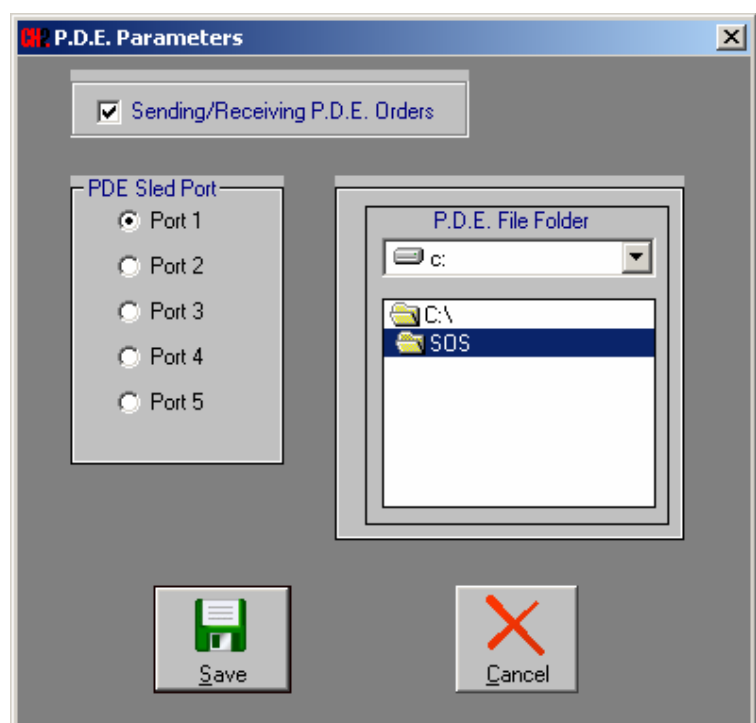
# 1. Setting the P.D.E. Parameters

To set the P.D.E. (Barcode Scanner) parameters, open SOS by double clicking the icon on your computers desktop. Click 'WardBox' on the menu bar at the top of the screen, then click 'Maintenance', 'P.D.E. Parameters'.



The 'PDE Parameters' screen shown at right will appear. Click the 'Sending /Receiving P.D.E. Orders' box. Next, select the Port number that the scanner sled is connected to. Finally, choose the location of the SOS directory in the 'P.D.E File Directory' section.

Once these settings are entered, click the 'Save' button.



## 2. Entering Imprest Lists

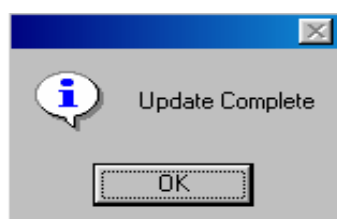
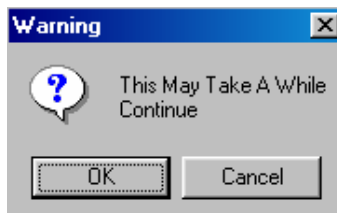
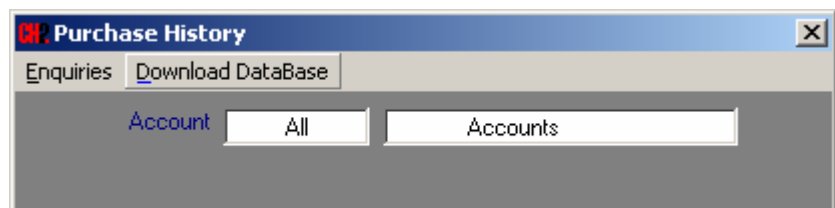
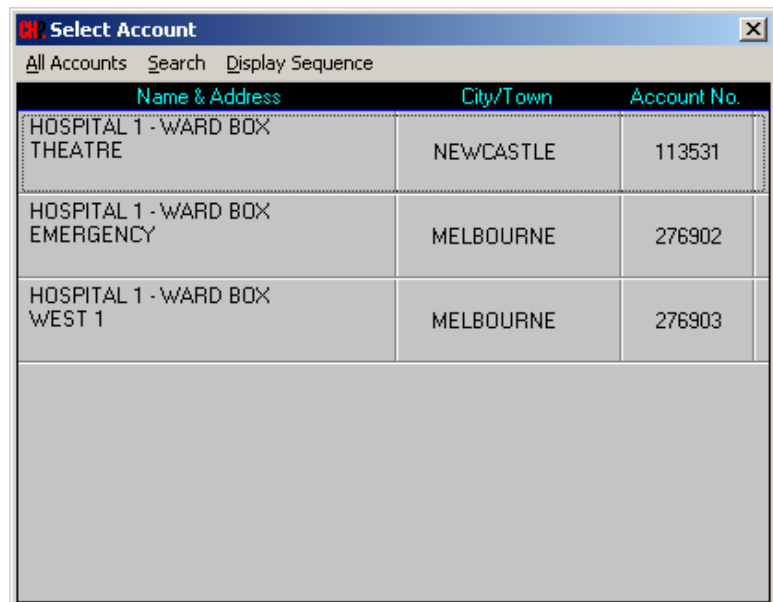
In order to set up an Imprest list in SOS, the products you wish to add to that list need to be made available in an 'Offline Product Database' stored on your computer. You can easily accomplish this by downloading your Purchase History, by adding items using a Standing Order, or by adding items via the 'Product Availability and Pricing' screen. To use these functions, connect to SOS as instructed in the front of your SOS Manual and follow the steps below.

### 2 a. - Downloading your Purchase History

By downloading your Purchase History, a record of every product you have purchased in the last twelve months will be placed onto your computer. With this information, you can start creating an imprest list. To download your purchase history to an 'Offline database' on your PC, follow the steps below:



1. Click on the 'Purchase History (F7)' button on the main menu.
2. If your account has more than one delivery address (eg: Theatres, Wards etc), click the 'All Accounts' menu item at the top of the screen.
3. When the 'Purchase History' screen is displayed, click the 'Download DataBase' menu item at the top of the screen.



4. The warning prompt at left will appear. Click 'OK' to continue.
5. The download may take two to three minutes, depending on the amount of items you purchase. A message 'Updating Offline Product Details' is displayed while the download is in progress.
6. When the download is completed, the message to the left will be displayed. Click 'OK' to return to the main menu. You now have a product database on your Computer with which to create an Imprest List.

## 2 b. - Adding Items via Standing Order

In some cases, all the products you require for creating an imprest list may not be available in the product database after you download the Purchase History. This may be because your account has only been opened recently or that a particular item has not been purchased before. This option allows you to add items to the product database one at a time, or by importing the items from an Excel Spreadsheet, making them available for imprest lists.

Type in a Reference (the name of the standing order), then click the 'Add' button. You now have the option to:

### 1. Add Items Individually

### 2. Import from an Excel Spreadsheet.

#### 1. Add Items Individually.

1. Click the 'Add Items' button. You then proceed to add items by typing in the CH2 product code into the 'Product Code' field, or you can type the description in the 'Search Word' field.
2. When the quantity has been entered, click the 'Update' button. Items entered on the order will be displayed.

3. Continue adding items to the standing order using the 'Add Item' button until you have entered all the products you need. There is no limit to the amount of products you can have on a standing order.
4. To start a new standing order, click the 'Add New' option on the menu bar

Description	Code	Manuf/Part#	UOS	Price
PANADOL DROPS COLOUR FREE 100MG/ML 20ML	1459618	GLACON 7146082	EA	3.78
PANADOL ELIXIR 100ML 5-12 YRS 240MG/5ML	1364992	GLACON 7144721	EA	6.67
PANADOL ELIXIR 200ML 5-12 YRS 240MG/5ML	1277970	GLACON 7044739/7144739	EA	11.41
PANADOL ELIXIR 120MG/5ML 100ML SUGAR FREE	1101588	GLACON 7143775	EA	5.22
PANADOL ELIXIR 120MG/5ML 200ML SUGAR FREE CHILD 1-5	1101595	GLACON 7143791	EA	8.50
PANADOL ELIXIR CHILD 200ML 5-12 YEARS	1518023	GLACON 7144739	EA	11.53

## 2. Import from an Excel Spreadsheet

To import a Standing Order into SOS from Excel, the Spreadsheet needs to be saved in the following format. The top of column 'A' needs to be titled 'Product' and the top of column 'B' needs to be titled 'Quantity'. Add the CH2 codes and the quantities you wish to order as per the example below. Other columns in the spreadsheet may contain any data.

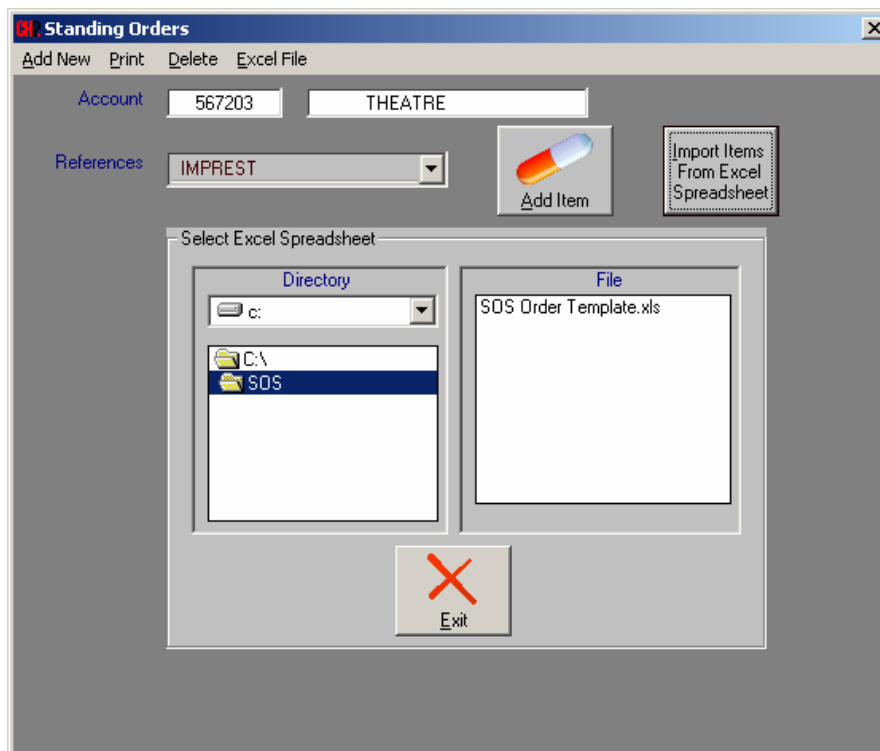
Refer to the example below:

	A	B	C	D	E	F
1	Product	Quantity	Description	Manufacturer	UOM	Location
2	1383426	3	VIRAMUNE TAB 200MG 60	BHRNGI-VIR200	EA	A01
3	1758340	1	STOPPER COMBI RED LUER LOCK	PHRMTL-61100175	C2000	A02
4	1122745	4	SINEQUAN CAP 25MG 50	ALPHRM-25SIN50BP	EA	A03
5	1350907	1	SINEMET CR TAB 200MG/50MG 100	MSD-7497500	EA	B01
6	1044226	1	DANTRIMUM CAP 25MG 100	PFIZER-05030025	EA	B02
7	1567973	1	EPREX PFS 3,000IU	JNSCLG-73170	B6	C01
8	1045962	5	DEXAMETHASONE SODIUM PHOSPHATE AMP 4MG 1ML	MAYNEP-2085B	B5	D01
9	1750953	1	GRAVITY VARIOLINE SET	PHRMTL-61100159	B30	D02
10	1425985	20	HIRUDOID CREAM 20G	KEY-4401	EA	D03

Click on the 'Import Items From Excel Spreadsheet' button.



The following screen will be displayed. You need to change the file directory to where the Excel Spreadsheet has been saved. Click the Spreadsheet you wish to upload and SOS will begin loading the items into a new Standing Order.





## 2 c. - Adding Items via Product Availability

You can add individual items to the Offline Database by using the Product Availability option.

1. Select 'Product Availability' from the Main Menu.
2. Search for the items you wish to add to the 'Offline database'. Enter the CH2 item number into the 'Product Code' field or a Product Description into the 'Search Word' field.
3. Click the 'Add to Offline Product Database' button when it appears. This button will only appear if the item is **not** in your 'Offline database'.
4. The selected item is now available for use in an imprest list. You can now move onto the next step of creating an imprest list for each department within your organisation.

Product Prices/Availability

Print Excel File

Account 567203 THEATRE

Product Code 1354041

Search Words TISSUE Manufacturer

Manufacturer SCAHYG Part # 2170302 / 217030

All Items Purchased

Search Type:  Soundex  Direct

Product Search Selection:  All Matches  Available Only  Purchased Only

FACIAL TISSUE 2 PLY 224'S 1354041 C24 SCAHYG 68 33.50

Description: FACIAL TISSUE 2 PLY 224'S HYGENEX PRESTIGE WHITE U.O.S. C24

Pricing		Taxable	Purchase History			Available Stock
Quantity	Price		MTD	YTD	LFY	
1	33.50	Y				68

Contract

Next Stock Expected: 05-02-08

Add to Offline Product Database

## 2 d. - Setting up an Imprest List

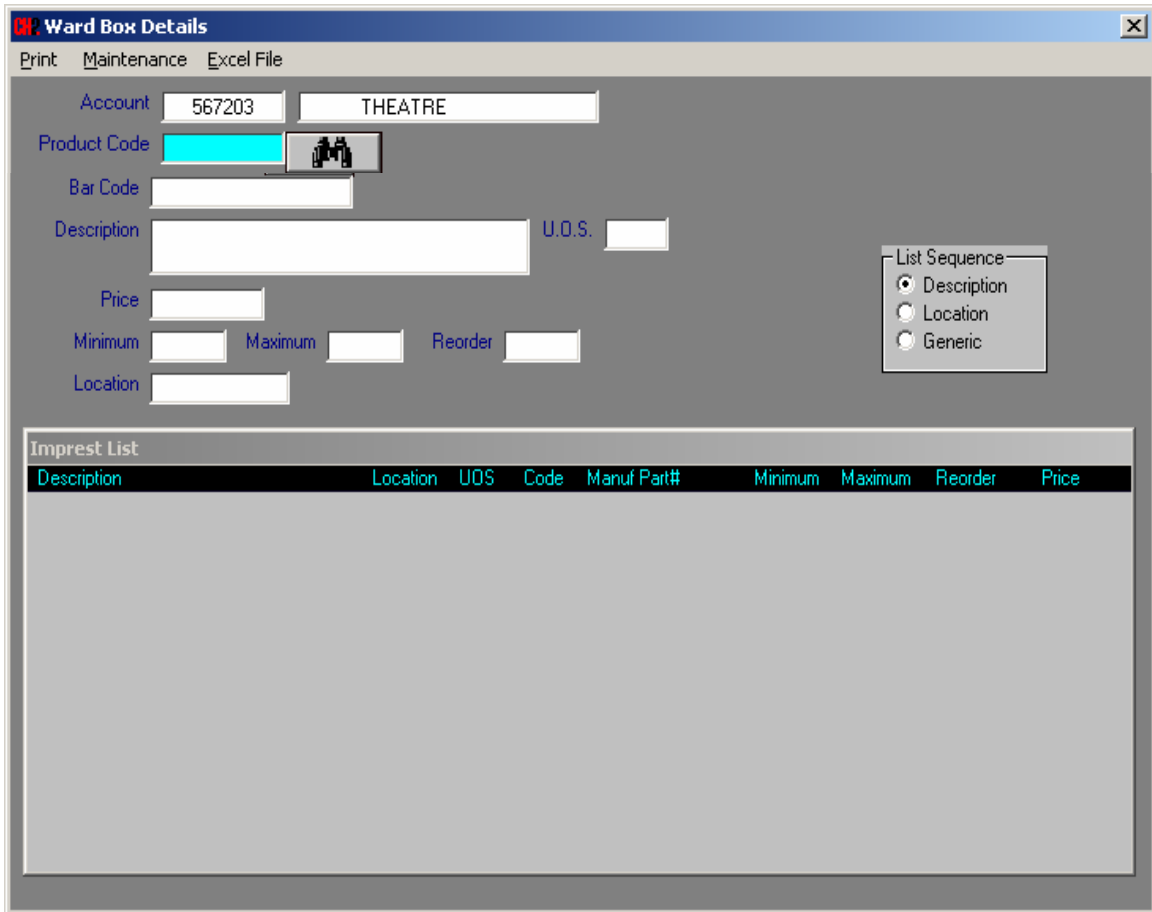
To set up an impost list click 'WardBox', select 'Maintenance' then 'Imprest List'.



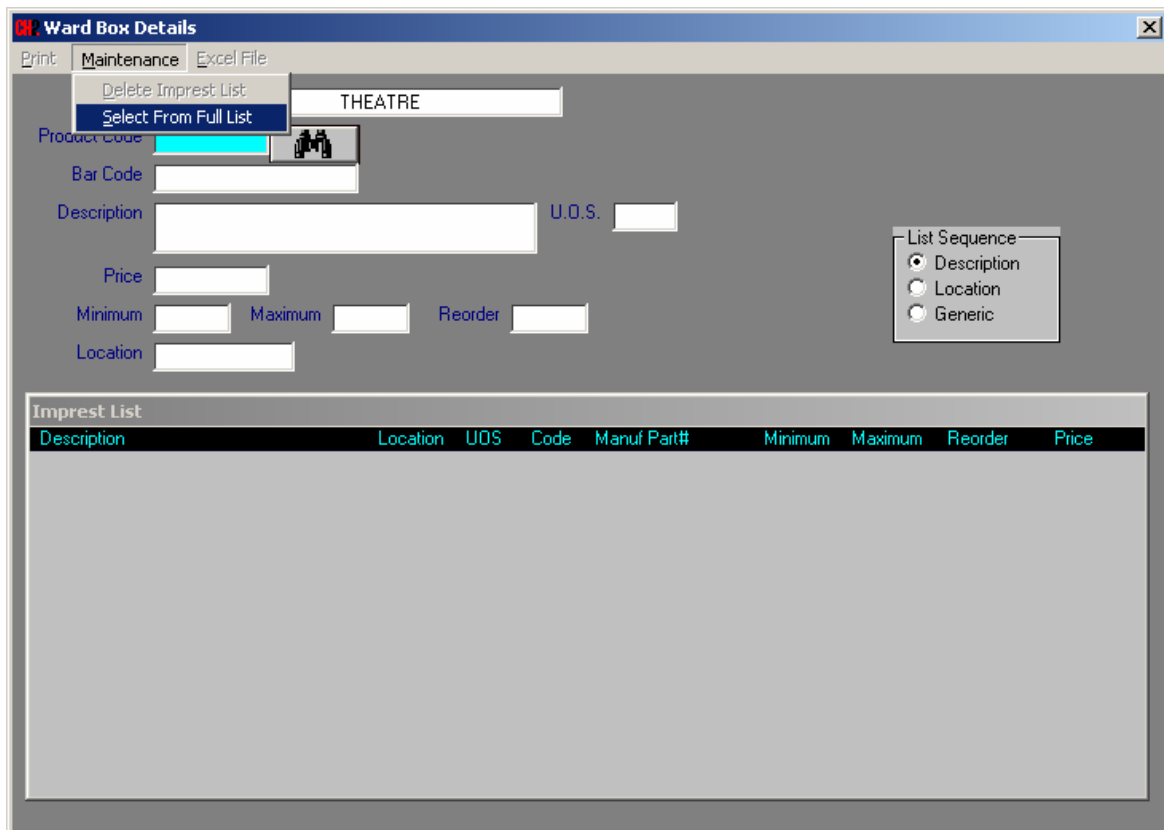
If the following screen appears, click the account you wish to create an impost list for. If this screen does not appear, continue to the next step.

CH Select Account		
All Accounts Search Display Sequence		
Name & Address	City/Town	Account No.
HOSPITAL 1 - WARD BOX THEATRE	NEWCASTLE	113531
HOSPITAL 1 - WARD BOX EMERGENCY	MELBOURNE	276902
HOSPITAL 1 - WARD BOX WEST 1	MELBOURNE	276903

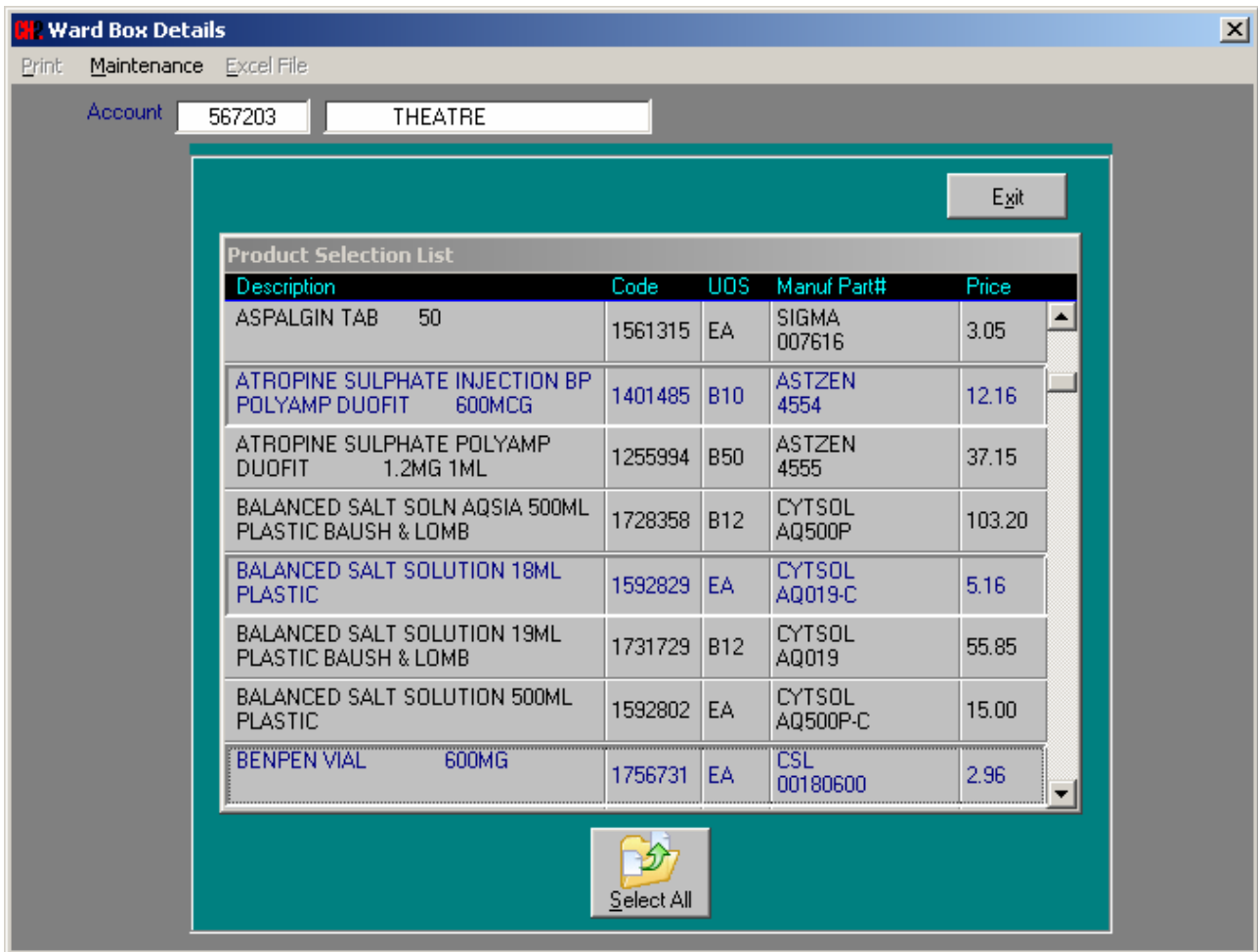
The 'Ward Box Details' screen appears with the 'Product Code' field highlighted.



To begin building your imprest list click on 'Maintenance' then 'Select from Full List'. (This full list is the result of the products that have been added to the 'Offline Database'). You may also add items by entering the CH2 item number into the highlighted 'Product Code' field.



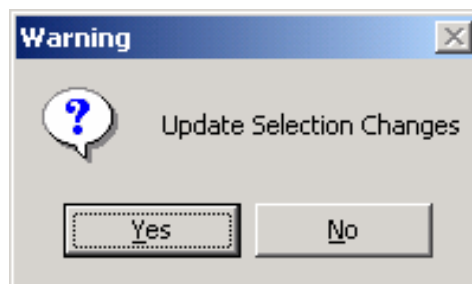
The following screen will appear.



Click each product you wish to add to the imprest list. Once all products are selected, close this screen. You may also click the 'Select All' button to add every product in the database to the imprest list

When the offline database is very large, SOS will break up the list into smaller sections indicated by letter ranges at the top of the screen. Click the appropriate letter range button and select items as described above.

Click exit when you have selected all your items. When the following dialogue box appears, click the 'Yes' button to update your imprest list.



The imprest list is now ready to use. Reorder, minimum and maximum levels along with shelf locations can be added to each item if required. Simply click on an item and add this information into the appropriate fields.

Click 'Update' to save these changes. Continue this for each product. To delete a product from the Imprest List, select the product and click 'Delete'.

Description	Location	UOS	Code	Manuf Part#	Minimum	Maximum	Reorder	Price
ANZEMET AMP 12.5MG 1		EA	1383660	AVENTS 310541				7.1
ATROPINE SULPHATE INJECTION BP POLYAMP DUOFIT 600MCG		B10	1401485	ASTZEN 4554				12.1
BALANCED SALT SOLUTION 18ML PLASTIC		EA	1592829	CYTSOL AQ019-C				5.1
BENPEN VIAL 600MG		EA	1756731	CSL 00180600				2.1

**NOTE: The CH2 code can simply be typed into the 'Product Code' field to add an individual item to the imprest list. (You would still need to make sure this product is in the Offline Product Database.)**

Once each product has had the details added, close the imprest list. Repeat the steps above to build an imprest list for each department in your organisation.

Imprest lists may be printed with or without a barcode. Select 'Print' from the menu bar and select either:

- Detail Listing** - Print an imprest list without barcodes.
- Stock Request Form** - Print an imprest list with barcodes.

Select 'Excel File' from the menu bar to download the imprest list to an Excel spreadsheet.

Once all imprest lists have been set up, you can print the barcode labels for your various departments and products. Refer to Chapter 3 of this manual.

## 2 e. – Non CH2 Imprest Items

If you have items to add to an imprest list that you do not purchase from CH2, you can add these items to the offline database via the following screen. Select 'WardBox' from the menu bar then click 'Maintenance' and 'Non CH2 Managed Items'.



When the following screen appears, enter the details of the items that you wish to add to your database on the right hand side and click the 'Add' button. SOS will automatically issue a seven digit product code to the item that starts with a '9'.

Product Description	Code	UOS	Price	Cust Code
MADE UP PRODUCT	9000001	EA	1.00	
SOMETHING USEFUL	9000002	B100	35.00	

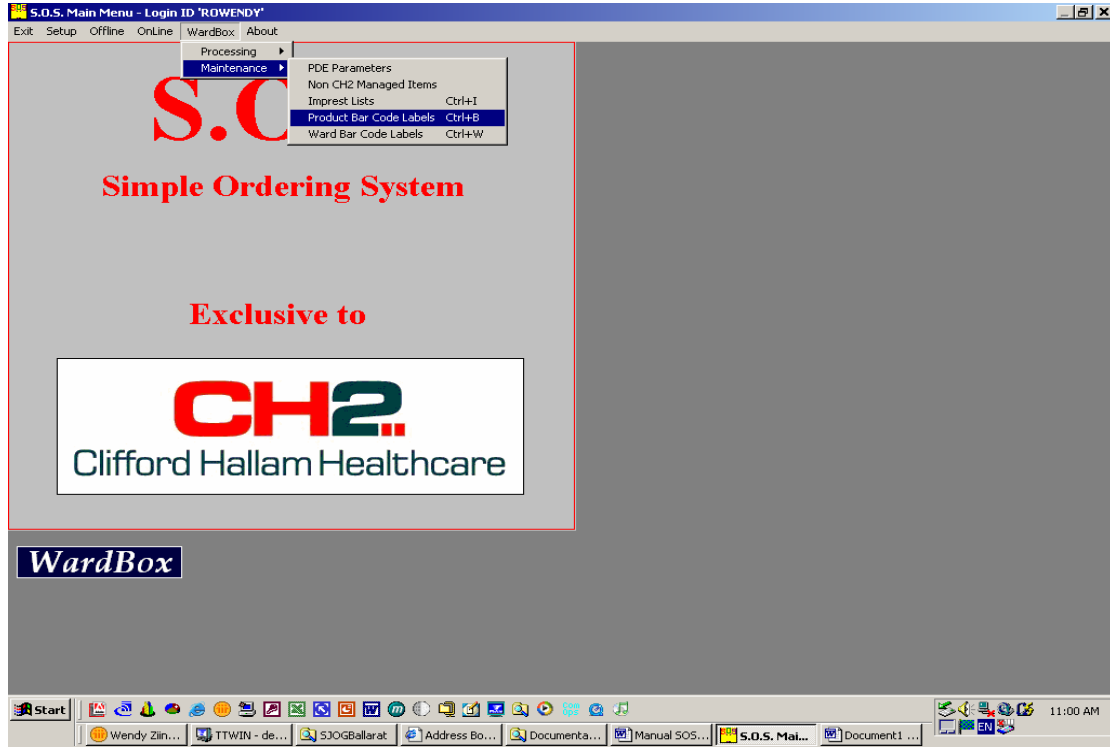
Once you have added these non CH2 items, you can then add them to the Ward Imprest Lists, as explained in section 2d of this manual.

**NOTE: These items can be added to the imprest lists and have bar codes produced for them, but they cannot be downloaded to or ordered by the scanner.**

# 3. Labelling

## 3 a. - Product Barcode Labels

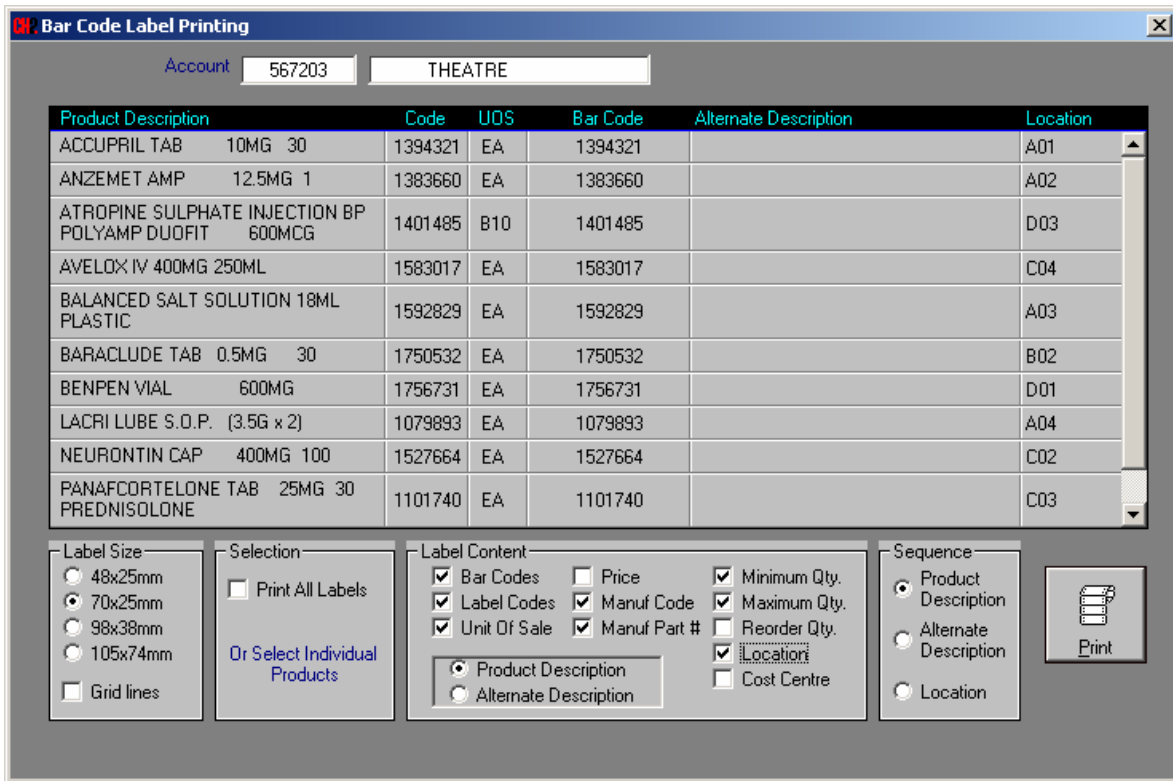
To Print Product Bar Code Labels, select 'WardBox' from the menu bar and click 'Maintenance', 'Product Bar Code Labels'.



Select the appropriate account if required, or proceed to the next section.

Select Account		
All Accounts Search Display Sequence		
Name & Address	City/Town	Account No.
HOSPITAL 1 - WARD BOX THEATRE	NEWCASTLE	113531
HOSPITAL 1 - WARD BOX EMERGENCY	MELBOURNE	276902
HOSPITAL 1 - WARD BOX WEST 1	MELBOURNE	276903

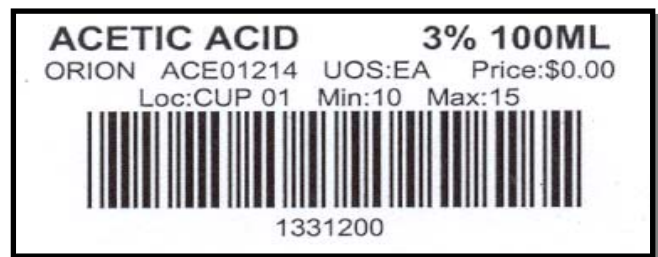
The 'Bar Code Label Printing' screen will appear. Options for label size, content and sequence are at the bottom of the screen. Items can be selected for printing individually by clicking each item in the list. There is also an option at the bottom of the screen to 'Print All Labels'.



Select the options required by clicking the white check boxes. Once all options are selected, click the 'Print' button. Repeat the steps above for each department that needs barcode labels.

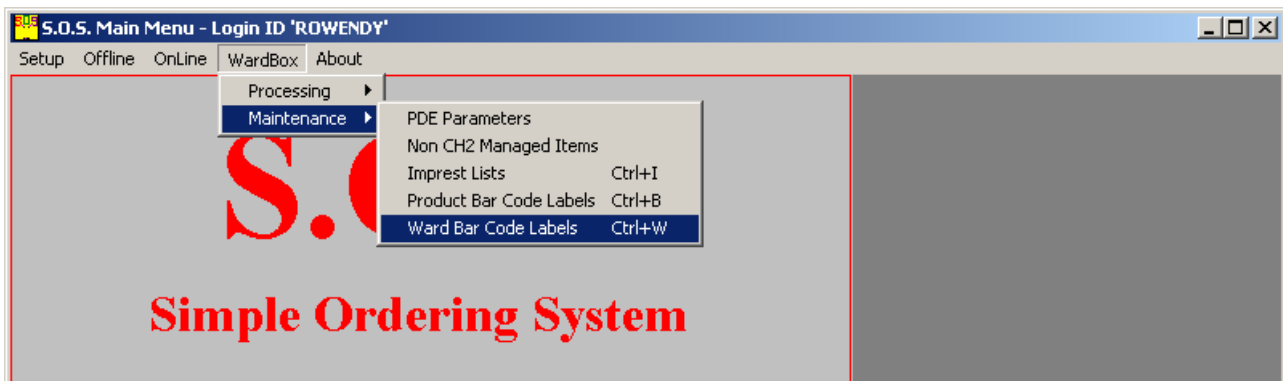
Note: Selecting 'Product Description' in the 'Label Content' options will print the items brand name as it appears in the CH2 system.

Selecting 'Alternate Description' will print descriptions you have entered (usually generic descriptions). Refer to chapter 18 of the 'User Manual SOS V???' available from our website.



### 3 b. - Ward Bar Code Labels

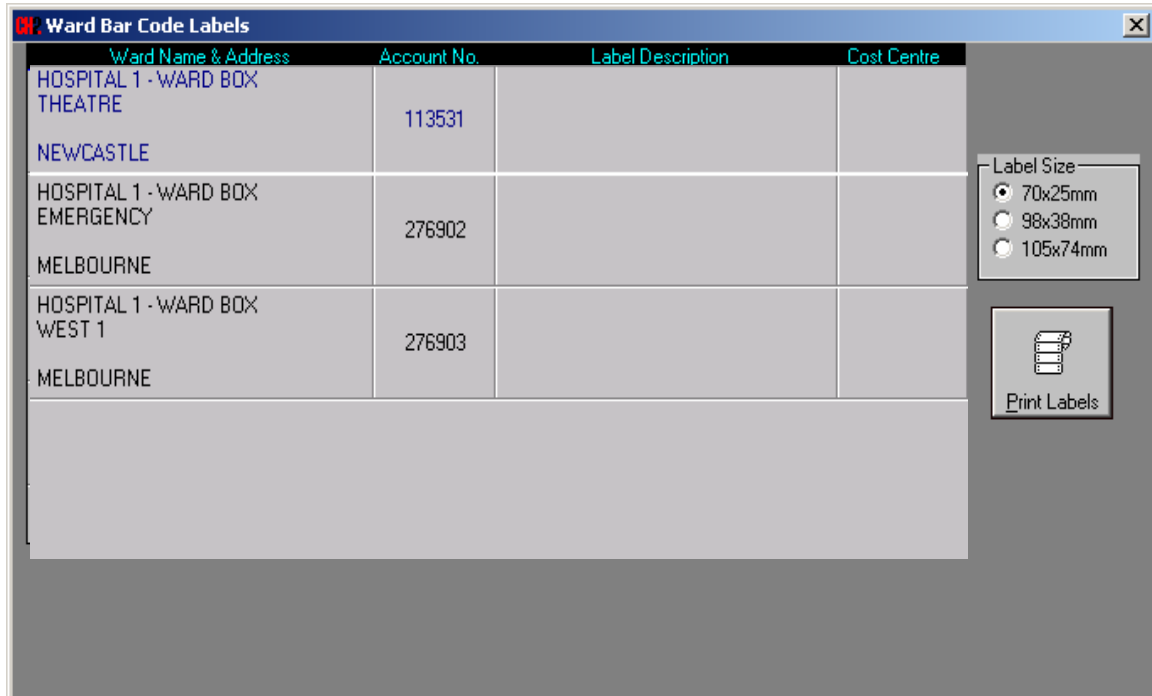
The next step is to print labels for each ward, or department, within your organisation. Click on 'WardBox', select 'Maintenance' then 'Ward Bar Code Labels'.





The screen shown below appears. You can add a label description to each department or ward, or add in a Cost Centre. Click on the Ward name and type the new description or cost centre in the appropriate boxes at the bottom of the screen. When the details are added, click on the 'Update' button. Repeat this for each Ward.

Select the size of the labels to be printed and click the 'Print Labels' button. This will print a label for each ward or department shown on the screen.



Click on the 'Exit' button to close this screen.



Once your stock locations are labelled in each of your wards or departments, the PDE scanning unit can then be used to create orders. These orders are uploaded to your computer and sent to CH2 via the SOS program.

The next section explains how to use the PDE unit (barcode scanner) shown at right.



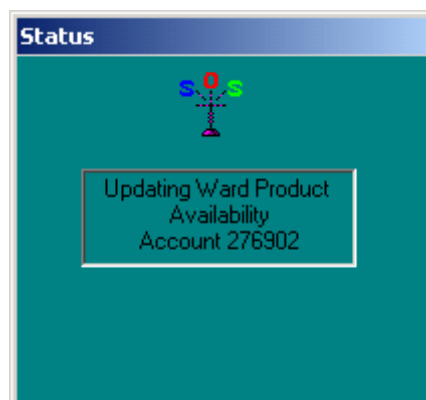
## 4. Loading Stock Availability / Backorders (Please note that this step is optional)

We are now going to download product availability and backorder information to the PDE scanning unit. This means that when you are using the PDE scanner, details of product availability and backorders will be shown on the scanners screen for each item you scan. This information will be as recent as your latest download.

Click on 'WardBox', select 'Processing' then 'Load Stock Availability/Backorders'.

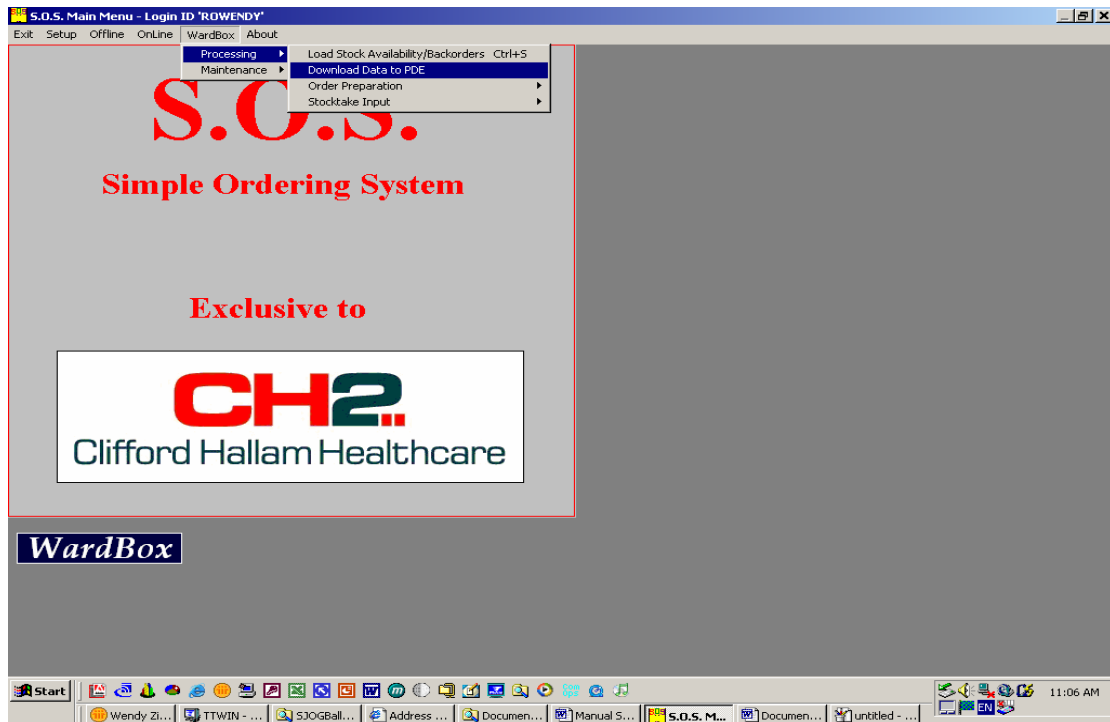


The dialogue box shown below will appear. A typical download takes 1 to 2 minutes. When SOS has assembled all this information, the 'Download PDE Files' menu will appear as shown on the next page. This product information will then be downloaded along with the other imprest details described in the next section of this manual.



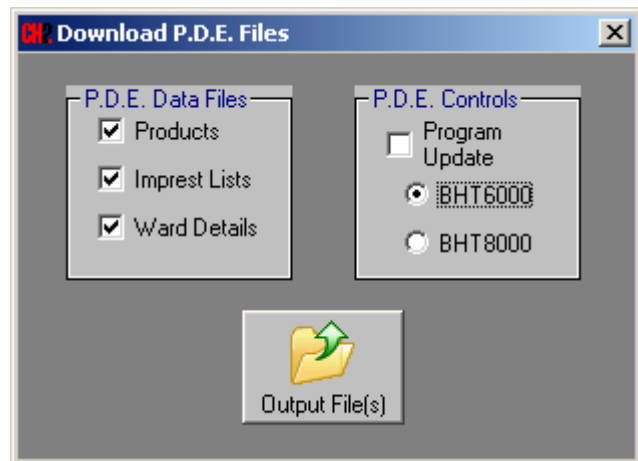
## 5. Download Data to the P.D.E.


Once all the Imprest Lists and Ward details have been set up, you need to transfer this data to the PDE Scanner. Click on 'WardBox', select 'Processing' then 'Download Data to PDE'.



The screen shown at right will appear. Click each check box in the 'PDE Data Files' section on the left of this screen.

Click on the PDE model that you are using on the right (under 'PDE Controls'). The grey scanner as pictured in this manual is a 'BHT6000'. If you have the blue scanner, the model number is 'BHT 8000'.



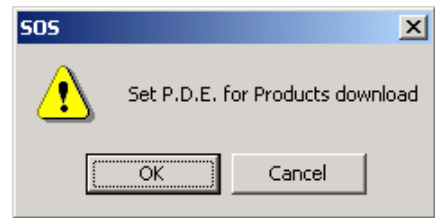
Turn the PDE Scanner on using the power button .

From the 'Front Menu' select '3. Download' by pressing '3' on the PDE's keypad.

Click the 'Output File(s)' button on the PC screen.

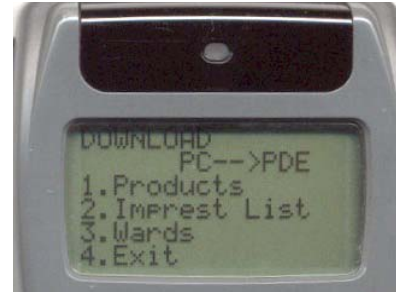


The dialogue box pictured at right will appear.

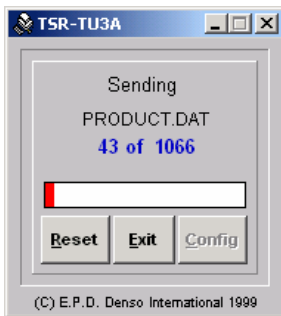


On the PDE Scanner select '1. Products' by pressing '1' on the PDE's keypad.

Click the 'OK' button on the PC screen.



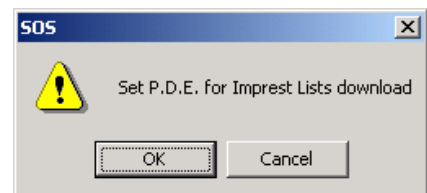
The following screens will appear on the PC and PDE Scanner.



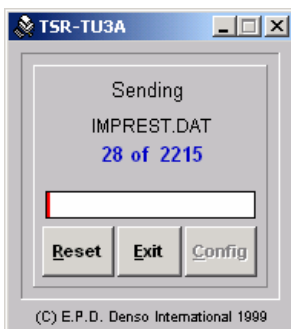
Allow this process to run. You will hear a short beep when this process is finished and the next dialogue box will appear.

Select '2. Imprest List' on the PDE scanner by pressing '2' on the keypad.

Click the 'OK' button on the PC screen.



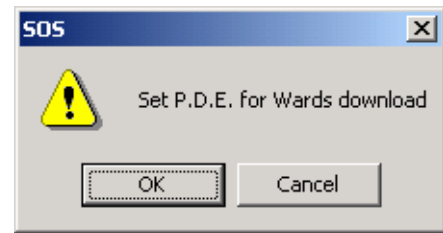
The following screens will appear on the PC and PDE Scanner.



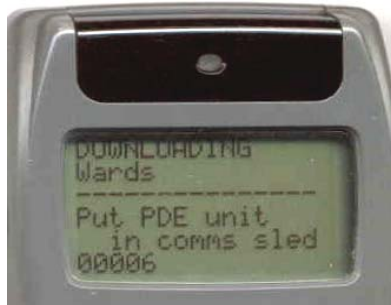
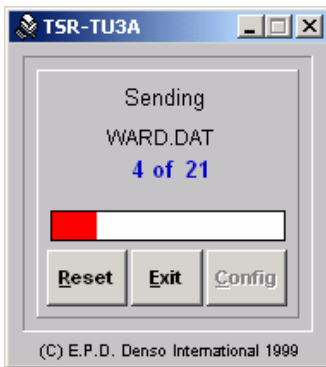
Allow this process to run. You will hear a short beep when this process is finished and the next dialogue box will appear.

Select '3. Wards' on the PDE scanner by pressing '3' on the keypad.

Click the 'OK' button on the PC screen.



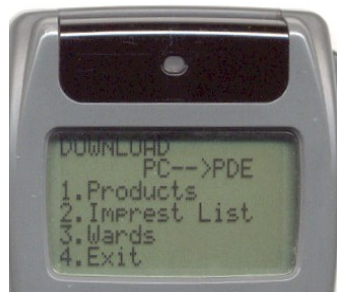
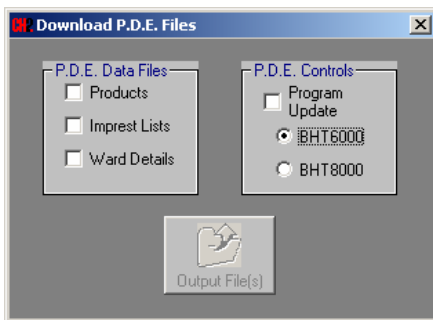
The following screens will appear on the PC and PDE Scanner.



Allow this third and final process to run. A short beep will once again sound when the process is finished.

All data required to place an order has now been downloaded to the PDE scanner.

Close the 'Download PDE Files' menu on the PC screen and select '4. Exit' on the PDE scanner by pressing '4' on the keypad.



The 'Front Menu' screen will then appear on the PDE.

You are now ready to use the PDE Scanner for bar code ordering.

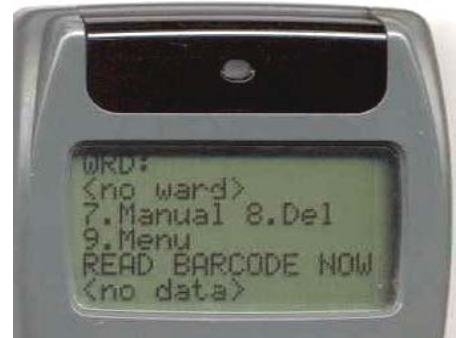
***The frequency of downloading this data is at the discretion of the user. Any time changes are made to the imprest or ward lists, you will need to follow these steps to ensure the data in the PDE is up to date.***

## 6. Order Preparation

Now that the data needed to place orders has been downloaded, the PDE scanner can be used to build a purchase order. First, scan the barcode label for the Ward or Department you wish to order for. Next, type in an order reference using the keypad. **Please note that this reference number is mandatory.** Each product to be ordered is then scanned one at a time and the required quantity entered. These steps are described in more detail below.

### 6 a. - Scanning Wards and Products

After downloading the ordering data as described in section 5, select '1. Orders' from the Front Menu by pressing '1' on the keypad. The following screen will appear.



Scan the Ward Bar Code Label, by pressing the **M1** button on the PDE Scanner. You will hear a short beep. Type in an order reference and press enter **ENT**.



***The Order Reference number is mandatory. If you do not enter a number here, the scanning process will not work. This reference can be a purchase order number, a persons name or a random series of digits (eg: '11111'). It can also be changed in SOS later, so does not need to be correct at this stage.***





The 'Read Barcode Now' screen shown at left will appear (note the order reference from above is at the bottom right).

Scan the Product Bar Code label by pressing the **M1** button.

**If the same product is scanned twice in a single order, the screen shown right will appear. Select '3. Continue' to continue with the order.**



When the next screen appears, you will have several options for entering an order quantity.



1. Select '1. OQ' to enter the quantity required. Enter this on the keypad and press enter **ENT**. This is the most common option.
2. Select '2. Cnt' to enter the quantity that is on the shelf. The PDE calculates the quantity to be ordered using the Min/Max levels. **(NOTE: The product will only be ordered if the quantity entered is less than the minimum level).**
3. Select '3. Xit' if the product was scanned in error. Simply scan another item to continue.

As per the example above, the PDE screen will show details of the items scanned. These include the description, Min / Max stock level, price, product availability and unit of measure. These details are derived from the PDE download procedures described in sections 4 and 5 and the information entered in the imprest lists (refer to section 2).

**Continue scanning product barcode labels until all items required are ordered.**

If a label cannot be scanned, or there is no label for a particular product, the CH2 product code can be entered manually. Select '7. Manual' from the screen shown below left. The 'Manual Entry' screen will appear (below right). Type in the CH2 product code and press the enter **ENT** button.

Repeat the above steps to order the item.



Selecting '8. Del' from the above screen will allow the last item scanned to be deleted. Selecting '1. Yes' will delete the last product ordered. Selecting '3. No' will return you to the previous 'Read Barcode Now' screen.

If an order is required for another ward or department, scan the relevant ward barcode label, **enter the order reference**, and continue scanning as described above. There is enough memory in the PDE scanner to store several orders.

Once all products have been ordered, return to the Data Entry Menu by selecting '9. Menu' from the 'Read Barcode Now' screen. The following screen will appear.



Select one of the following options:

- 1. Upload** - will upload the orders to the PC. Refer to section 7 of this manual.
- 2. Review Entries** - will display on the screen products that have been ordered.
- 3. Review (x5)** - will display on the screen products that have been ordered five (5) at a time.
- 4. Clear Memory** - will delete the order(s) from the PDE Scanner.

***Do not clear the memory until you have successfully uploaded the orders to SOS as described in section 7 of this manual.***

- 5. Data Entry** - will return to the 'Read Barcode Now' ordering screen.

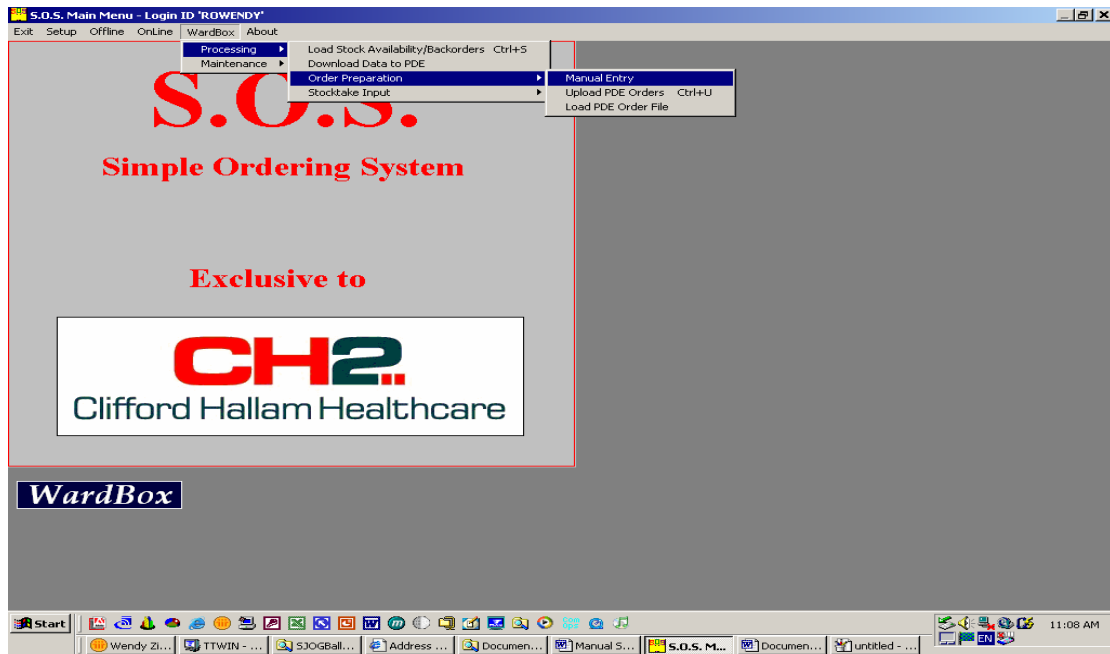


## 6 b. - Manual Product Entry

This Option allows you to create an order manually without using the PDE Scanner.

**NOTE: It is a good idea to 'Load Stock Availability / Backorders' before using this option. Refer to Section 4 of this manual.**

Click on 'WardBox, select 'Processing', 'Order Preparation' and 'Manual Entry'.



The screen below will appear. Enter a purchase order number and any Special Instructions that are required. Type in the product code and enter the relevant quantity in either the 'Count Qty' or the 'Order Qty' fields.

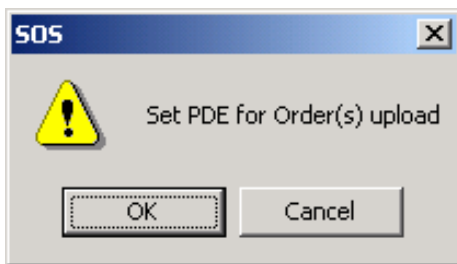
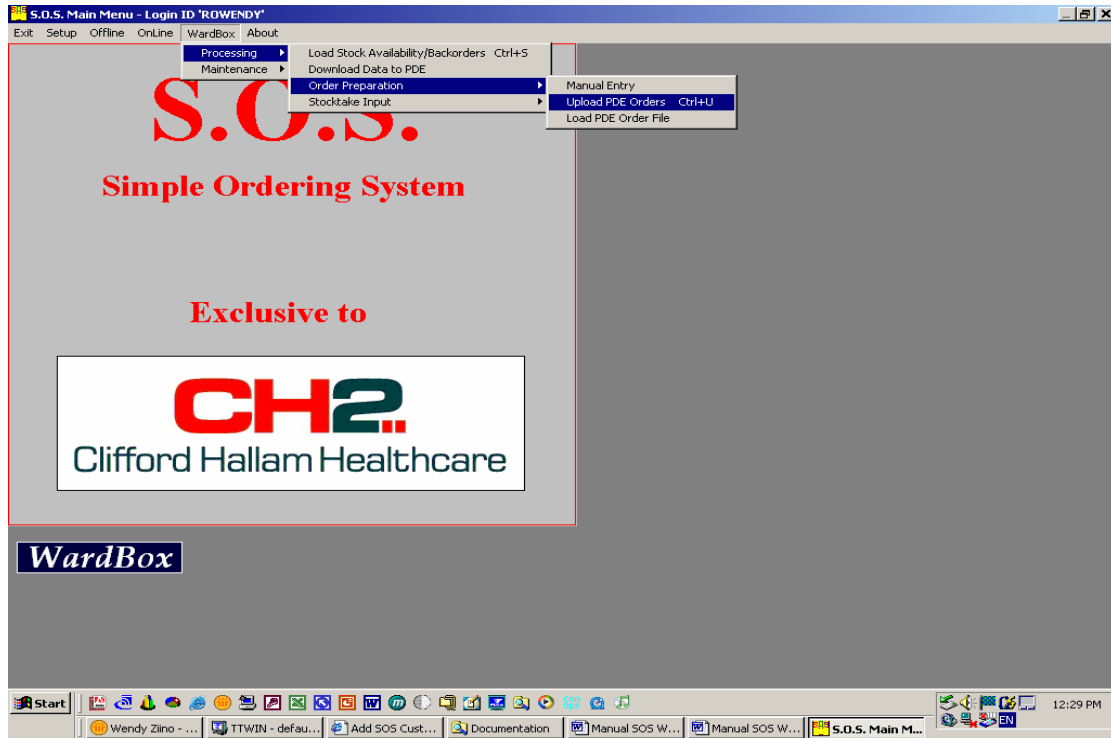
Prepare Ward Orders						
Exit	Delete	Print				
Account	276902	HOSPITAL 1 - WARD BOX				
Order No.						
Special Instructions						
Product Code						
Description		U.O.S.		Minimum		
Price				Maximum		
Count Qty.						
Order Qty.						
Extended				Order Value	0.00	
Description	UOS	Code	Quantity	Price	Extended	

Continue adding products to the order. Once all of the products are added, click 'Exit', then go 'Online' to process the order and send it to CH2.

# 7. Uploading P.D.E. Orders to SOS

## 7 a. – Uploading PDE Orders

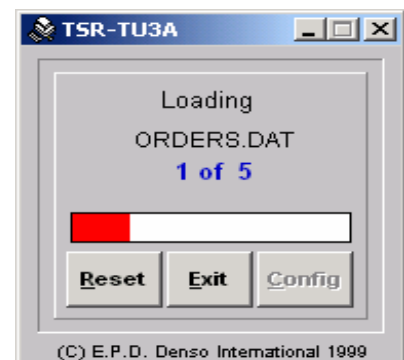
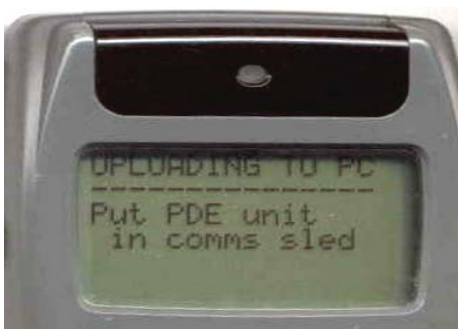
To upload the order(s) to the PC, place the PDE Scanner in the sled. In SOS, click on ‘WardBox’, select ‘Processing’, ‘Order Preparation’ and ‘Upload P.D.E. Orders’.

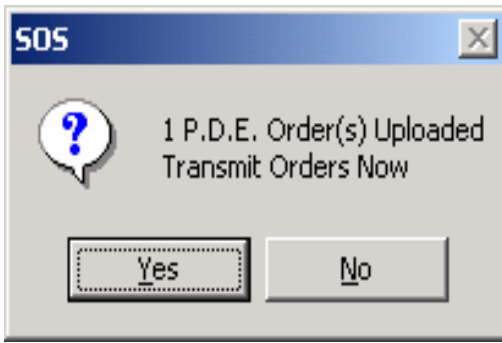


The dialogue box shown at left will appear on the PC screen.

On the PDE Scanner select ‘1. Upload’ and click the ‘OK’ button on the PC screen. The order(s) will be uploaded into SOS.

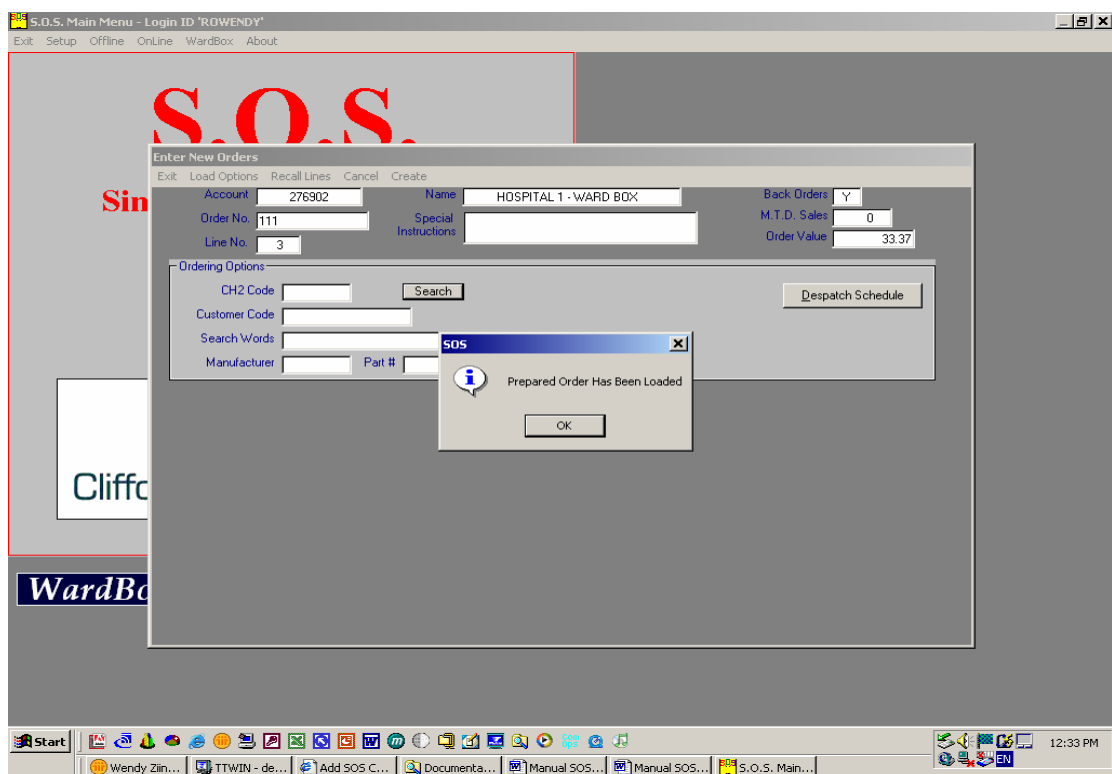
During this process, the screens shown below appear.





When complete, the dialogue box at left will appear. Click the 'Yes' button to transmit the order(s). Type in the password when prompted and click on send. SOS will go straight into the ordering screen and the order(s) will be loaded line by line. The latest stock availability and pricing is checked as the order is loaded. A backorder message will appear for any out of stock items as the order is loaded.

When the order has finished loading, the message 'Prepared Order has Been Loaded' (shown below) will appear. Click the 'OK' button. Products can now be added to or deleted from the order, the order number can be changed, and a message can be added in the 'Special Instructions' field. Once the order is completed, click on the 'Create' menu option at the top of the screen to send the order to CH2. If there are any other orders to process, they will load automatically.



Once all orders have been processed, close this screen and SOS will shut down.

The PDE Scanner screen will show an option to 'Clear the Memory'. (It may be necessary to turn the PDE back on). When you have finished uploading the orders and they have been processed in SOS successfully, select '1. Yes' to clear the memory.



## 7 b. – PDE Order Error

If you experience a PDE Order Error whilst uploading your order, you will need to load the order manually. You will first need to delete the order(s) that you were attempting to upload.

Connect on-line to SOS and then select the 'Enter New Orders' screen.

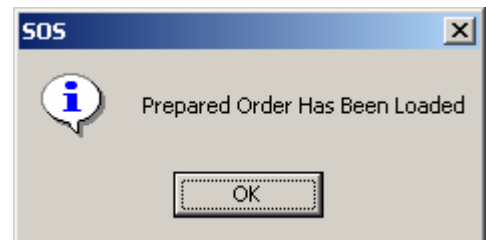
Select the first account that you were doing an order for.



Select Account		
Name & Address	City/Town	Account No.
HOSPITAL 1 - WARD BOX THEATRE	NEWCASTLE	113531
HOSPITAL 1 - WARD BOX EMERGENCY	MELBOURNE	276902
HOSPITAL 1 - WARD BOX WEST 1	MELBOURNE	276903

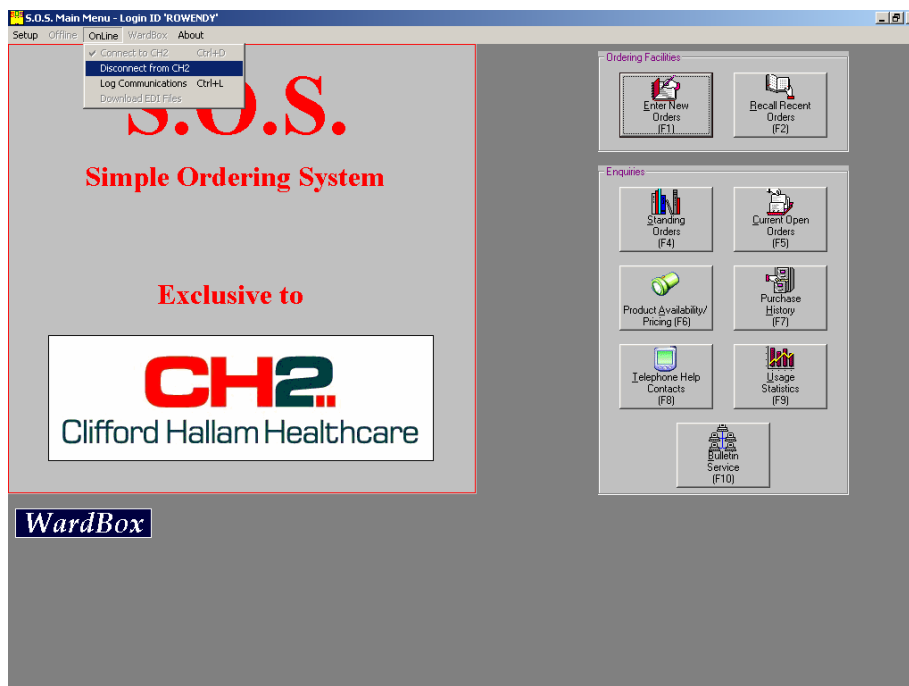
Part of the order should now start to load. Once the order has loaded, the message at right will appear. Click 'OK'.

Click the 'Cancel' option on the menu bar at the top of the 'Enter New Orders' screen. Check each account that you were doing an order for, cancelling all the orders.

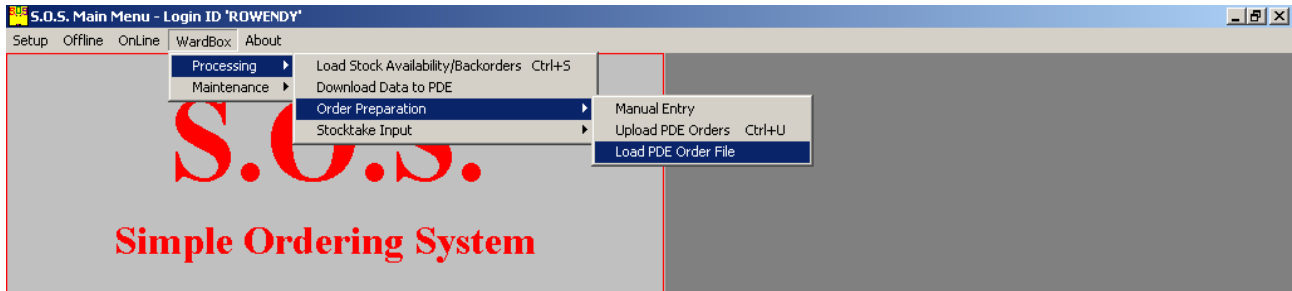


Once the order(s) have been cancelled, you can now load the order(s) manually.

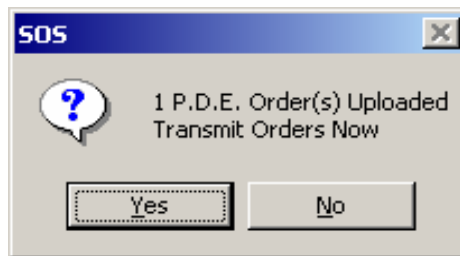
Exit from the ordering screen and then click on 'On-Line' and then select 'Disconnect from CH2'.



Click on 'Wardbox', select 'Processing', 'Order Preparation' and then 'Load PDE Order File'.

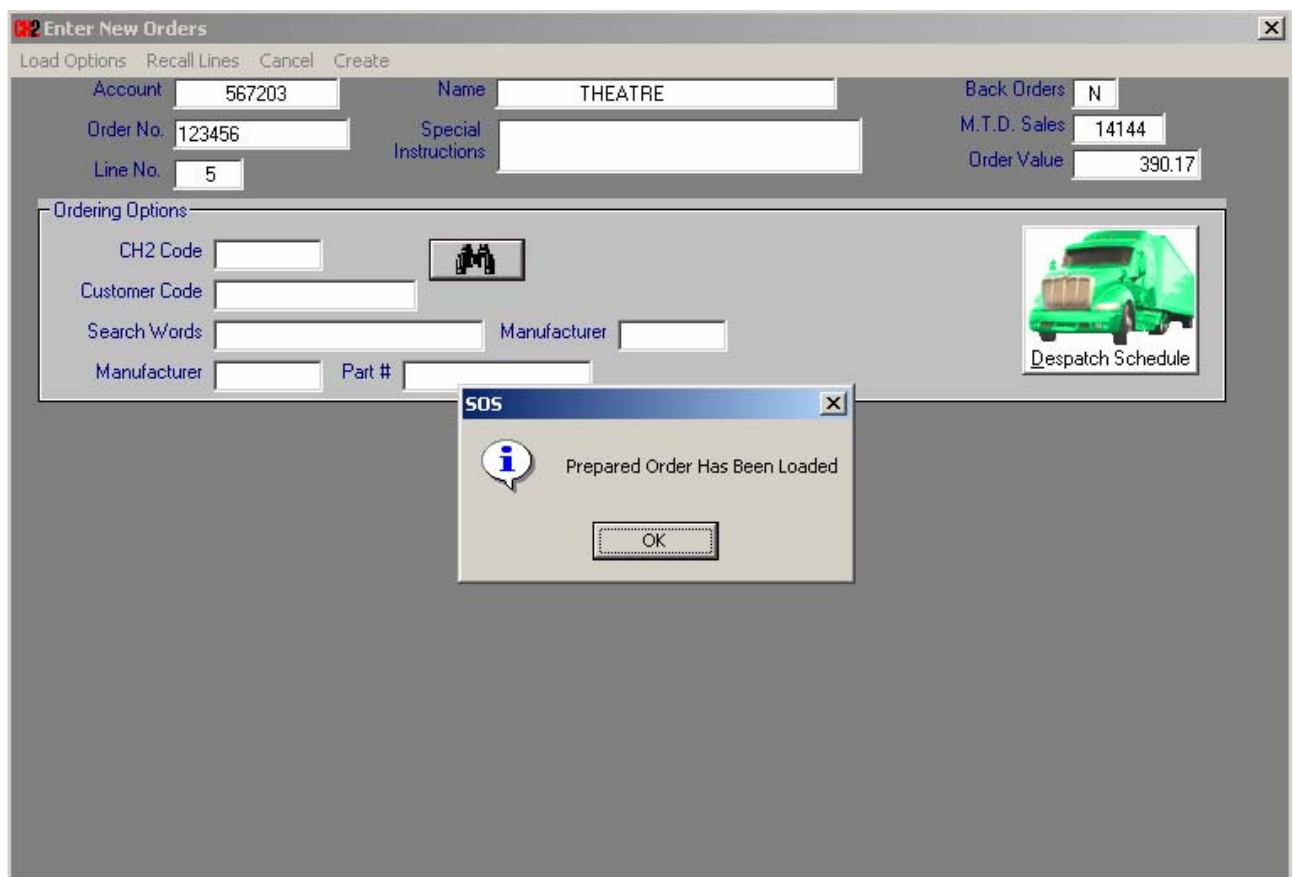


The following screen will appear. Click on 'Yes' to transmit the order(s).



Type in the password when prompted and click on send. SOS will go straight into the ordering screen and the order(s) will be loaded line by line.

When the order has finished loading, the message 'Prepared Order has been Loaded' (shown below) will appear. Click the 'OK' button. Click on the 'Create' menu option at the top of the screen to send the order to CH2. If there are any other orders to process, they will load automatically.



Once all orders have been processed, click on 'Exit' and SOS will shut down.

## 8. Stocktake Input

SOS can create a printed Stocktake for each ward or department within your organisation. These Stocktake printouts can be created with or without the PDE scanner.

### 8 a. - Scanning Stocktake items

To conduct a Stocktake using the PDE Scanner, select '2. Stocktake' from the 'Front Menu' screen by pressing '2' on the keypad.



The 'Read Barcode Now' screen will appear. Select the ward or department for which the stocktake is being performed and scan that ward's barcode label using the **M1** button.



Next, scan the bar code label for the product you wish to count by pressing the **M1** button on the PDE Scanner. When the screen shown at right appears, select '2. Count' by pressing '2' on the keypad, type in the appropriate quantity and press enter **ENT**. This product has now been counted.



Continue scanning until all products have been counted. If an item is scanned by mistake, simply press '3' on the keypad and scan the correct item.

To conduct a stocktake for another ward or department, simply scan the new ward's barcode label. **Please note that only one stocktake per ward or department can be stored in the PDE scanner.** When the stocktake is complete, select '9. Menu' from the 'Read Barcode Now' screen. The 'Data Entry' screen will appear.



Select one of the following options.



- 1. **Upload** - uploads the stocktake to the PC. Refer to section 9 of this manual.
- 2. **Review Entries** - will display on the screen products that have been counted.
- 3. **Review (x5)** - will display on the screen products that have been counted five (5) at a time.
- 4. **Clear Memory** - deletes the stocktake.

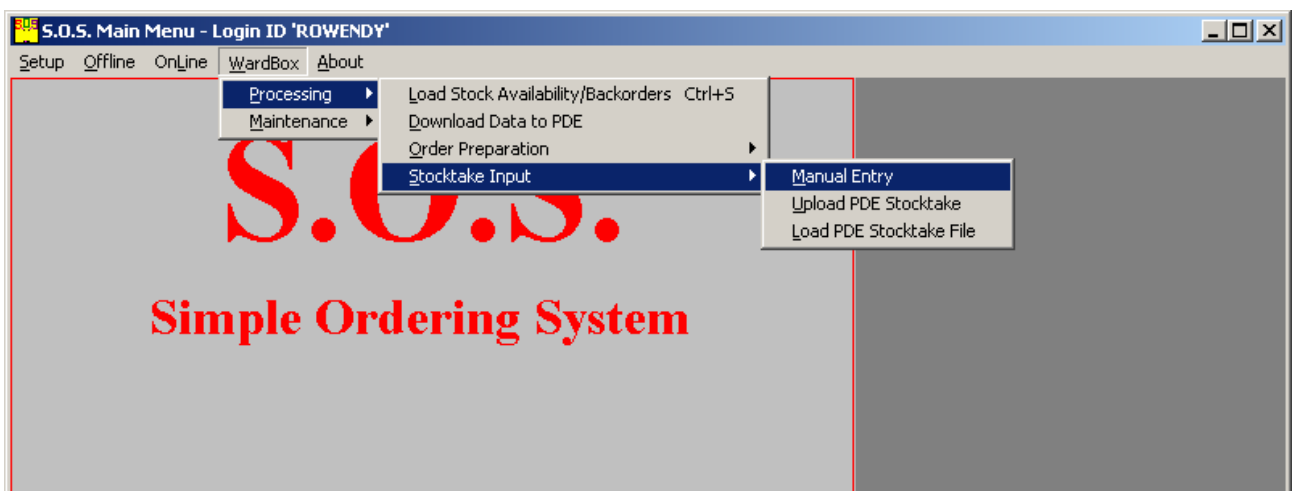
**Do not clear the memory until you have uploaded the stocktake to SOS as described in section 9 of this manual.**

- 5. **Data Entry** – will return to the ‘Read Barcode Now’ screen.

## 8 b. - Manual Entry

This option allows you to create a Stocktake without using the PDE Scanner.

Click on ‘WardBox’, select ‘Processing’, ‘Stocktake Input’ and ‘Manual Entry’.



The 'Ward Stocktake' screen will appear. Type in the product code, or click on the product in the list, enter the quantity counted and click on Update.

**Ward Stocktake**  
 Exit Print Excel file

Account: 276902 HOSPITAL 1 - WARD BOX

Product Code:  Search

Bar Code:

Search Words:

Description:  U.O.S.:

Price:

Count:

Extended: 0.00 Total Value: 0.00

Description	UOS	Code	Count	Price	Extended
ACTILAX SYRUP 500ML 1234567891	EA	1334425		8.94	0.00
ADRENALINE TART 1/1000 AMP 1ML	B5	1000718		4.07	0.00
AGAROL PHENOL FREE 200ML *STRAWBERRY	EA	1000820		4.35	0.00
AGAROL PHENOL FREE 200ML *VANILLA	EA	1000837		4.35	0.00
ALLENS BUT/MEN STICK U36	EA	648310		0.00	0.00
ALLENS BUT/MENTHOL X24	EA	681067		0.00	0.00

Continue adding count quantities until complete. The stocktake can now be printed or copied into an Excel Spreadsheet. Simply click 'Print' or 'Excel File' on the menu bar. The stocktake is now complete.

**Ward Stocktake**  
 Exit Print Excel file

Account: 276902 HOSPITAL 1 - WARD BOX

Product Code: 681067 Search

Bar Code:

Search Words:

Description:  U.O.S.:

Price:

Count:

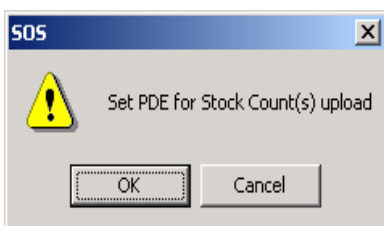
Extended: 0.00 Total Value: 30.13

Description	UOS	Code	Count	Price	Extended
ACTILAX SYRUP 500ML 1234567891	EA	1334425	1	8.94	8.94
ADRENALINE TART 1/1000 AMP 1ML	B5	1000718	2	4.07	8.14
AGAROL PHENOL FREE 200ML *STRAWBERRY	EA	1000820	2	4.35	8.70
AGAROL PHENOL FREE 200ML *VANILLA	EA	1000837	1	4.35	4.35
ALLENS BUT/MEN STICK U36	EA	648310	3	0.00	0.00
ALLENS BUT/MENTHOL X24	EA	681067	1	0.00	0.00



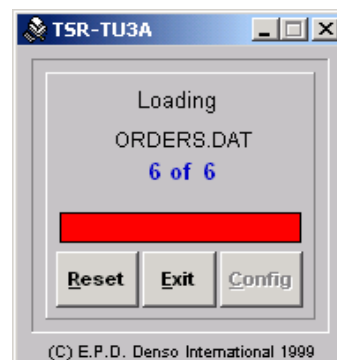
## 9. P.D.E. Entry

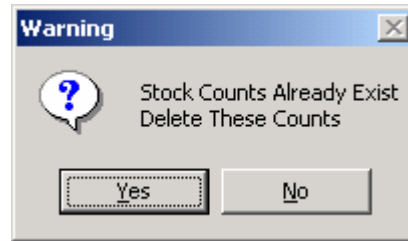
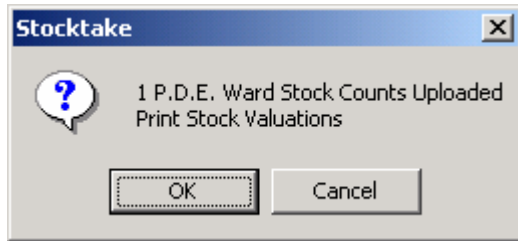
To upload the Stocktake(s) to the PC, place the PDE scanner in the sled. In SOS, click on 'WardBox', select 'Processing', 'Stocktake Input' and 'P.D.E. Entry'.



The dialogue box shown at left will appear on the PC screen.

On the PDE Scanner select '1.Upload' and click the OK button on the PC screen. The Stocktake will be uploaded into SOS. During this process, the screens shown below will appear.





The dialogue box illustrated above left will appear on the PC screen. Click on the 'OK' button to proceed. If the warning which is shown above right appears on the PC, this indicates that a stocktake already exists in SOS. Select the 'Yes' or 'No' button as appropriate to continue with the next step.

The 'Ward Stocktake' screen will appear. The stocktake can now be printed or copied into an Excel Spreadsheet. Simply click 'Print' or 'Excel File' on the menu bar. This stocktake should also include unit pricing and total value of each line and the overall stocktake by department. The stocktake is now complete.

**Ward Stocktake**  
 Exit Print Excel file

Account

Product Code

Bar Code

Search Words

Description  U.O.S.

Price

Count

Extended  Total Value

Description	UOS	Code	Count	Price	Extended
ACTILAX SYRUP 500ML 1234567891	EA	1334425	1	8.94	8.94
ADRENALINE TART 1/1000 AMP 1ML	B5	1000718	2	4.07	8.14
AGAROL PHENOL FREE 200ML *STRAWBERRY	EA	1000820	2	4.35	8.70
AGAROL PHENOL FREE 200ML *VANILLA	EA	1000837	1	4.35	4.35
ALLENS BUT/MEN STICK U36	EA	648310	3	0.00	0.00
ALLENS BUT/MENTHOL X24	EA	681067	1	0.00	0.00

**If you have any questions, contact the CH2 Help Desk on 03 9554 0495, your local Representative or see our Website at [www.ch2.net.au](http://www.ch2.net.au).**