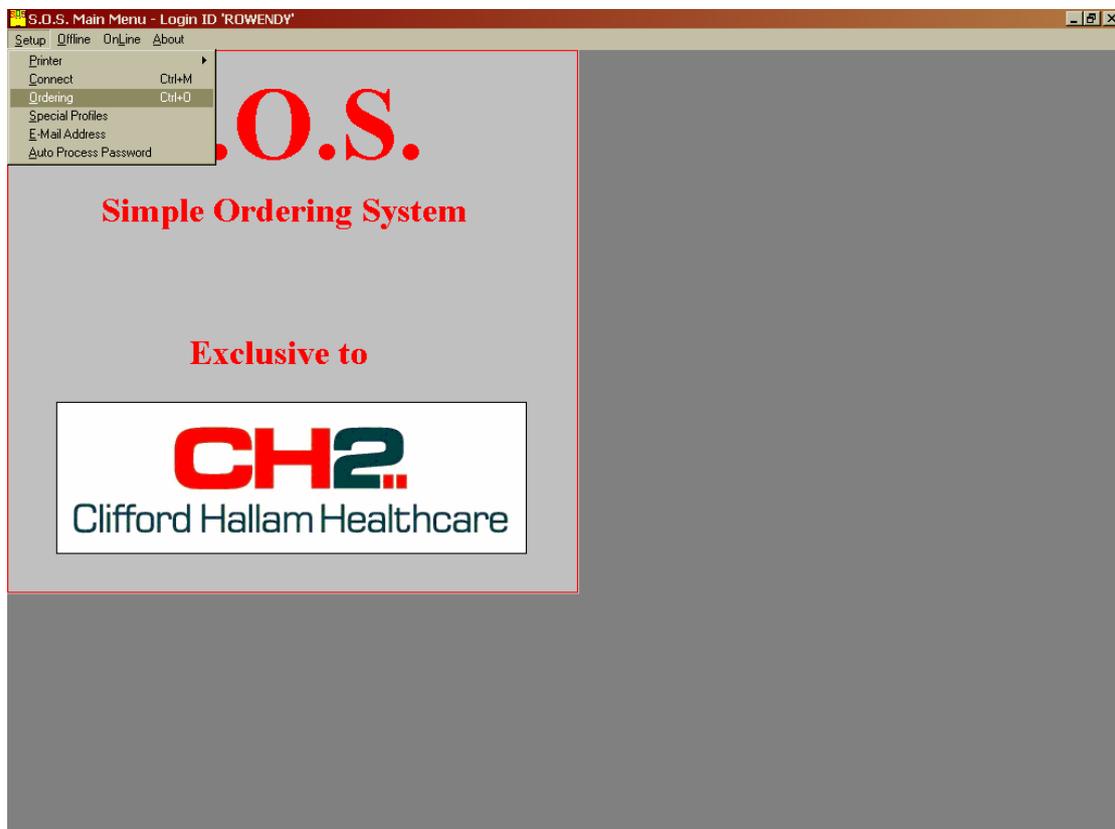


Setting up SOS to Interface with Hospital Inventory Systems

(You will need to connect to CH2 at least once before you can set up SOS to accept Files from your Inventory System)

1. Click on 'Setup' from the menu bar and select 'Ordering'.



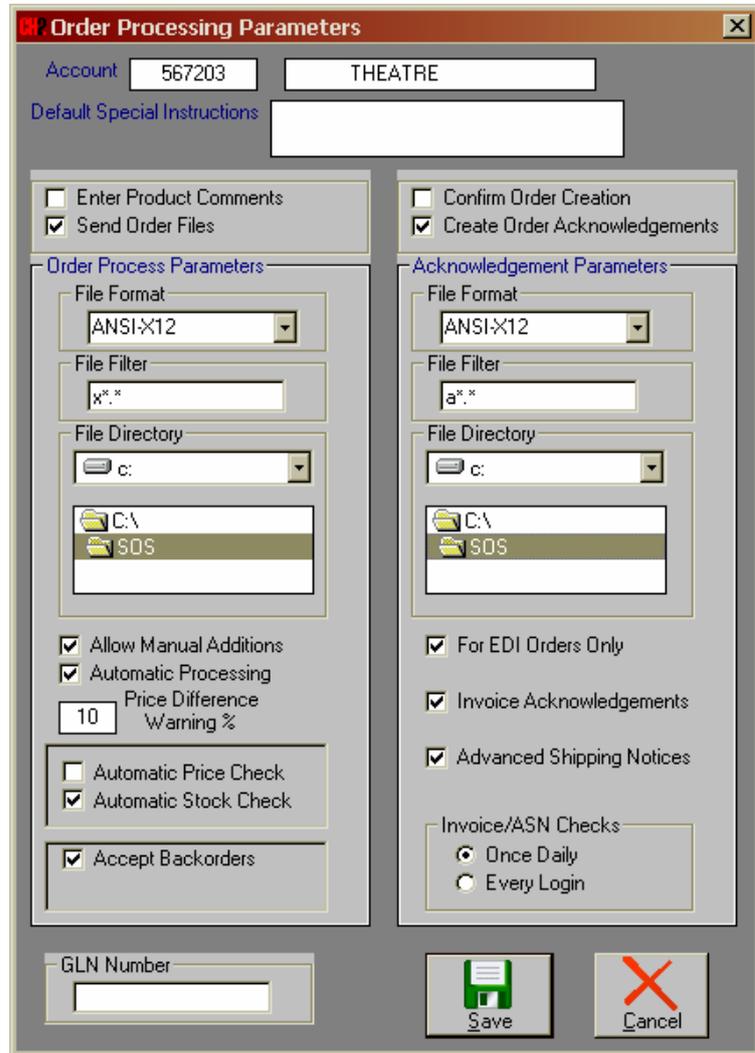
2. Select an Individual Account by clicking on it, or select 'All Accounts'.

The screenshot shows a window titled "Select Account" with a menu bar containing "All Accounts", "Search", and "Display Sequence". Below the menu bar is a table with three columns: "Name & Address", "City/Town", and "Account No.". The table contains three rows of account information.

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

3. Click the 'Send Order Files' checkbox and the 'Create Order Acknowledgments' checkbox.

Check that the File Directory is set to where the files will be sent to and from your inventory system (usually C:\SOS as per example at right).



You can now select any or all of the following options:

- **Allow Manual Additions** – will allow you to add products to the order in SOS.
- **Automatic Processing** – will process and create the order automatically.
 - **Automatic Price Check** – will stop to warn of any price differences.
 - **Automatic Stock Check** – will stop to warn of any out of stocks.
- **Price Difference Warning %** - will warn you of any price discrepancies in SOS.
- **Invoice Acknowledgement / Advanced Shipping Notices (ASN's)** – will produce invoice acknowledgements and ASN's before the goods are received.
 - **Invoice/ASN checks** - how often you want to receive the Invoice Acknowledgements and ASN's.

4. Click the 'Save' button to save these changes.

Once these parameters are set, you should now be able to send orders from your Inventory System to SOS, and then receive an Order Acknowledgement File that can be loaded into your Inventory System.

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.