

Minfos 4.3.1

Welcome to Minfos 4.3.1

This document provides an overview of the enhancements and resolved issues in this Minfos release.

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, and select **Minfos Net Terminal**.
The Minfos Net Terminal window is displayed.
 - b. Click the **Connect** menu, and select **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.

In this release

| | |
|---|----|
| Welcome to Minfos 4.3.1 | 1 |
| How to update Minfos | 1 |
| Enhancements | 4 |
| Dispense | 4 |
| Reconstituted mixtures now priced using the Private Pricing window | 4 |
| Drug Pricing Maintenance window improvements | 4 |
| New 'No Set Price' setting on Drug Pricing Maintenance window | 6 |
| Extension to dispense pricing rules | 6 |
| Minfos uses the PBS price when 'Auto discount of PBS price' is set to false | 6 |
| S3 recordables now qualify for loyalty | 7 |
| Excluding Z. Pillbox transactions from the Drug Usage Report | 7 |
| Stock Manager | 8 |
| Category code attributes added to label maintenance | 8 |
| Single Labels can now be printed from Order Maintenance | 9 |
| Usage Only order type now uses a date range | 9 |
| External Order Reference number now visible in Minfos | 10 |
| Product Audit Report | 10 |
| New Product Audit Report options window | 10 |
| Report Columns | 11 |
| Category Audit Report | 12 |
| Till | 13 |
| Promotions | 13 |
| Range promotion products by order number | 13 |
| Updated Minfos login window | 14 |
| Update Manager | 14 |
| Packing | 15 |
| Substitute Drug from a patients profile | 15 |

| | |
|--|--------|
| Inactive Medications can now be hidden in the patient profile..... | 16 |
| Medication History | 16 |
| Report by Drug..... | 17 |
| Pack run Date Range Type is no longer selected by default | 17 |
| Patient address and facility now display on New Profile customer search window | 18 |
| DoseAid - Pharmacist to insert report..... | 18 |
| DoseAid - Shelf Life of the drug is displayed in the Medicine File..... | 18 |
| Blister and Meditec packing runs now display in Pack Run History | 19 |
| Resolved Issues | 20 |
| Dispense | 20 |
| Stock Manager | 20 |
| Promotions..... | 20 |
| Till..... | 20 |
| Loyalty..... | 20 |

Enhancements

Dispense

Reconstituted mixtures now priced using the Private Pricing window

When a reconstituted mixture is dispensed, e.g. Amoxil Syrup 125mg/5ml, selecting the ADJ button on the dispense form will display the **Private Pricing** window. This allows the mixture to be priced using mark-up, dispense fees and drug costs that are displayed on the Private Pricing window.

Drug Pricing Maintenance window improvements

The layout of the **Drug Pricing Maintenance** window has been improved to assist with easily setting and reviewing drug pricing.

The screenshot shows the 'Drug Pricing Maintenance' window with the following details:

- Drug Name:** LIPITOR TAB 20MG 30
- Generic:** ATORVASTATIN
- Qty:** 60
- Price Setting Options:**
 - ☐ No Set Price
 - ☒ Fixed Price
 - Price: 7.50
 - ☐ Fixed Price Mark-Up
 - Mark-Up: 0 %
 - ☐ Pricing Table
 - Mark-Up: 0. Default Mark-Up - \$10.00 %
 - Disp. Fee: 0. Default Fee - \$6.80
- Cost Based On:** 0. Last Buy Price
- Base Cost:** 7.50
- Final Price & GP Details:**

| | |
|-------------|----------|
| Cost | 7.50 |
| MarkUp | -90.67 % |
| Disp. Fee | 6.80 |
| Final Price | 7.50 |
| GP\$ | 0.00 |
| GP% | 0.00 |
- Current Pricing:**

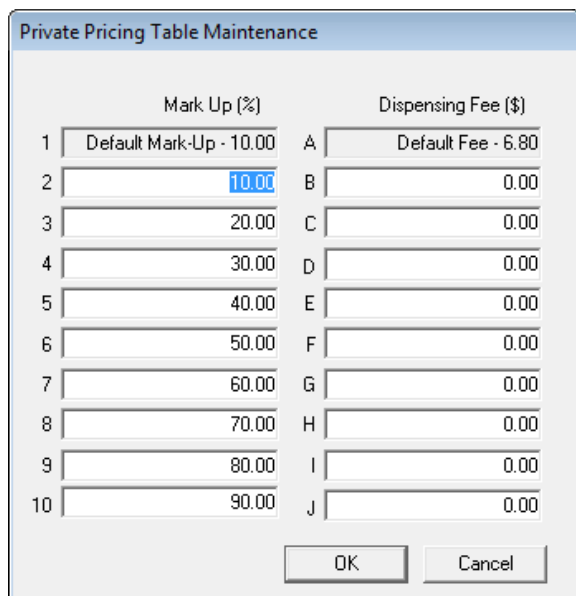
| | |
|----------------|-------|
| General N.H.S. | 7.50 |
| Concessional | 6.30 |
| Repatriation | 6.30 |
| Entitlement | 0.00 |
| Retail Price | 99.60 |
- Buttons:** Reset Pricing, Multiple Pack Pricing, OK, Cancel

To set a price for the selected drug and quantity:

1. Enter the quantity in the Qty field if pricing is being set for **Multiple Pack Pricing**.
2. Select the radio button of the type of Set Price, i.e. Fixed Price, Fixed Price Mark-Up or Pricing Table, you wish to use to calculate the pricing.
3. Enter or select the values.

4. Select a drug cost type from the **Cost Based On** dropdown list.
5. The final price & GP details will be calculated and displayed for review.
6. Click OK to save the new price.

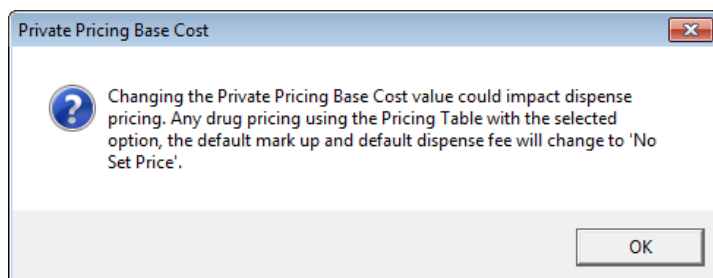
The **Guild Recommended** mark-up and dispense fee has been renamed to **Default Mark-Up** and **Default Fee** and displays the associated value for easy reference. This is also renamed on the **Private Pricing Table Maintenance** window.



The 'Private Pricing Table Maintenance' window displays two columns of input fields. The first column, 'Mark Up (%)', contains a list of values from 10.00 to 90.00 in increments of 10.00, with 'Default Mark-Up - 10.00' at the top. The second column, 'Dispensing Fee (\$)', contains a list of values from 0.00 to 0.00, with 'Default Fee - 6.80' at the top. The window has 'OK' and 'Cancel' buttons at the bottom.

| | Mark Up (%) | | Dispensing Fee (\$) |
|----|-------------------------|---|---------------------|
| 1 | Default Mark-Up - 10.00 | A | Default Fee - 6.80 |
| 2 | 10.00 | B | 0.00 |
| 3 | 20.00 | C | 0.00 |
| 4 | 30.00 | D | 0.00 |
| 5 | 40.00 | E | 0.00 |
| 6 | 50.00 | F | 0.00 |
| 7 | 60.00 | G | 0.00 |
| 8 | 70.00 | H | 0.00 |
| 9 | 80.00 | I | 0.00 |
| 10 | 90.00 | J | 0.00 |

Changing the **Private Pricing Base Cost** in the Dispense > Configuration > Printing / Pricing tab, can affect the set price of drugs using the Pricing Table with the default options selected. If the Private Pricing Base Cost is changed Minfos will display the following prompt. If you do not want to proceed with the change, click the Cancel button on the Configuration window to cancel all changes and exit the window.



The 'Private Pricing Base Cost' dialog box contains a question mark icon and a warning message. The message states: 'Changing the Private Pricing Base Cost value could impact dispense pricing. Any drug pricing using the Pricing Table with the selected option, the default mark up and default dispense fee will change to 'No Set Price'.' There is an 'OK' button at the bottom right.

Changing the Private Pricing Base Cost value could impact dispense pricing. Any drug pricing using the Pricing Table with the selected option, the default mark up and default dispense fee will change to 'No Set Price'.

New 'No Set Price' setting on Drug Pricing Maintenance window

Now, when a set price, e.g. fixed price, has not been set up for a drug, the new option **No Set Price** will be selected. When this option is selected the drug will display with a '-' on the **Drug Pricing** window.

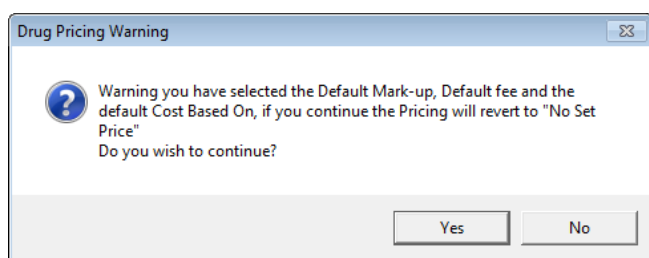
| | | | | | | |
|---|---------------|---------------------|---------|-------|----|------|
| ? | 9313212103904 | LIPITOR TAB 20MG 30 | -2 (+2) | 7.50 | FP | 0.00 |
| ? | 9313212103911 | LIPITOR TAB 40MG 30 | -1 (+1) | 12.62 | -- | 7.33 |
| ? | 9313212107025 | LIPITOR TAB 80MG 30 | 0 | 15.12 | -- | 7.56 |

Clicking the **No Set Price** or the **Reset Pricing** button will select this option and remove any set price against the drug for the defined quantity.

Trying to set a price using BOTH the following conditions:

- The Pricing Table has the default options selected, e.g. **0. Default Mark-Up - 10.00%** and **0. Default Fee - \$6.80**
- The selected **Cost Based On** value is the same as the cost set in the **Private Pricing Base Cost** field in Dispense Configuration

...will cause Minfos to display the following prompt:



Select **Yes**:

- To set the drug to **No Set Price** and close the Drug Pricing Maintenance window

Select **No**:

- To return to the **Drug Pricing Maintenance** window to change the selected options

Extension to dispense pricing rules

In Minfos 4.2.1, pricing changes were implemented where the Fixed Price would supersede the calculated price in certain scenarios. These rules have now been extended to include all **Set Price** variations i.e. price set using Fixed Price, Fixed Price Mark-Up or Pricing Table.

Minfos uses the PBS price when 'Auto discount of PBS price' is set to false

When the **Auto discount of PBS price** configuration is set to false Minfos will now always use the PBS calculated price. Minfos no longer refers to the NHS Customer Contribution values that were set in the Options window.

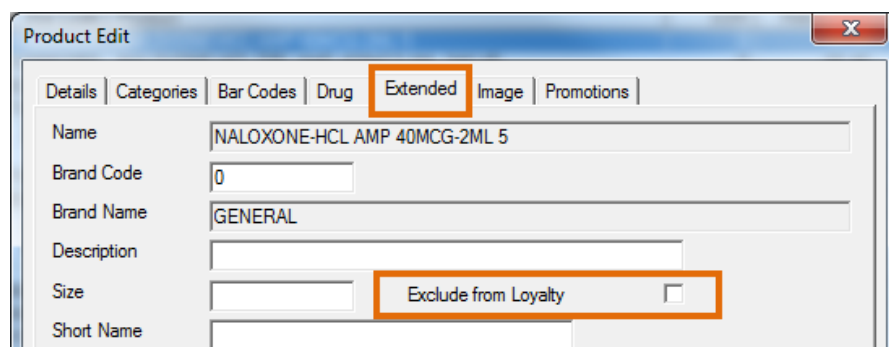
Because of this, the **NHS Cust Contribution** fields have been removed from the **Options** window.

S3 recordables now qualify for loyalty

S3 recordable products can now redeem loyalty points and cash in stores using Minfos loyalty integrated with LoyaltyOne or Global Red. Previously, items put through dispense as 'NHS Type 7 S3 recordable' were excluded from loyalty.

You can control whether the product is eligible for loyalty from the product Stockcard.

To update the loyalty status of a range of products, please refer to page 6 of the [Minfos Loyalty User Guide](#).

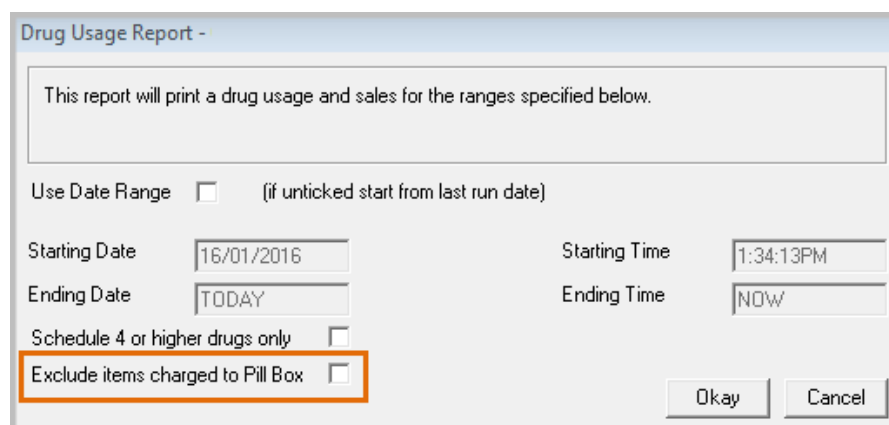


The image shows a 'Product Edit' window with several tabs: Details, Categories, Bar Codes, Drug, Extended, Image, and Promotions. The 'Extended' tab is selected and highlighted with an orange box. Within this tab, the 'Exclude from Loyalty' checkbox is also highlighted with an orange box. The checkbox is currently unchecked. Other fields visible include Name (NALOXONE-HCL AMP 40MCG-2ML 5), Brand Code (0), Brand Name (GENERAL), Description, Size, and Short Name.

Excluding Z. Pillbox transactions from the Drug Usage Report

Stores using Pillbox now have the option of excluding Pillbox transactions from the Drug Usage Report. To do this, select the 'Exclude items charged to Pillbox' checkbox in the Drug Usage Report window.

This is helpful for stores who are using the Drug Usage Report for ordering purposes. Ticking this option will no longer display drugs that the store did not supply.



The image shows a 'Drug Usage Report' window. It contains a message: 'This report will print a drug usage and sales for the ranges specified below.' Below this, there are fields for 'Use Date Range' (unchecked), 'Starting Date' (16/01/2016), 'Ending Date' (TODAY), 'Starting Time' (1:34:13PM), and 'Ending Time' (NOW). At the bottom, there are two checkboxes: 'Schedule 4 or higher drugs only' (unchecked) and 'Exclude items charged to Pill Box' (highlighted with an orange box and currently unchecked). 'Okay' and 'Cancel' buttons are at the bottom right.

Stock Manager

KVI indicator in Merge window

A field displaying the KVI status of a product has been added to the **Product Merge** window. If a product is marked as a KVI the letters 'KVI' will display in the field. If the product is not a KVI item, the field will be blank.

If the master product is a KVI item, it will retain its KVI status after the merge.

The screenshot shows the 'Product Merge' window with two columns: 'Master Product' and 'Slave product'. Each column contains fields for Product Number, Name, Primary Barcode, Retail Price, Unit Cost, GST FAT code, Re-Order (Stocked), Preferred Supplier, PDE, SOH, Last Purch., KVI, and Price Policy. The 'KVI' field for the Master Product is highlighted with an orange box and contains the text 'KVI'. The 'KVI' field for the Slave product is also highlighted with an orange box and is currently blank.

| Master Product | | Slave product | |
|--------------------|--------------------------------|--------------------|---------------------------|
| Product Number | 641968 | Product Number | 709422 |
| Name | NUROFEN CHILD 1-5 STRAWB 100ML | Name | NUROFEN CHILD I/DRPS 50ML |
| Primary Barcode | 9300711778092 | Primary Barcode | 9300701772888 |
| Retail Price | 10.95 | Retail Price | 15.27 |
| Unit Cost | 8.53 | Unit Cost | 8.30 |
| GST FAT code | F | GST FAT code | T |
| Re-Order (Stocked) | Not Stocked | Re-Order (Stocked) | Not Stocked |
| Preferred Supplier | 06080 SYMBION PTY LTD | Preferred Supplier | 99999 MV: |
| PDE | 454419 | PDE | 93007017 |
| SOH | 0 | SOH | 0 |
| Last Purch. | 12/08/2014 | Last Purch. | 12/08/2014 |
| KVI | KVI | KVI | |
| Price Policy | 1 GENERAL | Price Policy | 1 GENERAL |

Category code attributes added to label maintenance

Category codes can now be applied to shelf labels for stores that may require the code to exist on labels. The following Category codes can be found in the **Product** folder in **Label Maintenance**.

- Pref. Supplier Code
- Department Code
- Company Code
- Brand Code
- IEU Code
- Class Code
- Location Code

Single Labels can now be printed from Order Maintenance

Stores can now choose to print a single shelf label for each item in an order. The option is available in the **Print Quantity** group box in the **Print Order Labels** window.

Print Order Labels - 001 Minfos Pharmacy

This option lets you print price labels for a given order. To print labels for ALL products make sure the 'Non APN Bar Coded Only' box is un-checked.

Order Number: 11836
Label Type: Label 25mm x 50mm (APN)

Print Quantity

Print for Order Quantity ☐
Print Stock on Hand Quantity ☐
Print Single Labels ☒

Non APN Bar Coded Only ☐ (Unticked selects all Products)
Show Prices ☒
Send to Queue ☐ (Unticked Prints Immediately)
Include S2s & S3s ☐

Okay Cancel

Sales Representative details will now print on a Purchase Order

Sales representative details will now be displayed when you print an order using the **Purchase Order** format from **Order Maintenance**.

Minfos Pharmacy
A.B.N. 92 147 986 882

Purchase Order

Page No. 1
Date 15/11/2016
P.O. No. 11857

Our Account No. [Redacted]

Reference:
Sales Rep: Minfos sales rep
Supplier: SYMBION PTY LTD

Ordered 04/10/2016

| Supplier Prod. Code | Product Description | Order Units | Supp. Units | Sup. Unit ExGST | GST | ExGST Amount | Total Amount |
|---------------------|-------------------------------------|-------------|-------------|-----------------|-------|--------------|--------------|
| 188115 | ABROCELLIN-V SUSP 150MG/5ML 100MLX1 | 1 | 1 | 6.59 | 0.66 | 6.59 | 7.25 |
| 238415 | ABILIFY TAB 50MG 30 | 1 | 1 | 155.37 | 15.54 | 155.37 | 170.91 |
| 491551 | ACETONE CRLIQ 500ML | 1 | 1 | 18.79 | 1.88 | 18.79 | 20.67 |
| 504203 | ACICLOVIR-MIX AMP 250MG/10ML 5 | 1 | 1 | 195.58 | 19.56 | 195.58 | 215.14 |
| 504211 | ACICLOVIR-MIX AMP 500MG/20ML 5 | 1 | 1 | 391.15 | 39.12 | 391.15 | 430.27 |
| 504223 | ACICLOVIR-MIX AMP 500MG/20ML 5 | 1 | 1 | 391.15 | 39.12 | 391.15 | 430.27 |

Usage Only order type now uses a date range

The **Usage Order** type in **Order Maintenance** has been enhanced to use a date range.

When the **Usage Order** type is selected in the **Order Generation** screen, date range fields are now enabled. Enter the date range you wish to generate the usage order for. By default the date range will display today's date.

Selecting the **Usage Order** type now enables a **Stocked Only** option. Selecting this checkbox will ensure that only products marked as stocked will be generated in the order.

i Templates for Usage Orders can no longer be saved.

External Order Reference number now visible in Minfos

External Ordering Systems can provide an **external Order Reference** in Minfos for linking and informational purposes.

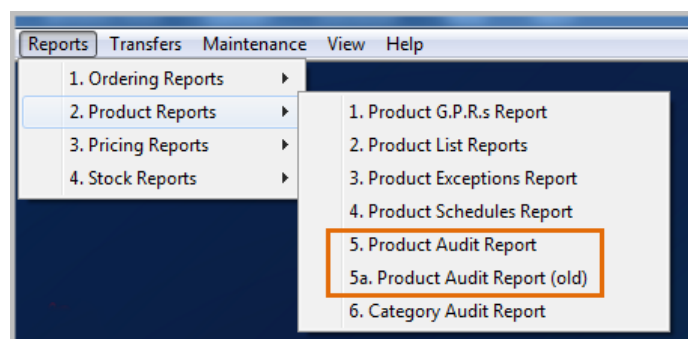
When set by the external system, this order reference is visible from the **Order Enquiry** window.

| Sup.Code | Description | S.O.H | Qty | Unit | GST | Total |
|----------|---------------------------|-------|-----|------|-------|--------|
| 076155 | PANADEINE-EXTRA CAPLET 24 | 10 | 12 | 9.68 | 11.62 | 127.78 |

Product Audit Report

The enhanced **Product Audit Report** provides Retail Managers and Stock Controllers with more detailed information about changes that have occurred against products.

The old Product Audit Report will remain available for use as the new report will only start collating data once you update to 4.3.1.



New Product Audit Report options window

Select to view product:

- Additions
- Changes
- Deletions
- Merges
- Edit Quantity
- Discontinued

Selecting the **Edit Quantity** checkbox in the **Report Options** group box will enable the **Reason for quantity change** group box. These options show the exact nature of the quantity change.

The Reason for quantity change options are:


- Bonus
- Expired
- Dead Stock
- Lost Stock
- Theft
- Count Adjustment
- Other

By default, all options are selected.

Report Columns

The Product Audit Report will display following columns related to the event.

| Column | Detail |
|------------------|---|
| Date | Date of change. |
| Time | Time of change. |
| Id | The Minfos Station Id. |
| User | User that made the change, e.g. BR1, Management, Scanner. |
| Source | The process /operation that made the change, e.g. MNPN update, Price Manager. |
| MNPN | The Minfos National Product Number. |
| Prod no. | Product Number. |
| Description | Product Description. |
| SOH | The SOH of the product at the time the report is run |
| Change Type | The type of change that was made, e.g. Retail Price, PDE, SOH change. |
| Previous Details | What the value (e.g. Retail Price) was before it changed. |
| Changed Details | What the value resulting from the change. |

| POSRP165Z 6:00:39pm | | Product Audit Report 06/12/16 to 06/01/17 Additions, Deletions, Edit Quantity, Changes, Merges, Discontinued | | | | | | | | | | Page No. 1 of 2 Date 06/01/2017 | |
|--|------------|--|------|------------|---------|----------|------------------------------------|-----|----------------------|------------------|-----------------|------------------------------------|--|
| Business :  | | | | | | | | | | | | | |
| Date | Time | Id | User | Source | M/N/P/N | Prod no. | Description | SOH | Change Type | Previous Details | Changed Details | | |
| 07/12/16 | 2:15:39pm | 6 | DSE | PROD MAINT | 8947 | 8947 | PANADOL CHILD 5-12YR ELX 200ML | 24 | Retail Price | \$10.00 | \$17.99 | | |
| 07/12/16 | 2:15:39pm | 6 | DSE | PROD MAINT | 8947 | 8947 | PANADOL CHILD 5-12YR ELX 200ML | 24 | Mark Up | 53.03% | 25.19% | | |
| 14/12/16 | 1:57:05pm | 6 | DSE | SOH UPDATE | 8921 | 8921 | PANADOL CHILD 5-12YR ELX 200ML | 4 | SOH Count Adjustment | 4 | 24 | | |
| 14/12/16 | 1:57:17pm | 6 | DSE | SOH UPDATE | 8921 | 8921 | PANADOL CHILD 5-12YR ELX 200ML | 10 | SOH Bonus | 24 | 10 | | |
| 20/12/16 | 11:55:09am | 6 | DSE | PROD MAINT | 182424 | 182424 | PANADOL CHILD DRPS E/DOSE C/F 20ML | 100 | Retail Price | \$10.00 | \$10.50 | | |
| 20/12/16 | 11:55:09am | 6 | DSE | PROD MAINT | 182424 | 182424 | PANADOL CHILD DRPS E/DOSE C/F 20ML | 100 | Mark Up | 40.26% | 96.63% | | |
| 03/01/17 | 9:34:14am | 6 | DSE | DISP UPD | 12074 | 12074 | VOLTAREN TAB-EC-BLST 25MG 50 | 2 | PDE | 437.506 | 062.421 | | |

Category Audit Report

The Category Audit Report, like the Product Audit report provides detailed information about changes made to products, however allows you to drill down to category or product range or even just audit a single product. As with the Product Audit Report, this new report will collate data after you have updated to 4.3.1.

In the example below, a range of products is selected over a period of one month.

Category Audit Report

This option allows you to generate a product audit report by range or category

Sorted by

Product

From

518585

PANADOL CHILD 1-5YR ELX 200ML

To

518572

PANADOL DROPS C/FR 20ML

Starting Date

09/12/2016

Ending Date

09/01/2017

Report Options *

Additions

☒

Edit Quantity

☒

Changes

☒

Merges

☒

Discontinued

☒

Reason for quantity change

Bonus

☒

Dead Stock

☒

Theft

☒

Expired

☒

Lost Stock

☒

Count Adjustment

☒

Other

☒

* Deleted Products are not reported on.

OK

Cancel

The resulting report is shown below.

| POSRP165Z 6:24:46pm | | Category Audit Report 06/12/16 to 06/01/17 Sorted by : Product Additions, Edit Quantity, Changes, Merges, Discontinued | | | | | | | | Page No. 1 of 1 Date 06/01/2017 | |
|--|------------|--|------|------------|---------|----------|------------------------------------|-----|----------------------|------------------------------------|-----------------|
| Business : 107 The Star Restaurant (Selling) | | | | | | | | | | | |
| Date | Time | Id | User | Source | M/N/P/N | Prod no. | Description | SOH | Change Type | Previous Details | Changed Details |
| 07/12/16 | 2:15:39pm | 6 | DSE | PROD/MAINT | 8947 | 8947 | PANADOL CHILD 5-12YR ELX 200ML | 24 | Retail Price | \$10.00 | \$17.99 |
| 07/12/16 | 2:15:39pm | 6 | DSE | PROD/MAINT | 8947 | 8947 | PANADOL CHILD 5-12YR ELX 200ML | 24 | Mark Up | 53.03% | 25.19% |
| 06/01/17 | 12:08:06pm | 6 | DSE | ROLLING ST | 8947 | 8947 | PANADOL CHILD 5-12YR ELX 200ML | 24 | SOH Count Adjustment | 5 | 24 |
| 20/12/16 | 11:55:09am | 6 | DSE | PROD/MAINT | 182424 | 182424 | PANADOL CHILD DRPS E/DOSE C/F 20ML | 100 | Retail Price | \$10.00 | \$10.50 |
| 20/12/16 | 11:55:09am | 6 | DSE | PROD/MAINT | 182424 | 182424 | PANADOL CHILD DRPS E/DOSE C/F 20ML | 100 | Mark Up | 40.26% | 96.63% |
| 06/01/17 | 12:09:21pm | 6 | DSE | SCANNER | 182424 | 182424 | PANADOL CHILD DRPS E/DOSE C/F 20ML | 100 | SOH Count Adjustment | 18 | 100 |
| Total Number of Records Printed: 6 | | | | | | | | | | | |
| | | | | | | | | | | | |

i Historic changes can be stored for up to 24 months.

Till

To assist retail assistants in recognising KVI items at the Till, these products are now displayed in a green font when added to the sales basket.

| Product | | General | | | |
|--------------------------------|-------------------|---------|-------|----------|-------|
| CAITLIN | Now scan products | | | | |
| KVI | | | | | |
| Product | | Qty | Price | Discount | Total |
| NUROFEN CHILD 1-5 STRAWB 100ML | ## | 1 | 12.50 | 0.00 | 12.50 |
| NUROFEN CHILD 1-5 STRAWB 100ML | ## | 1 | 12.50 | 0.00 | 12.50 |

Promotions

Range promotion products by order number

Order number has now been added to the **Range** options in promotions. The order number is the unique Minfos order number displayed in **Order Maintenance**.

Promotion maintenance product range <Bio>

Range tag: Product

From: Product

To: I.E.U.
Class
Brand
Department
Company
Price Policy
Location
Supplier
Order Number

Product Save Prev Next Cancel

Order Maintenance - 001 ZZZ - Matt Test - SL

| Order No. | Status | Supplier | Invoice No. | Description | |
|-----------|----------|-----------------|-------------|------------------------------|----------|
| 100082 | Created | SYMBION PTY LTD | | B/DRD from P.O. 100080 | Add |
| 100088 | Created | SYMBION PTY LTD | | B/DRD from P.O. 100087 | or |
| 100099 | Created | SYMBION PTY LTD | | MATT S TEST | Generate |
| 100100 | Created | SYMBION PTY LTD | | TEST MATTS | Print |
| 100103 | Received | SYMBION PTY LTD | C14336779 | EDI COLLECT TAX CRED. 5002.. | Enquire |
| | | | | | Change |
| | | | | | Delete |

Updated Minfos Log In window

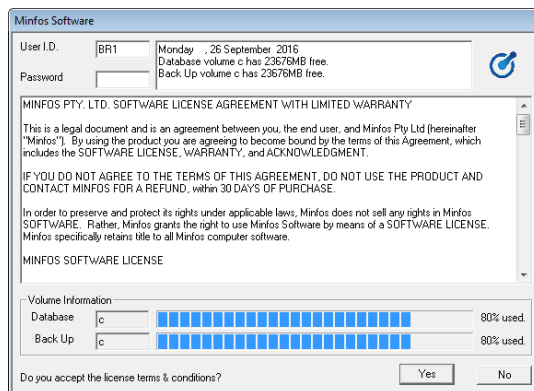
There is now a new look Minfos Log In window. This is a cosmetic change only and the functionality remains the same as before.

New



The new Minfos Log In window features a clean, modern design. It includes the Minfos logo at the top, followed by fields for Username and Password. A 'Log in' button is positioned below the password field. At the bottom, there are two progress bars: 'Database' and 'Backup', both showing 92% usage.

Old



The old Minfos Software window had a more cluttered interface. It included fields for User ID (BR1) and Password, along with a date and time stamp (Monday, 26 September 2016). It also displayed a large text area for the 'MINFOS PTY. LTD. SOFTWARE LICENSE AGREEMENT WITH LIMITED WARRANTY'. Below this, there were progress bars for 'Database' and 'Back Up' volumes, both at 80% usage. At the bottom, there was a 'Do you accept the license terms & conditions?' section with 'Yes' and 'No' buttons.

Update Manager

Access Stockcards from Inbox

Product Stockcards can now be opened directly from **Inbox** by clicking the product line to select and clicking the **Stockcard** button [Alt+T].

| | | | | | | |
|-------|--------|----------------------------------|-----------------------|----------------------|---|--------------------------|
| 31600 | 504873 | ENGZ BATT LITH ELCR2T 3V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$11.95. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 32844 | 505063 | ENGZ BATT LITH ECR1616 3V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$3.50. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 33250 | 505214 | ENGZ BATT LITH EL123 3V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$9.95. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 36671 | 506054 | ENGZ BATT WATCH 389 SIL 1.5V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$2.25. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 39357 | 506829 | CUSS I/L SOAP ORIG 6X100G YO | 30 Jan 2017, 14:40:27 | Retail Price Changed | Retail price increased from \$6.00 to \$12.00. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |

Buttons: **Stockcard** Edit Qty Merge Products Save Cancel Export

Edit SOH from Inbox

You can now edit product stock on hand in the **Inbox** by selecting a product line and clicking the **Edit Qty** button [Alt+Q]. The **Product Stock on Hand Edit** window will then be displayed and SOH changes can be made and saved.

| | | | | | | |
|-------|--------|----------------------------------|-----------------------|----------------------|---|--------------------------|
| 31600 | 504873 | ENGZ BATT LITH ELCR2T 3V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$11.95. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 32844 | 505063 | ENGZ BATT LITH ECR1616 3V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$3.50. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 33250 | 505214 | ENGZ BATT LITH EL123 3V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$9.95. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 36671 | 506054 | ENGZ BATT WATCH 389 SIL 1.5V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$2.25. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 39357 | 506829 | CUSS I/L SOAP ORIG 6X100G YO | 30 Jan 2017, 14:40:27 | Retail Price Changed | Retail price increased from \$6.00 to \$12.00. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |

Buttons: Stockcard **Edit Qty** Merge Products Save Cancel Export

Access Merge window from Inbox

Product merges can now be made from the **Inbox** by selecting a product line and clicking the **Merge Products** button [Alt + M]. The selected product's details will populate the Master product fields in the Merge window. A Slave product can then be selected from the merge window using the normal process.

| | | | | | | |
|-------|--------|----------------------------------|-----------------------|----------------------|---|--------------------------|
| 31600 | 504873 | ENGZ BATT LITH ELCR2T 3V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$11.95. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 32844 | 505063 | ENGZ BATT LITH ECR1616 3V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$3.50. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 33250 | 505214 | ENGZ BATT LITH EL123 3V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$9.95. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 36671 | 506054 | ENGZ BATT WATCH 389 SIL 1.5V BP1 | 02 Feb 2017, 15:41:46 | Retail Price Changed | Retail price decreased from \$999.99 to \$2.25. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |
| 39357 | 506829 | CUSS I/L SOAP ORIG 6X100G YO | 30 Jan 2017, 14:40:27 | Retail Price Changed | Retail price increased from \$6.00 to \$12.00. Label is not queued because SOH is 0 and product is not stocked. | <input type="checkbox"/> |

Stockcard Edit Qty **Merge Products** Save Cancel Export

Packing

Substitute Drug from a patients profile

Pharmacists and Dispense Techs can now substitute medications from the Medication Grid.

Minfos Packing

ACTIVE Surname: HOWE First Name: STEVE Customer No. 92280 Facility: BELVIEW AGED CARE Ward: 1234

Patient & Pack Details Medication Grids Tray Maintenance Medication History

Packed - 3 medication(s)

| Drug | Directions | Frequency | Start Date | End Date | 08:00 | 10:00 | 12:00 | 14:00 | 16:00 | Total |
|-------------------------|-------------------|-----------|-------------|----------|--------|--------|--------|--------|--------|--------|
| LIPITOR TAB 40MG | Take ONE tablet c | Every day | 17 Jan 2017 | - | 1 | - | - | - | - | 1 |
| MAREVAN-BLUE TAB 3MG | Take ONE tablet c | Varies | 23 Oct 2016 | - | Varies | Varies | Varies | Varies | Varies | Varies |
| NEXIUM TAB-EC-BLIS 20MG | Swallow whole TV | Every day | 23 Oct 2016 | - | 1 | - | - | - | 1 | 2 |

Non-Packed

| Drug | Directions | Frequency | Start Date | End Date | 08:00 | 10:00 | 12:00 | 14:00 | 16:00 | Total |
|------|------------|-----------|------------|----------|-------|-------|-------|-------|-------|-------|
| | | | | | | | | | | |

When Required

| Drug | Directions | Dose |
|------|------------|------|
| | | |

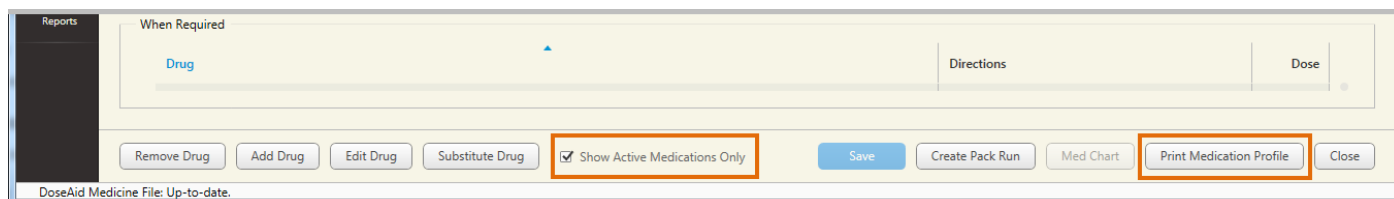
Remove Drug Add Drug Edit Drug **Substitute Drug** ☒ Show Active Medications Only Save Create Pack Run Med Chart Print Medication Profile Close

DoseAid Medicine File: Up-to-date.

To substitute a drug, select the drug from the patients profile and click the **Substitute Drug** button. The **Substitute Drug** window will display with the selected drug in the **Current Drug** field and all of the substitutable drugs displayed. Select a drug from the list and click the **Substitute Drug** button to complete the substitution. The selected drug will now display in the patient's medication grid.

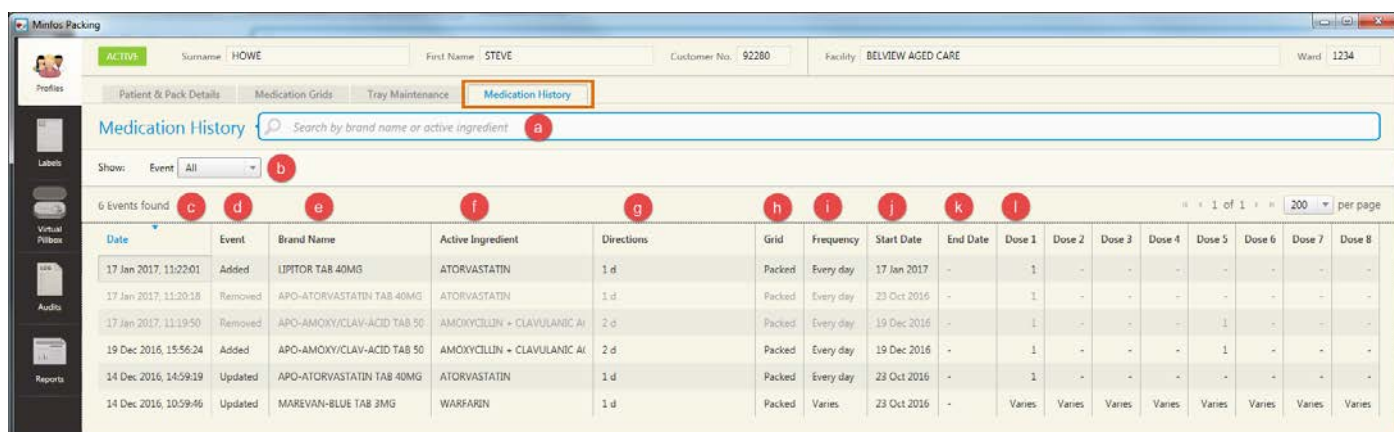
Inactive Medications can now be hidden in the patient profile

An option to hide inactive medications has been added to the medication grid window. Inactive medications are medications that have reached their specified End Date (please refer to page 12 of the [DoseAid Packing Guide](#)). This option is selected by default. If selected, inactive medications will also be hidden when printing the medication profile.



Medication History

A complete history of the updates made to a drug, including the dates it was added or removed, can be viewed in the tabbed **Medication History** window.



Refer to the image above for the features below:

| | |
|----------------------|--|
| a) Search | Medications can be searched by Brand Name or Active Ingredient . |
| b) Event | The list of changes can be filtered by selecting an event type from the Event dropdown list. Events you can choose to show are: <ul style="list-style-type: none"> • All – All events are shown • Added – The addition of a drug to the patients packing profile • Updated – A drug already in the patients packing profile was updated • Removed – A drug was removed from the packing profile |
| c) Date | Date and time the event occurred. |
| d) Event | Type of event – Added, Updated or Removed. |
| e) Brand Name | Brand name of the drug. |
| f) Active Ingredient | Active ingredient of the drug. |
| g) Directions | Dose directions at the time the change was saved. |

| | |
|---------------|---|
| h) Grid | The Medication Grid the medication was allocated to: Packed, Non-Packed or When Required. |
| i) Frequency | Dose frequency. |
| j) Start Date | Start date of the medication. |
| k) End Date | End date of the medication. |
| l) Dose | The drug dose at the time the change was saved. |

Report by Drug

Pharmacists can now view a report that displays all patients prescribed a particular medication.

After selecting the drug of interest, you can choose to display all patients or filter the report by surname.

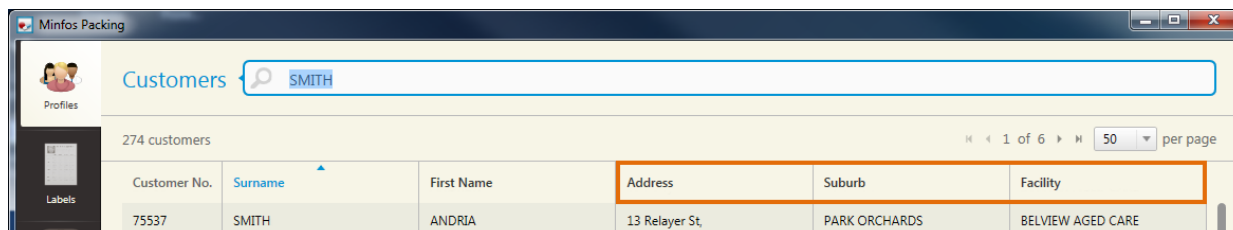
| | | | | | |
|--|--|--|---------------|------------------------|----------------------|
| Report by Drug: | | | | | |
| MINFOS DATABASE | | Address: , 484 St Kilda Rd, MELBOURNE, VIC 3000 | Email: N/A | Phone: 03 1234 5678 | Fax: 03 1234 5678 |
| Printed On: 23/01/2017, 03:18:38 PM | | | | | |
| Drug Name: | | LIPITOR TAB 40MG | | | |
| Active Ingredient: | | ATORVASTATIN | | | |
| Patient Name | | Facility | Ward | DAA Type | Pack Type |
| HOWE, STEVE | | BEL VIEW AGED CARE | 1234 | DoseAid | Weekly |
| Total Patients: 1 | | | | | |

Pack run Date Range Type is no longer selected by default

To ensure the correct **Date Range Type** is chosen by the pharmacy when creating a pack run, this setting is no longer selected by default. For more information on Date Range Types, please refer to page 32 of the [DoseAid Packing Guide](#).

Patient address and facility now display on New Profile customer search window

For easier identification of patients, their address and facility now display in the **New Profile** customer search window.



DoseAid - Pharmacist to Insert report

The **Pharmacist to Insert** report can now be found with the other pack run files. This report lists all of the patients that have pharmacist to insert drugs, the drug and the dose time and can be used when inserting medication into the sachets to ensure that medications are not missed. The report is only created if there are Pharmacist to Insert drugs in the order. For more information, please refer to page 38 of the [DoseAid Packing Guide](#).

The report can be accessed via Audits > Pack Run History > View Pack Run Files.

| Name | Date modified | Type |
|--------------------------------|--------------------|--------------------|
| 125412541612191556491234T1.DAT | 19/12/2016 3:56 PM | DAT File |
| 125412541612191556491234T1.PDF | 19/12/2016 3:56 PM | Adobe Acrobat D... |
| Pharmacist To Insert.pdf | 19/12/2016 3:56 PM | Adobe Acrobat D... |

DoseAid - Shelf Life of the drug is displayed in the Medicine File

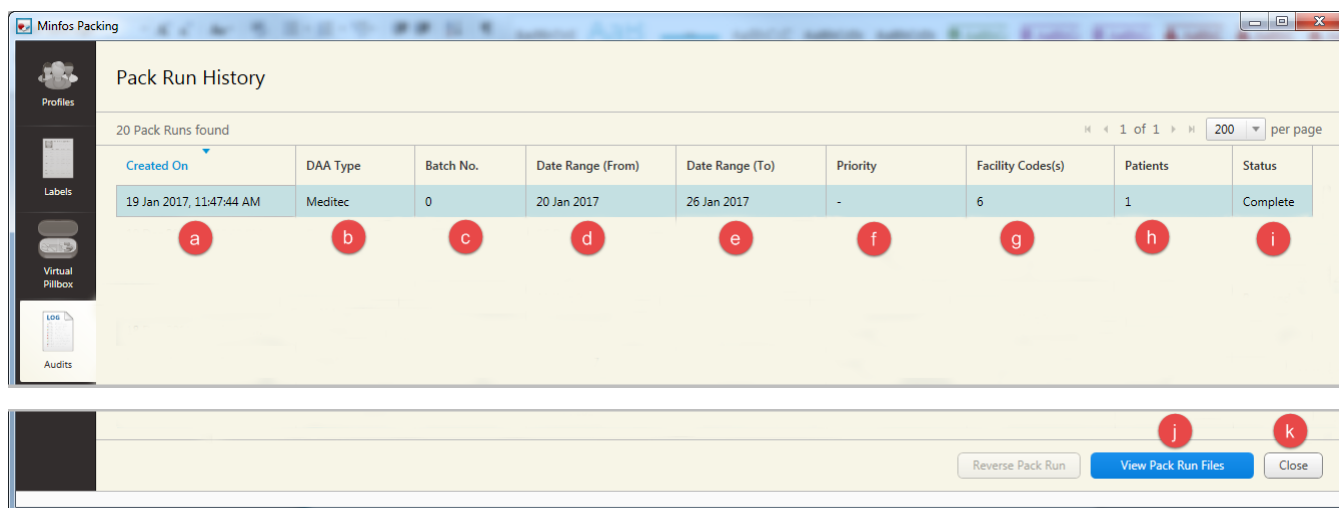
Pharmacist and Dispense Techs can now view the shelf life of drugs from the **Medicine File** window.

| Medicine File | | | | | | |
|--|------|---------------------|-------------------|--------|----------|------------|
| Information shown below (including Brand Names and Active Ingredients) is based on today's Medicine File from DoseAid. | | | | | | |
| Medicine File <input type="text" value="MAREVAN"/> | | | | | | |
| 3 drugs found | | | | | | |
| | MNPN | Brand Name | Active Ingredient | Form | Strength | Shelf Life |
| | 7402 | MAREVAN (BLUE) 3mg | WARFARIN 3mg | Tablet | 3mg | 180 days |
| | 7401 | MAREVAN (BROWN) 1mg | WARFARIN 1mg | Tablet | 1mg | 180 days |
| | 7403 | MAREVAN (PINK) 5mg | WARFARIN 5mg | Tablet | 5mg | 180 days |

If a pack run is created using a drug that has a shelf life that is shorter than the packing cycle, Minfos will display a warning on the **Exceptions** window. The pharmacist can choose to ignore the warning and continue with the pack run.

Blister and Meditec packing runs now display in Pack Run History

Pharmacists and Dispense Techs can now review packing runs from the **Audits** window. The **Pack Run History** displays information about the pack run such as the date and time, date range, number of patients and send status. Selecting a run and clicking the **View Pack Run Files** button will display additional information such as what customers were in the run and what drugs/doses they received.



Refer to the image above for the features below:

| | |
|------------------------|---|
| a) Created On | The date and time the pack run was created. |
| b) DAA Type | The Dose Administration Aid type. |
| c) Batch No. | An incremented Minfos pack run number. |
| d) Date Range (From) | The selected date range of the pack run. |
| e) Date Range (To) | |
| f) Priority | Not used for Meditec or Blister DAA types. |
| g) Facility Codes | The patient's facility code. |
| h) Patients | The number of patients included in the run. |
| i) Status | The success status of the run: Complete or Failed. |
| j) View Pack Run Files | Selecting a run and clicking the View Pack Run Files button, will display the output of the packing run. E.g. for Meditec, this is an export file, for Blister it is a saved copy of the produced foils. |
| k) Close [Alt] + [C] | Close the window. |

Resolved Issues

Dispense

- The Pill Box printing shortcut has been changed to the Minfos standard of [Alt+R]. Previously the [Alt + P] shortcut was used for both 'Prev' and 'Print'.
- The Total Price for Tier 2 broken packs is now calculated correctly.
- Charging a script to a non-account customer no longer locks the script and prevents its access at the Till.
- Selecting Customer Type **F. Full Price** after selecting a drug now correctly updates price.
- For increased quantities and Reg 24 scripts, the Final Price field on the Private Pricing window now correctly reflects the price as displayed on the dispense form.
- Minfos will run a utility when updating to check and fix entries in the database. This should improve performance issues reported by some stores.
- Minfos will no longer duplicate the script on the Safety Net Report when the Safety Net number is entered on the second prompt.
- Customer details will no longer overlap from a previous customer on the Work Cover Report.

Stock Manager

- The "As at date" on the **Back Dated Stocktake report** header now displays correctly.

Promotions

- The **Promotion Detail Error Report** will now display correctly when printed.

Till

- Minfos now prompts for voucher details and correctly redeems vouchers when paying an account or a layby using **Gift Voucher**.
- The Credit Card Summary Report now displays the correct discounted Sale Total for promotional products purchased using a credit card.
- Redeeming multiple gift vouchers from the till now correctly deducts customer points.

Loyalty

- Entering customer details to refine a customer search now selects the correct customer.