

Dispensary “Cheat Sheet”

Open Dispensary:

- Start Day (from main station) type Yes
- Clear Pump
- Open Dispensary
- Prime Pump
- Select bottle to prime
- Prime
- Calibrate (optional)
- Click the Dosing button

To Change A Bottle:

- Empty Pump
- Reconcile
- Measure amount remaining in bottle
- Enter measured amount in Actual Amount Remaining In Bottle
- Click to Choose
- Select bottle to transfer into
- In the “Reason” box, type “Bottle Transfer”
- Save (click once only)
- Prime, then select new bottle #
- Click the Dosing button

End Day:

- Empty Pump
- Flush
- Reconcile
- Save
- Close Dispensary
- End Day – type Yes (from main station)
- After End of Day process is complete, print additional reports:
 - Dispensing Log
 - Medication Inventory Detail
 - Other Reports as needed:
