

Minfos 4.1.2

Welcome to Minfos 4.1.2

This document provides an overview of the enhancements and support issue fixes in this Minfos release.

Highlights of this release:

- Import and export of minimum order quantities for suppliers
- Attach a note to a product that will appear in Dispense, Till or Ordering
- Dispensing from a Hospital Medication Chart
- Minfos now incorporates the updated AHI fees

How to update Minfos

1. At any point in the day, download the latest Minfos software.
 - a. On the Minfos Launch Pad, click the **File** menu, then click **Minfos Net Terminal**.
The Minfos Net Terminal window is displayed.
 - b. Click the **Connect** menu, then click **1. Internet**. The Online Menu is displayed.
 - c. Check the **1 New Minfos Software** check box, then click **Okay**.
2. When you're finished trading for the day, ensure there are zero connections to your Minfos server.
Your Minfos software will update automatically, overnight.
3. Check that your Minfos software successfully updated. On the Minfos Launch Pad, click the **Help** menu, then click **About Minfos Software**.
The About Minfos Software window is displayed and shows your current Minfos version in the **Applications Versions** box.

Disclaimer

Screen captures from Minfos are used in this document. While care is taken to use fictional data, some of these images might contain names, addresses, or other details of individuals and/or organisations. Any fictional or nonfictional names, addresses, drug histories, or other details about individuals or organisations are used for demonstration purposes only.

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Enhancements

This section provides details about enhancements in this release.

Dispense

Dispensing from a Hospital Medication Chart (HMC)

Pharmacists and dispense technicians now have the ability to dispense directly from a compliant HMC. Please contact Minfos support if the hospital you service is rolling out compliant HMCs.

For more information, read the [Dispensing from a Hospital Medication Chart Guide](#).

Eligible NRMC items are now displayed in Dispense

Minfos now displays eligible PBS items in the Drug Recall window when dispensing from an NRMC.

For more information, read the [National Residential Medication Chart Guide](#).

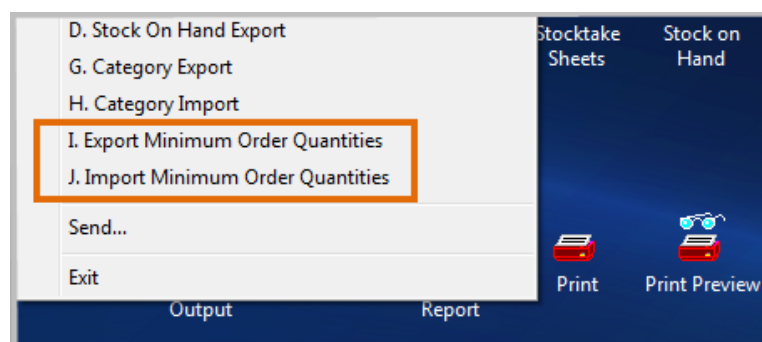
Stock Manager

Import and export Minimum Order Quantities (MOQ)

Stock Controllers can now import a file for a supplier (or from a supplier) with the MOQ for their associated products. This information can also be exported. For more details, read the [Import and Export Minimum Order Quantities for Suppliers Guide](#).

From **Stock Manager**, click the **File** menu and select one of the following options:

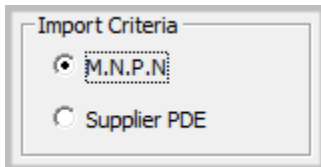
- Import Min Order Quantities
- Export Min Order Quantities



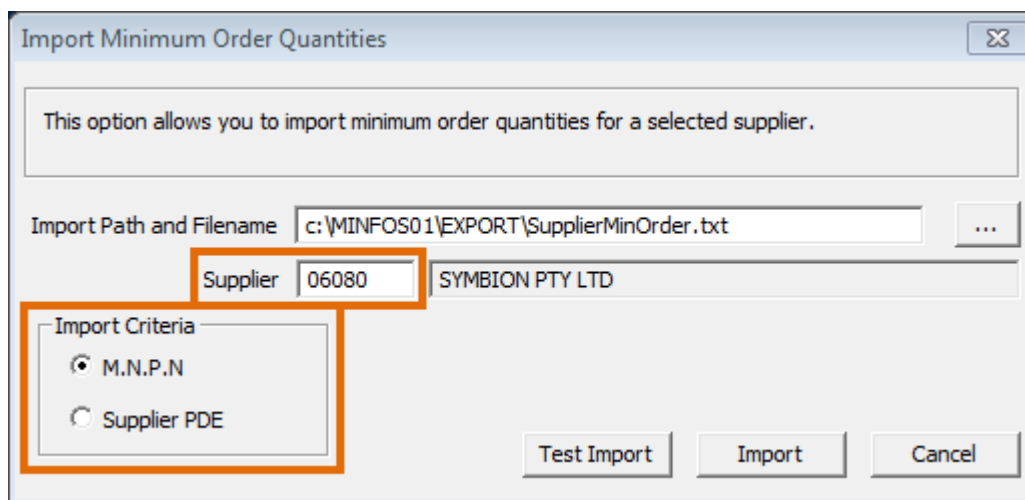
For both importing and exporting a file:

- The file path of the file can be selected
- The supplier can be selected by either supplier code or supplier name
- The MOQ can be matched to either MNPN or Supplier PDE

When importing a file it is important that the **Import Criteria** setting is configured correctly to match the content of the file. For example, if the import file is provided using the MOQ matched to MNPN, this must be reflected in the import setting.



A small dialog box titled "Import Criteria" with two radio button options. The first option, "M.N.P.N", is selected and highlighted with a dashed border. The second option is "Supplier PDE".

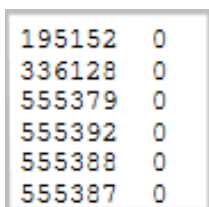


A larger dialog box titled "Import Minimum Order Quantities" with a close button in the top right. It contains a text box with the instruction: "This option allows you to import minimum order quantities for a selected supplier." Below this is a text field for "Import Path and Filename" containing "c:\MINFOS01\EXPORT\SupplierMinOrder.txt" and a browse button "...". Underneath is a "Supplier" section with a text field containing "06080" and a label "SYMBION PTY LTD". At the bottom left is an "Import Criteria" section with two radio button options: "M.N.P.N" (selected and highlighted with an orange border) and "Supplier PDE". At the bottom right are three buttons: "Test Import", "Import", and "Cancel".

File Format

The MOQ import and export file is in the form of a text file of two columns separated by a space:

- The left side column is either the MNPN or Supplier PDE
- The right side column is the minimum order quantity



195152	0
336128	0
555379	0
555392	0
555388	0
555387	0

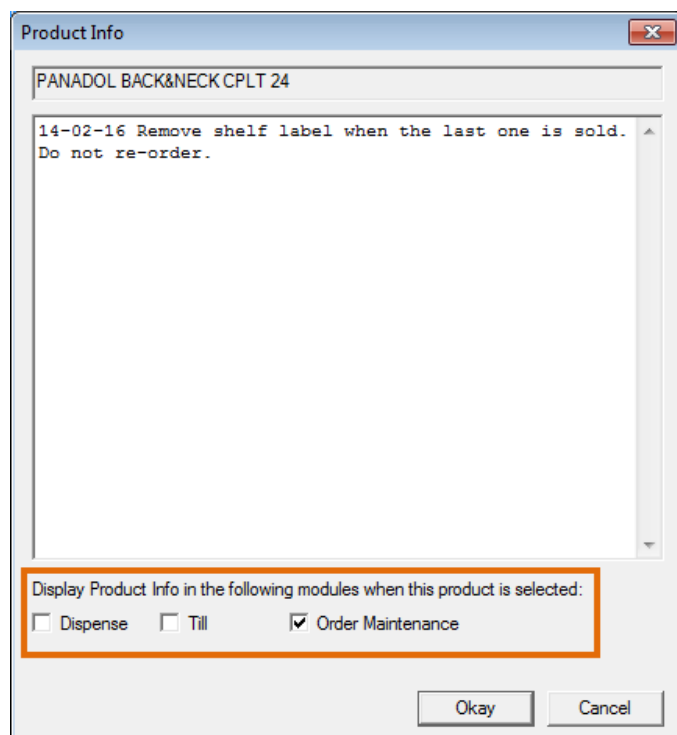
i When importing a file, only products contained within the file will be updated.

Attach a note to a product to prompt in Dispense, Till or Ordering

Stock Controllers can now configure the **Product Info** window to prompt in the Dispense form, Order Maintenance and the Till.

This can be useful in alerting the pharmacy staff to a specific action that might need to be taken for that product. For example, short dated products, products that are no longer stocked, or products that are, or are about to be, discontinued.

To set up the prompt, click the **Info** button in **Product Maintenance**.



Product Quick Fix - Order number

You can now use **Product Quick Fix**, and sort by the unique Minfos Order Number, to make bulk changes to the products in the order.

Product Quick Fix - new SOH column

Stock On Hand (SOH) is now visible when viewing products in **Product Quick Fix**. Stock Controllers can now be sure they are actioning products that have SOH (for both positive and negative values) and to action the product appropriately.

Product Quick I.E.U.s Fix - Class : MENS TOILETRIES		
Product	SOH	I.E.U.s
REXONA #MINI TRAVEL SET MEN	0	Deodorant/Antiperspirants
REXONA A/P ICE COOL 150G	0	Deodorant/Antiperspirants
REXONA A/P 48H MEN ORIG 250ML	4	Deodorant/Antiperspirants
REXONA A/P 48H MEN SPORT 250ML	4	Deodorant/Antiperspirants
REXONA A/P SPORT PUMP 150G	0	Deodorant/Antiperspirants
REXONA A/P FORCES MEN 150G	0	Deodorant/Antiperspirants
REXONA A/P PWR FOR MEN 150G	0	Deodorant/Antiperspirants
REXONA A/P 48H MEN ORIG 50ML	0	GENERAL
REXONA A/P CLINIC MEN ACTIVE FRSH 45ML	0	Deodorant/Antiperspirants
REXONA A/P MEN ADVENTURE 250ML	5	GENERAL
REXONA A/P ATHLETE 250ML	-1	GENERAL
REXONA A/P MEN EXTRM 250ML	0	GENERAL
REXONA A/P 48H MEN SENSITIVE 250ML	0	GENERAL
REXONA A/P CLINIC MEN ADVENTURE 45ML	3	GENERAL
REXONA A/P CLINIC MEN SPORT 45ML	0	GENERAL
REXONA DEOD R/ON POWER 50ML	0	Deodorant/Antiperspirants
REXONA ESSENT F/W/SH 150ML	0	GENERAL
REXONA ESSENT A/SH BALM 100ML	0	GENERAL
REXONA G/S SPORT MEN 2011	0	GENERAL
REXONA MEN ORIG 48H R/ON 50ML	3	Deodorant/Antiperspirants
REXONA R/ON 48H MEN SPORT 50ML	7	Deodorant/Antiperspirants
REXONA R/O MEN SPORT 50ML	0	GENERAL
SCHICK EXACTA 2 SENS 5+1	0	GENERAL
SCHICK HYDRO 5 KIT	0	GENERAL
SCHICK HYDRO 3 BLADES 4	0	GENERAL
SCHICK HYDRO 5 BLADES 4	0	GENERAL
SCHICK HYDRO 3 KIT	0	GENERAL
SCHICK HYDRO 5 POWER KIT	0	GENERAL

Product Quick Fix - A.R product code

Stock Controllers can now use **Product Quick Fix** to change the AR Product Code via a category to help ensure products are correct for ordering. For example, S3 products can be assigned, in bulk, to a different AR product code.

Option to import alternate suppliers with product updates

Currently, when a supplier file is imported, ALL alternate suppliers are added to the store and all relevant products updated.

The new checkbox called **Alt. Supplier Info** allows stock controllers to choose whether alternate supplier information will be updated against products.

M.N.P.N. 2 Updates

Select the type of update Company or Supplier, and the required Company/Supplier. The system will run Minfos Net Terminal and then Import the MNPB Update.

This option imports MNPB updates, if the products can not be matched by name they will be added and you will need to merge your existing products to the new MNPB ones. This option is ONLY for MNPB sites. If unsure please check with support.

Update Type: 1. Supplier.

Supplier: CHEMP CHEMPLUS NORMANVILLE

Alternate Barcodes: ☐ (If Ticked this will import any alternate barcodes for products)

Minfos Depts: ☐ (If Ticked this will update Minfos Depts)

Import Names: ☒ (If Ticked this will update product names)

Items in Pack: ☐ (If Ticked this will update items in pack for non-drug products)

Alt. Supplier Information ☐ (If Ticked this will update alternate supplier information)

Okay Cancel

When the checkbox is ticked, all alternate suppliers will be imported and the products updated, as per current functionality.

When the checkbox is not ticked:

- Only supplier information, for the supplier selected for the MNPB update, will be imported
- You will not be able to view updated alternate supplier information such as:
 - The list of other suppliers that supply the product
 - The list price for other suppliers

Additionally, you will not be able to update best buys for other suppliers.

Price Manager

Access Price Manager from Order Maintenance

Price manager can now be launched directly from the **Order Maintenance** window by clicking the **Price Manager** button, saving time spent navigating between windows.

See the [Price Manager User Guide](#) for instructions on using Price Manager.

Order No.	Status	Supplier	Invoice No.	Description
8	Created	SYMBION PTY LTD		
11	Created	SYMBION PTY LTD		
12	Created	SYMBION PTY LTD		TEST COMMITTED
10	Issued	BLACKMORES LTD		test pharmx change
3	Received	C.H.S. PTY LTD	456123	12/1 DISP DA
4	Received	SYMBION PTY LTD	456789	15/1 OTC DA

Support issues resolved

This section provides details about support issues resolved in this release.

Dispense

- In line with the 6th Community Pharmacy Agreement (6CPA), Minfos now incorporates the updated AHI fees effective from 1 July 2016, when calculating dispense prices for broken packs, DVA unlisted and chemo items. All other items were updated as part of the July dispense update. For more information and a list of fee updates, read the [PBS AHI fact sheet](#).
- Pressing [F2] on the Dispense form **Surname** field now clears all fields.
- When navigating Dispense using [Shift] + [Tab] or [Arrow up], the cursor will now allow navigation past the CTG field.
- Minfos no longer prompts that the Safety Net limit is reached for REG25 scripts.
- For entitlement repat patients, the serial number is now printing with the correct lower case "r".
- A DOB prompt is no longer displayed when an S8 is dispensed as part of a doctor's bag.

Stock Manager

- If the merge of two products in **Product Maintenance** will result in more than 64 alternate barcodes, the merge will not proceed and a warning prompt is displayed.
- Printing **Labels by Range** now works as expected.
- Printing large numbers of labels in **Labels By Range** now prints correctly.

Order Maintenance

- When cancelling out of the **Merge** window, the screen now returns to the **Order Maintenance** window instead of the POS Maintenance screen.

Price Manager

- Products on Promotion now display in pink in **Price Manager**.
- Discontinued products are now coloured grey in **Price Manager**.

Reporting

- Refunding a sale on a promotional item, no longer produces a large negative GP% in the Top Selling / Worst Selling Reports.

Promotions

- Refunding a product on a promotion no longer records as a discount sale.

Promo Wizard

- When importing a promotion in previous versions, a conflicting promotion code would result in deletion of the old promotion along with the promotion code before importing the new promotion.

Now, if the new promotion has different content (for example, one is locally created and one is from Head Office), Minfos will retain both promotions, with the local promotion given a new promo ID.