



# Release Notes

Minfos Version 5.1.1

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## Enhancements

### Customers

#### Link customers to a master account

Customers can now be linked to a master customer account, e.g. a husband can be linked to the wife's customer account. This will assist with charging to customer accounts quickly and accurately.

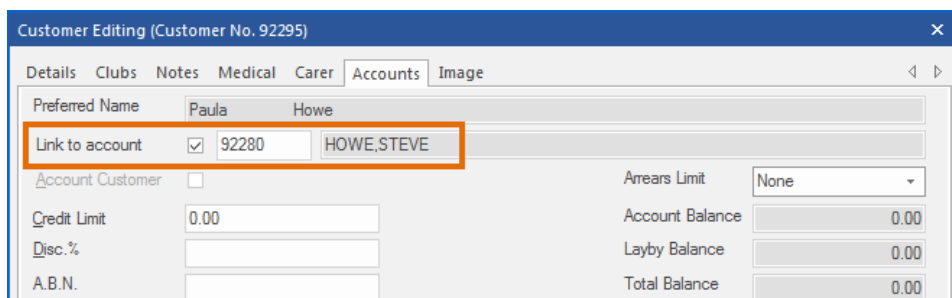
From **Minfos Customer Management**:

1. Click **Customer Maintenance** and select the customer to be linked to the primary account holder.

Select the **Accounts** tab and do the following:

2. Select the **Link to account** check box
3. Enter the **Customer Id** of the primary account holder.

Customers can either **have** an account, or be **linked** to an account, not both.



Customer Editing (Customer No. 92295)

Details Clubs Notes Medical Carer Accounts Image

Preferred Name Paula Howe

Link to account ☒ 92280 HOWE, STEVE

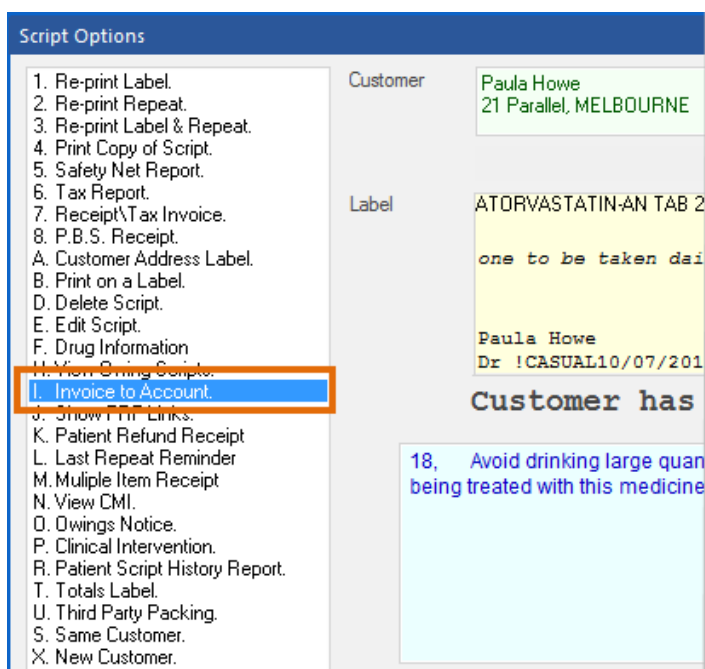
Account Customer ☐ Arrears Limit None

Credit Limit 0.00 Account Balance 0.00

Disc.% Layby Balance 0.00

A.B.N. Total Balance 0.00

After dispensing a script for the linked customer, select **I. Invoice to Account** from the **Script Options** menu.



Script Options

1. Re-print Label.
2. Re-print Repeat.
3. Re-print Label & Repeat.
4. Print Copy of Script.
5. Safety Net Report.
6. Tax Report.
7. Receipt/Tax Invoice.
8. P.B.S. Receipt.
- A. Customer Address Label.
- B. Print on a Label.
- D. Delete Script.
- E. Edit Script.
- F. Drug Information
- H. View Owing Scripts.
- I. Invoice to Account.**
- J. Show P.H. Links.
- K. Patient Refund Receipt
- L. Last Repeat Reminder
- M. Multiple Item Receipt
- N. View CMI.
- O. Owings Notice.
- P. Clinical Intervention.
- R. Patient Script History Report.
- T. Totals Label.
- U. Third Party Packing.
- S. Same Customer.
- X. New Customer.

Customer Paula Howe  
21 Parallel, MELBOURNE

Label ATORVASTATIN-AN TAB 2

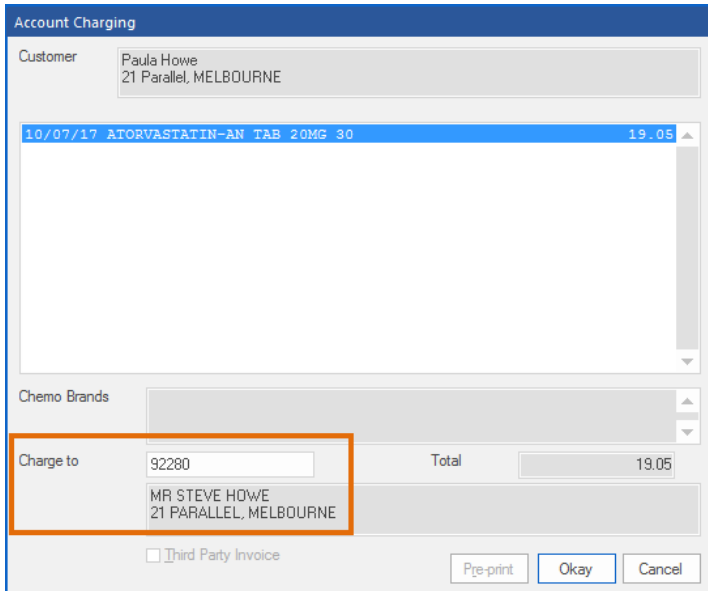
one to be taken dai

Paula Howe  
Dr !CASUAL10/07/201

Customer has

18, Avoid drinking large quan  
being treated with this medicine

The primary account holder details will be pre-populated in the **Account Charging** window.



Account Charging

Customer: Paula Howe  
21 Parallel, MELBOURNE

10/07/17 ATORVASTATIN-AN TAB 20MG 30 19.05

Chemo Brands

Charge to: 92280  
MR STEVE HOWE  
21 PARALLEL, MELBOURNE

Total: 19.05

☐ Third Party Invoice

Pre-print Okay Cancel

### Auto-charging to account

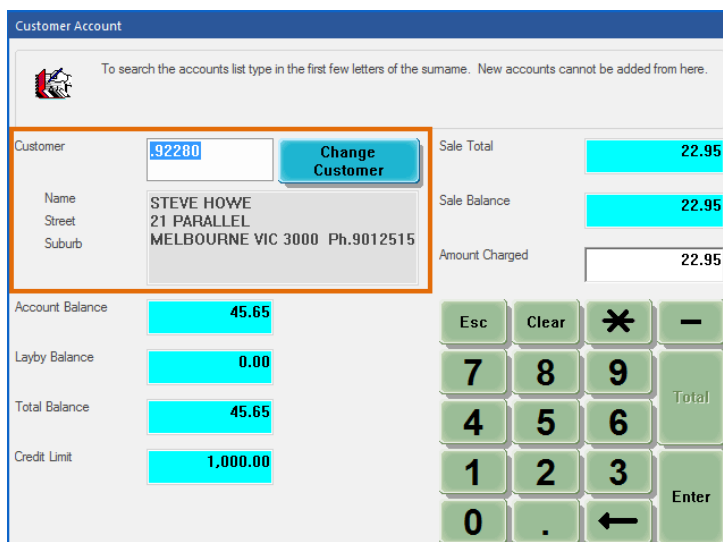
A customer who is assigned to a nursing home that has been configured for auto-charging, can be linked to a master account. Items dispensed to this customer will be auto-charged to the master account.

### Pill Box

When a customer linked to a master account also has a pillbox, the pillbox items will be charged through the existing process to the master account holder.

### Till

When the 'linked' customer is selected in the Till and the sales clerk selects the **Account** button, the account holder will be displayed as the default selection allowing the sales clerk to charge the items without having to search for the account holder.



Customer Account

To search the accounts list type in the first few letters of the surname. New accounts cannot be added from here.

Customer: 92280 Change Customer

Name: STEVE HOWE  
Street: 21 PARALLEL  
Suburb: MELBOURNE VIC 3000 Ph.9012515

Account Balance: 45.65  
Layby Balance: 0.00  
Total Balance: 45.65  
Credit Limit: 1,000.00

Sale Total: 22.95  
Sale Balance: 22.95  
Amount Charged: 22.95

Esc Clear \* -  
7 8 9 Total  
4 5 6  
1 2 3 Enter  
0 . ←

## Minfos Clubs and Promotions

Stores that use Minfos Clubs can now update to the new Promotions module and continue to utilise Minfos clubs. If you would like update to the new promotions module please contact Minfos Support.

### KVI's can now be excluded from the Master Club

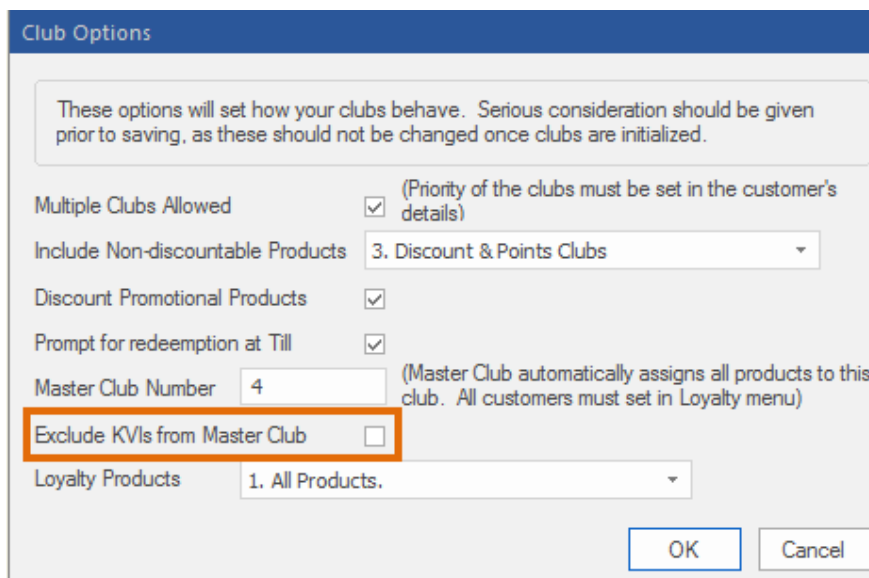
A new option has been added to **Club Options** which allows you to exclude KVI's from your Master Club.

Follow these steps to exclude KVI items from your Master Club.

From the **Customers** module:

1. Click the **Maintenance** tab and select **1. Club Options**.

The **Club Options** window is displayed.



2. Tick the **Exclude KVIs from Master Club** check box.
3. Select **OK** to save the changes.

## Dispense

### Reg No. in Nursing Home Maintenance has been renamed RACF ID

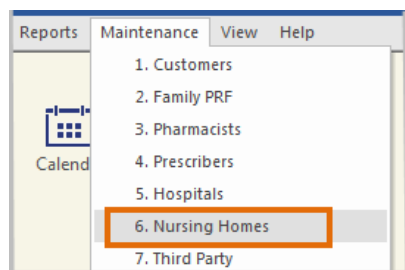
Pharmacists are required to include the **Residential Aged Care Facility Identification Number (RACF ID)** every time a PBS or RPBS item is dispensed for all patients that are in a nursing home. From 5.0.1, Minfos will automatically send the RACF ID when a patient linked to the nursing home has a script dispensed.

To assist Pharmacists and Dispensary Technicians recording this information the field in the **Nursing Home Editing** window has now been renamed from Reg. No. to **RACF ID**.

To add a RACF ID to a nursing home:

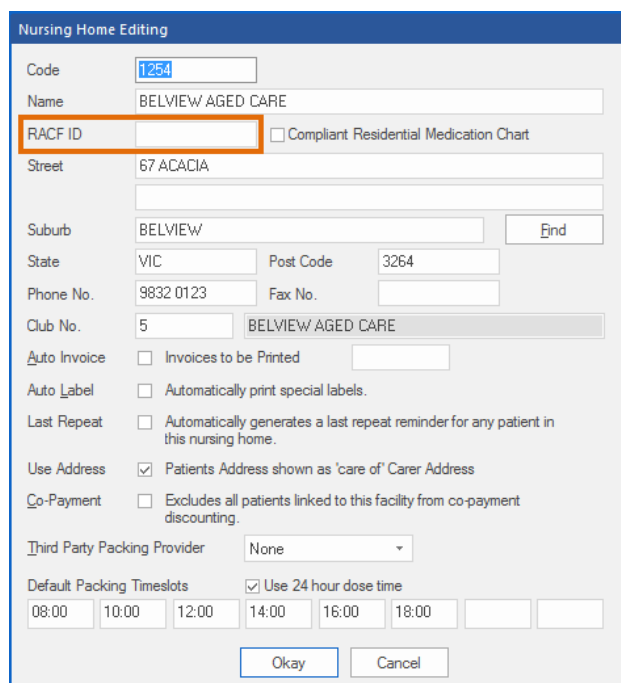
From **Dispense Pro**:

1. Click the **Maintenance** menu and select **6. Nursing Homes**.



2. From **Nursing Home Maintenance**, click the **Add** or **Change** button.

The **Nursing Home Editing** window will display.



The RACF ID has a maximum four digits in length and is applicable to a single nursing home/residential aged care facility. Contact the nursing home/residential aged care facility directly to confirm their RACF ID.

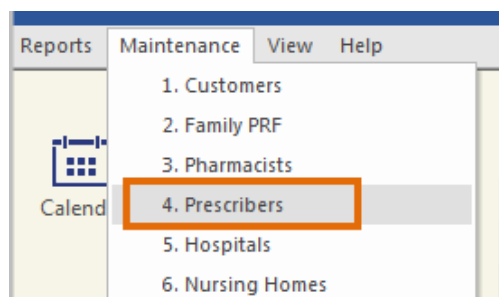
## Enhancements to Prescriber Maintenance

The **Doctor Maintenance** window has been renamed **Prescriber Maintenance** and the single name field has been split into separate **First Name** and **Surname** fields.

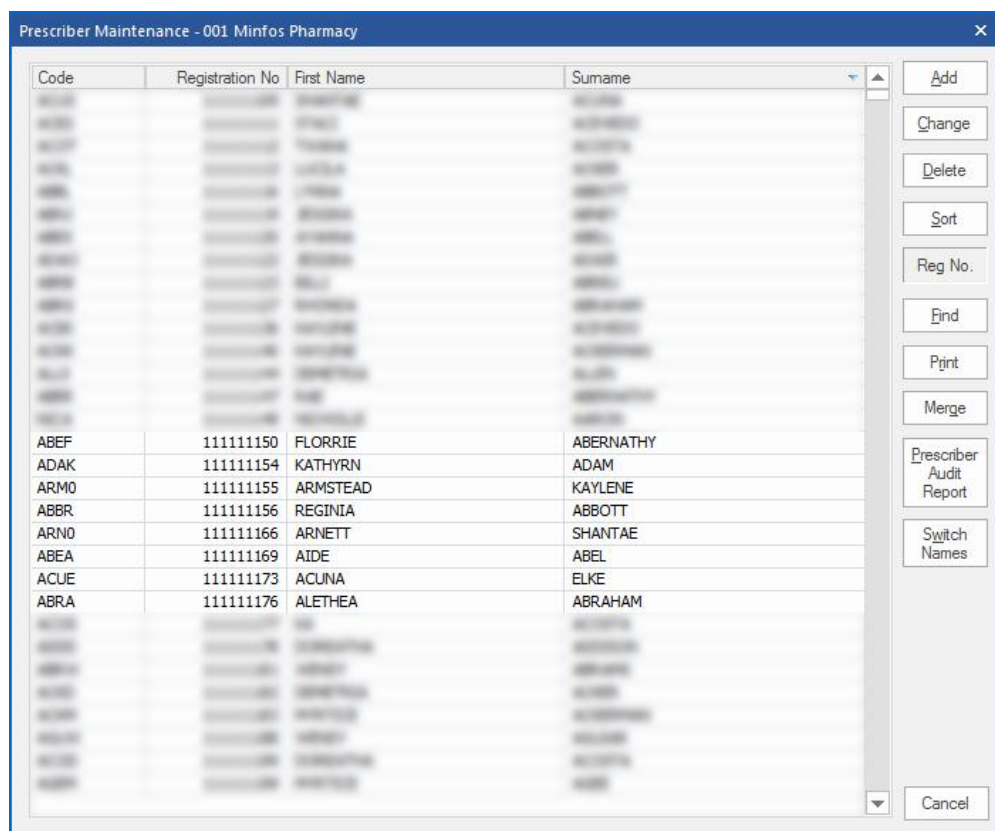
After updating to 5.1.1, Minfos will split the existing prescriber name across the two new fields.

From **Dispense Pro**:

1. Click the **Maintenance** menu and select **4. Prescribers** (formerly named 4. Doctors).



The **Prescriber Maintenance** window will display.



2. Where a prescriber's name has been split across the first name and surname fields and may be in the wrong sequence, e.g. surname is appearing in the First Name field, select the name(s) using standard Windows selection techniques.

- Click the **Switch Names [Alt + W]** button.

ABEF	111111150	FLORRIE	ABERNATHY
ADAK	111111154	KATHYRN	ADAM
ARM0	111111155	ARMSTEAD	KAYLENE
ABBR	111111156	REGINIA	ABBOTT
ARN0	111111166	ARNETT	SHANTAE
ABEA	111111169	AIDE	ABEL
ACUE	111111173	ACUNA	ELKE
ABRA	111111176	ALETHEA	ABRAHAM

Prescriber Audit Report  
Switch Names

- Click **OK** at the confirmation prompt and the selected names will be switched.

ABEF	111111150	FLORRIE	ABERNATHY
ADAK	111111154	KATHYRN	ADAM
ARM0	111111155	KAYLENE	ARMSTEAD
ABBR	111111156	REGINIA	ABBOTT
ARN0	111111166	SHANTAE	ARNETT
ABEA	111111169	AIDE	ABEL
ACUE	111111173	ELKE	ACUNA
ABRA	111111176	ALETHEA	ABRAHAM

Prescriber Audit Report  
Switch Names

## Prescriber Audit report

The **Prescriber Audit Report** can be generated to review your existing list of prescribers and will display potential duplicate and unused prescribers. This report can be particularly helpful prior to performing merges or deleting prescribers.

From the **Prescriber Maintenance** window:

- Click the **Prescriber Audit Report [Alt+P]** button.

A message is displayed detailing the content of the report.

Prescriber Audit Report

This reports on potential duplicates and unused prescribers.

The potential duplicate detection is based on these checks:

- \* Recall Code
- \* Registration Code
- \* Names
- \* Names swapped

Use this report to determine duplicate prescribers prior to manually merging or unused prescribers before deleting them.

Okay
Cancel

- Select **Okay** to continue.

The **Prescriber Audit Report** is then displayed for you to review potential duplicates for merging or unused prescribers that could be deleted.

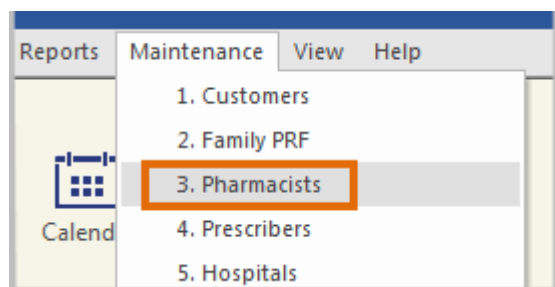


## Enhancements to Pharmacist Maintenance

In **Pharmacist Maintenance**, the single name field has been split into separate **First Name** and **Surname** fields.

From **Dispense Pro**:

1. Click the **Maintenance** menu and select **3. Pharmacists**.



The **Pharmacist Maintenance** window will display.

Code	Registration No	First Name	Surname
HS	123456	STEVE	HOWE
CS	432345	CHRIS	SQUIRE
CP0	454434	CARL	PALMER
RF	545484	ROBERT	FRIPP
GD	901250	GEOFF	DOWNES
BB	989323	BILL	BRUFORD
AJ	4343787	JOHN	ANDERSON

2. Where a pharmacist's name has been split across the first name and surname fields and may be in the wrong sequence, e.g. the first name is appearing in the Surname field, select the name(s) using standard Windows selection techniques.

3. Click the **Switch Names [Alt + W]** button.

AJ	4343787	ANDERSON	JOHN
BB	989323	BILL	BRUFORD
CP0	454434	CARL	PALMER
CS	432345	CHRIS	SQUIRE
GD	901250	GEOFF	DOWNES
HS	123456	HOWE	STEVE
RF	545484	ROBERT	FRIPP

4. Click the **OK** button at the confirmation prompt and the selected names will be switched.

AJ	4343787	JOHN	ANDERSON
BB	989323	BILL	BRUFORD
CP0	454434	CARL	PALMER
CS	432345	CHRIS	SQUIRE
GD	901250	GEOFF	DOWNES
HS	123456	STEVE	HOWE
RF	545484	ROBERT	FRIPP

## Clear all set prices in the Drug Pricing window

Dispensary Managers are now able to clear all Set Pricing (Fixed Price and Pricing Table) including Multiple Pack Pricing from the Drug Pricing window.

This action will clear *all* prices across *all* drugs, not just the selected line. This process cannot be reversed and should be used with caution.

From **Dispense Pro**:

1. Click the **Maintenance** menu and select **M. Drug Pricing**.

The **Drug Pricing** window will display.

	Barcode	Drug	SoH	Price		GP\$
Y	9338475087884	APD-AMOX/CLAV-ACID TAB 500MG-125...	3	10.02	--	7.81
Y	9338475060580	APD-AMOX/CLAV-ACID TAB 875MG-125...	6	11.34	--	8.19
Y	28400608	APD-AMOX/CLV-ACD SYRP 125-31.25MG...	12	10.47	--	9.28
Y	28400615	APD-AMOX/CLV-ACD SYRP 400MG-57MG 1	3	14.40	--	10.40
Y	9338475077816	APD-AMOX/CILLIN CAP 250MG 20	2	10.99	FP	10.22
Y	9338475088904	APD-AMOX/CILLIN CAP 500MG 20	2	11.99	FP	10.45
Y	9338475077502	APD-AMOX/CILLIN SYRP 125MG/5ML 100...	1	9.77	--	9.08
Y	9338475077748	APD-AMOX/CILLIN SYRP 250MG/5ML 100...	3	10.19	--	9.20
N	9338475024612	APD-ANASTROZOLE TAB 1MG 30	0	144.96	--	46.37
N	9338475082568	APD-APORYL APP 5% 5MLX1	0	108.86	--	36.05
N	28421795	APD-ARIPIPRAZOLE TAB 10MG 30	0	155.05	--	49.25
N	28421818	APD-ARIPIPRAZOLE TAB 15MG 30	0	217.11	--	66.98
N	28421832	APD-ARIPIPRAZOLE TAB 20MG 30	0	262.78	--	80.03
N	28421856	APD-ARIPIPRAZOLE TAB 30MG 30	0	318.71	--	96.01
N	28422358	APD-ARIPIPRAZOLE TAB 5MG 30	0	6.94	--	6.93
N	9338475005918	APD-ATENLOL TAB-BLIS 50MG 30	0	8.92	--	7.50
N	9338475003891	APD-ATENLOL TAB-BTTL 50MG 30	0	8.92	--	7.50
N	28413790	APD-ATOMOXETINE CAP 10MG 28	0	116.84	--	38.33
N	28413806	APD-ATOMOXETINE CAP 18MG 28	0	116.84	--	38.33
N	28413813	APD-ATOMOXETINE CAP 25MG 28	0	116.84	--	38.33
N	28413820	APD-ATOMOXETINE CAP 40MG 28	0	116.84	--	38.33
N	28413837	APD-ATOMOXETINE CAP 60MG 28	0	116.84	--	38.33
N	28413844	APD-ATOMOXETINE CAP 80MG 28	0	149.81	--	47.75
N	28413851	APD-ATOMOXETINE CAP 100MG 28	0	149.81	--	47.75
N	9338475036073	APD-ATORVASTATIN TAB 10MG 30	0	20.93	--	10.93
N	9338475036516	APD-ATORVASTATIN TAB 20MG 30	0	27.58	--	12.83
N	9338475036998	APD-ATORVASTATIN TAB 40MG 30	0	36.01	--	15.24
N	9338475037421	APD-ATORVASTATIN TAB 80MG 30	0	48.51	--	18.81

Listing Finished

☐ Prices Set ☐ Stocked Only

Buttons: Enquire, Change, Range Tag, Print, **Clear All Set Prices**, Find, Next, Prev, Cancel

2. Click the **Clear All Set Prices [Alt + A]** button.

The **Clear All Set Prices** prompt will display.

**Clear All Set Prices**

Selecting continue will clear the pricing on all drugs that have a set price (Fixed Price and Pricing Table) including Multiple Pack Pricing.

This process cannot be reversed.

☒ Continue?

3. Select the **Continue** checkbox and click the **OK** button.

Minfos will then clear all Fixed Price, Pricing Table and Multiple-Pack pricing and **No Set Price** will be selected by default.

## Stock Manager

### Product & Category Audit reports now displays the MNPN number for additions

The **Product** or **Category Audit Report** now displays the MNPN number for added products. This can assist Stock Controllers by allowing them to search for products on the report using the MNPN number.

From **Stock Manager**:

1. Click the **Reports** menu and select **5. Product Audit Report** (or 6. Category Audit Report).
2. Ensure the **Additions** checkbox is selected and click **OK** to run the report.

Report Options

☒ Additions
 ☐ Deletions
 ☒ Edit Quantity

☐ Changes
 ☐ Merges
 ☐ Discontinued

3. The added products display the MNPN number.

POSRP 165x 1:44:00pm							Product Audit Report 04/06/17 to 06/07/17 Additions		
Business : 001 Minfos Pharmacy									
Date	Time	Id	User	Source	MNPN	Prod no.	Description	SOH	Change Type
03/07/17	3:43:07pm	99	DSE	IMPORT MNPN	636884	842629	LRL XMAS PHAR LIPKIT GONE W/ THE NUDE	0	Added Product
03/07/17	3:43:07pm	99	DSE	IMPORT MNPN	636885	842630	LRL XMAS PHRMICY LIPKIT APOCALYPSE RED	0	Added Product
03/07/17	3:43:07pm	99	DSE	IMPORT MNPN	634060	842631	LRL GLAM BGE FNDTN 04 MED DK	0	Added Product
03/07/17	3:43:07pm	99	DSE	IMPORT MNPN	634061	842632	LRL GLAM BGE FNDTN 03 MED LT	0	Added Product
03/07/17	3:43:07pm	99	DSE	IMPORT MNPN	634062	842633	LRL GLAM BGE FNDTN 02 LT	0	Added Product

## Resolved Issues

### Dispense

- The recorded patient contribution towards the Safety Net is now correct when there is a change to the Fixed Price.
- Minfos will now set the correct Customer Type upon reaching the Safety Net.
- Under Co-Payment CTG scripts will now report with the correct Total Price.
- Minfos will no longer revert the Price when receiving an Owing Script for a CTG Concessional patient.
- Editing a script will no longer revert to the default pricing.
- Invoice to Account will now work correctly on scripts which had the original charged to Third Party Packing.
- Minfos will now update the Safety Net values immediately after receiving an Owing Script.

### Stock Manager

- Minfos will no longer import Alternate Supplier Information in MNPN Updates if the option is not selected.

### Till

- Minfos will no longer shift the cursor to the start of the field at the Till.

### Club Promotions

- Previously, when selecting to Charge GST at the Till for a Club Promotion product, Minfos is charging GST on the normal Retail Price. This has now been fixed and Minfos will now charge GST on the Club Promotion Price.

### Calendar

- Calendar will now display when logging into Dispense.



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1300 887 418

Portal

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Together we can