



Release Notes

Minfos Version 5.5.1

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Enhancements

Dispense

New Dispensary KPI Report

The new **Dispensary KPI Report** collates key dispensary information from many other reports, allowing owners and managers to efficiently run a single report to get a snapshot of overall dispense activity and performance of the dispensary.

The report displays Dispensary activity as opposed to prescriptions actually sold at the Till, ensuring that each dispense transaction is accounted for within the report. The report also contains PBS claiming activity and rejections as well as Clinical Intervention figures.

Generating the report follows the same procedure as the **Pharmacy KPI Report**, providing both a default date range or allowing you to customise your own. For more information please read the **Dispense KPI Report** [guide](#).

To display the report:

1. Navigate to **Dispense Pro**.
2. Click the **Reports** menu and select **E. Dispensary KPI Report**. (or Minfos Launch Pad > Dispense menu > Dispense Reports > Dispensing menu > 8. Dispensary KPI Report).



The **Dispensary KPI Report** dialog is displayed.

Dispensary KPI Report

The Dispensary KPI report provides a high level snapshot and comparison of key performance indicators for the dispensary for a selected period of time.

Format: Default

Period Date: 17/06/2018

Rolling Date: On (date measured by a continuous period e.g. Week = 7 days)
Off (date measured by periodically e.g. Week Monday to Period Date)

Periods:	Current Period Start	Current Period End	Last Period Start	Last Period End
<input checked="" type="checkbox"/> Week	11/06/2018	17/06/2018	11/06/2017	17/06/2017
<input checked="" type="checkbox"/> Month	19/05/2018	17/06/2018	19/05/2017	17/06/2017
<input checked="" type="checkbox"/> Quarter	20/03/2018	17/06/2018	20/03/2017	17/06/2017
<input checked="" type="checkbox"/> Year	18/06/2017	17/06/2018	18/06/2016	17/06/2017

OK Cancel

Make your selections and click the **OK** button. Due to the volume of data collated, the report may take a few minutes to display.

The **Dispense KPI Report** is displayed.

DISPKPIREP
6:05:45pm

Dispensing KPI Report
Reporting for the period of : 17/06/18

Page No. 1 of 1
Date 20/06/2018

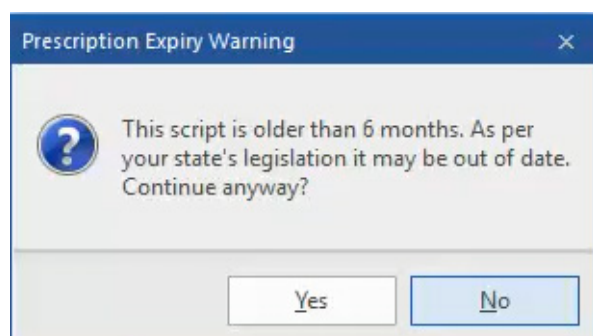
Business: 001 - Minfos Pharmacy

Showing: Week, Month, Quarter, Year. Using Rolling dates.

KPI Group KPI Type	Week			Month			Quarter			Year		
	Current	Last Year	Diff %	Current	Last Year	Diff %	Current	Last Year	Diff %	Current	Last Year	Diff %
Script Analysis												
Script Count (#)	7	1,811	-1.00	9	7,959	-1.00	26	24,169	-1.00	50,294	99,015	-0.50
Dispense Sales (\$)	178.54	50,593.23	-99.65	234.36	223,452.38	-99.90	559.39	715,029.46	-99.93	1,547,176.65	2,963,601.67	-47.80
Dispense GP (\$)	101.96	23,078.41	-99.56	132.17	101,444.39	-99.87	368.60	308,398.27	-99.89	677,713.64	1,281,165.19	-47.11
Dispense GP (%)	57.11	45.62	25.19	56.40	45.40	24.22	65.89	43.13	52.76	43.80	43.23	1.32
Owing Scripts (#)	2	0	0.00	2	0	0.00	2	2	0.00	22	8	1.75
Deferred Scripts (#)	0	49	-1.00	1	143	-1.00	1	449	-1.00	973	2,080	-0.54
Uncollected Scripts (#)	1	0	0.00	1	0	0.00	1	0	0.00	29	0	0.00
Deleted Scripts (#)	0	32	-1.00	0	152	-1.00	0	563	-1.00	1,184	2,383	-0.51
CTG Script Count (#)	0	59	-1.00	0	190	-1.00	0	550	-1.00	1,229	2,087	-0.42
Digital Integration Markers												
Scan check rate (%)	0.00	96.69	-100.00	0.00	95.18	-100.00	0.00	94.72	-100.00	95.49	95.49	0.00
E-Script scan rate (%)	0.00	0.45	-98.91	0.00	1.02	-99.52	0.00	1.52	-99.68	0.42	0.96	-55.83
Premium Free Incentive Missed(#)	0	65	-1.00	0	348	-1.00	0	1,048	-1.00	2,146	4,169	-0.49
Clinical Interventions (#)	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
PBS Analysis												
PBS Claim Periods (#)	0	0	0.00	0	2	-1.00	0	4	-1.00	6	13	-0.54
Outstanding PBS rejections (#)	0	0	0.00	0	67	-1.00	0	130	-1.00	312	545	-0.43
Outstanding PBS Rejections - Est Value (\$)	0.00	0.00	0.00	0.00	647.56	-100.00	0.00	932.16	-100.00	2,720.35	3,637.40	-25.22
Inventory & Sales Analysis												
Disp Inventory Cost (\$)	76.58	27,514.82	-99.73	102.19	122,007.99	-99.92	190.79	406,631.19	-99.96	869,463.01	1,682,436.48	-48.33
Dispense vs Total Inventory (%)	31.78	75.54	-57.94	35.68	75.90	-53.00	45.19	78.04	-42.10	77.59	77.50	0.12
Disp Sales of Total Business (%)	45.00	77.82	-42.17	48.88	77.79	-37.17	-88.23	79.57	-210.88	79.16	79.36	-0.26
Disp GP of Total Business (%)	65.46	80.71	-18.90	68.47	80.20	-14.62	-34.90	81.67	-142.72	81.26	81.94	-0.83
Reporting periods												
Week: 11/06/18 to 17/06/18												
Month: 19/05/18 to 17/06/18												
Quarter: 20/03/18 to 17/06/18												
Year: 18/06/17 to 17/06/18												

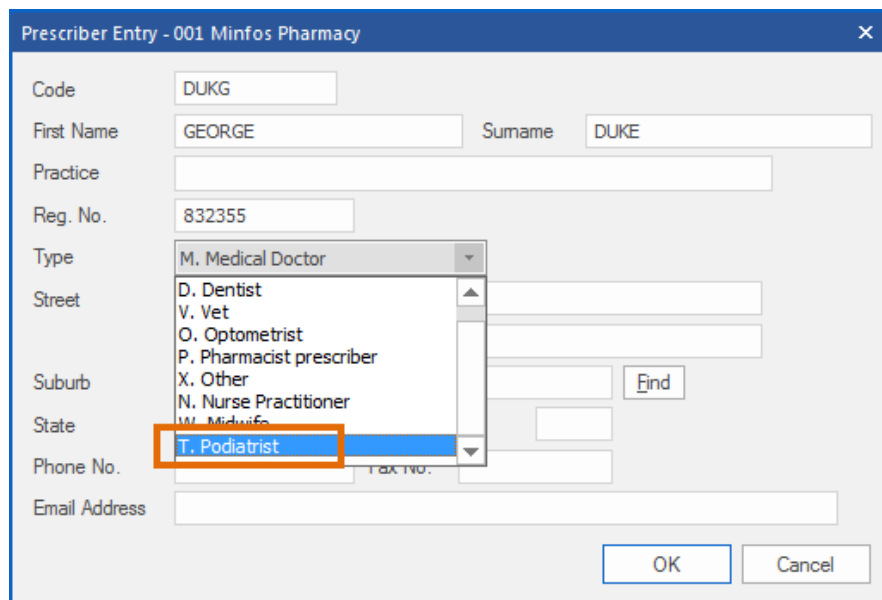
Prescription expiry warning for S8 scripts is now displayed in all states

When dispensing a Schedule 8 Prescription, the **Prescription Expiry Warning** prompt will now display in all states when the script is more than six months old.



Podiatrist is a new prescriber type in Prescriber Maintenance

Dispensary technicians and pharmacists can now appropriately set up a prescriber as a **Podiatrist**.



Prescriber Entry - 001 Minfos Pharmacy

Code: DUKG

First Name: GEORGE Surname: DUKE

Practice:

Reg. No.: 832355

Type: M. Medical Doctor (dropdown menu open)

Street:

Suburb:

State:

Phone No.:

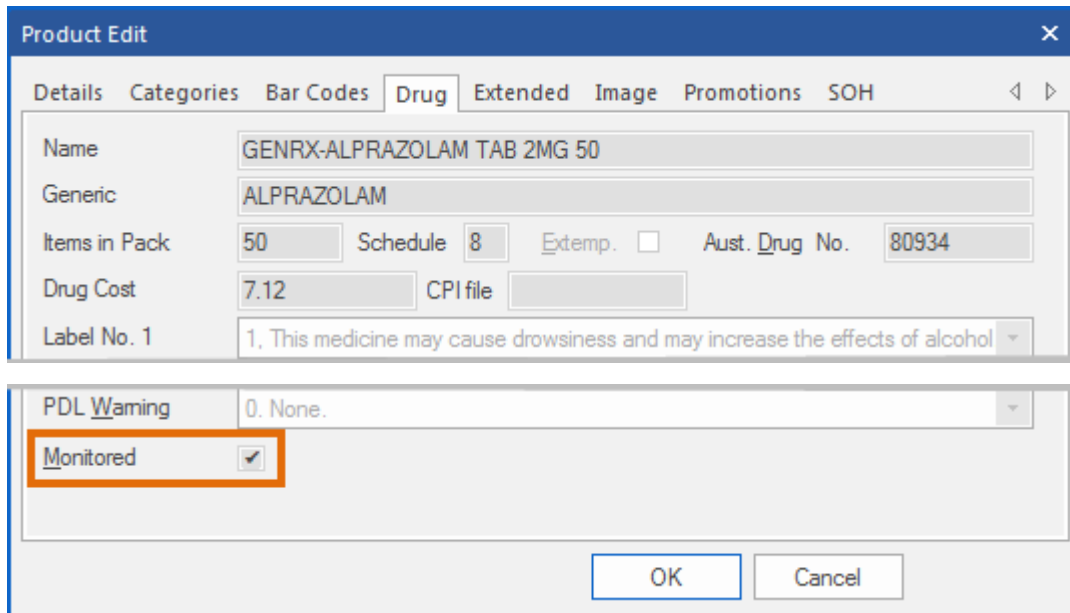
Email Address:

Find OK Cancel

A missing date of birth is now prompted for when dispensing Monitored Drugs

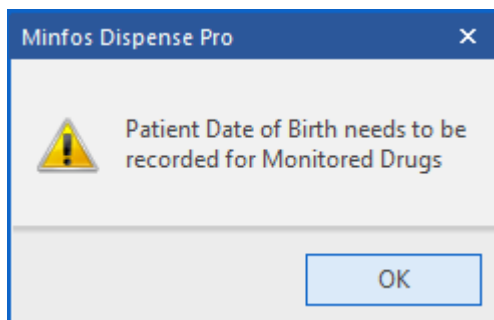
In support of the RTR monitoring system in Tasmania, and in preparation for the SafeScript initiative in Victoria, a prompt for the customer's DOB prompt will now be displayed where a **Monitored** drug is dispensed and the customer does not have a DOB recorded against their profile.

In Minfos, monitored drugs are indicated when the **Monitored** checkbox is selected in the **Drug** tab of the drug stockcard. This checkbox is maintained through monthly Dispense updates.



The screenshot shows the 'Product Edit' window with the 'Drug' tab selected. The 'Name' field contains 'GENRX-ALPRAZOLAM TAB 2MG 50', 'Generic' is 'ALPRAZOLAM', 'Items in Pack' is '50', 'Schedule' is '8', 'Extmp.' is unchecked, 'Aust. Drug No.' is '80934', 'Drug Cost' is '7.12', and 'CPI file' is empty. The 'Label No. 1' field contains the text '1, This medicine may cause drowsiness and may increase the effects of alcohol'. Below this, the 'PDL Warning' dropdown is set to '0. None.'. The 'Monitored' checkbox is checked and highlighted with an orange box. At the bottom are 'OK' and 'Cancel' buttons.

The following prompt is now displayed if a DOB is required.



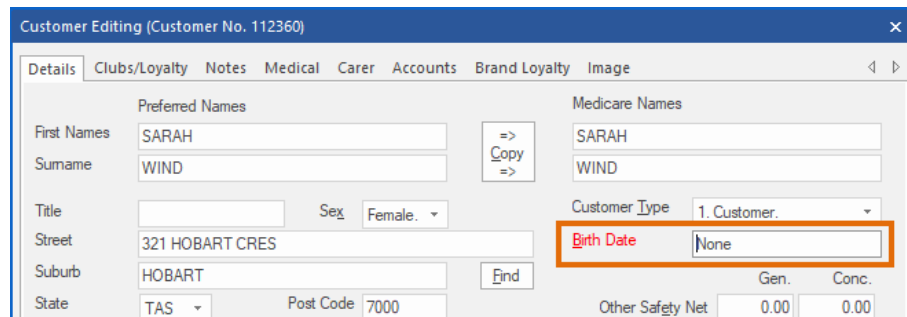
The screenshot shows the 'Minfos Dispense Pro' window. It features a yellow warning triangle icon and the text 'Patient Date of Birth needs to be recorded for Monitored Drugs'. An 'OK' button is located at the bottom right.

Capture DOB from eRx for existing customer records

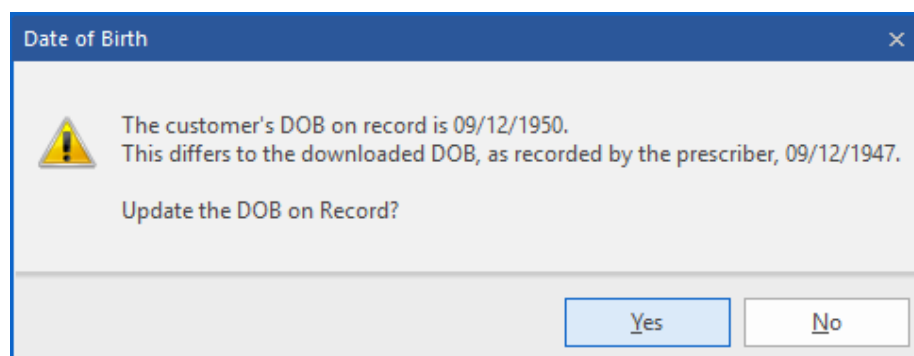
Minfos will now capture the customer's date of birth from eRx and MediSecure scripts.

For an existing customer:

- If the DOB is present in the e-Script but not in Minfos:
On scanning the script, the script DOB is added to the customer's record in Minfos **Customer Maintenance**.



- If the DOB is not present in the script but Minfos' customer record has a DOB:
On scanning a script, the Minfos DOB value will be retained. No prompt message will be displayed.
- There is a DOB mismatch between the e-Script and Minfos and Minfos **has no** IHI saved for the customer:
On scanning the script, the following prompt will be displayed giving the choice of updating the DOB in Minfos with the DOB on the e-Script.



- There is a DOB mismatch between the e-Script and Minfos but Minfos **has** an IHI saved for the customer:
No prompt will be displayed as the system accepts the Minfos DOB as valid. This is because an IHI is retrieved based on a matching DOB, Medicare number and surname.

Stock Manager

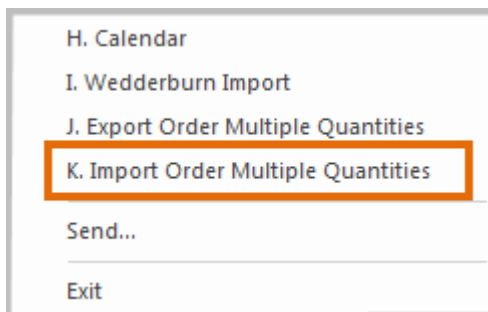
Import and export Order Multiple Quantities for suppliers

Stock Controllers can now import a file for a supplier (or from a supplier) with the Order Multiple Quantities for their associated products. This information can also be exported.

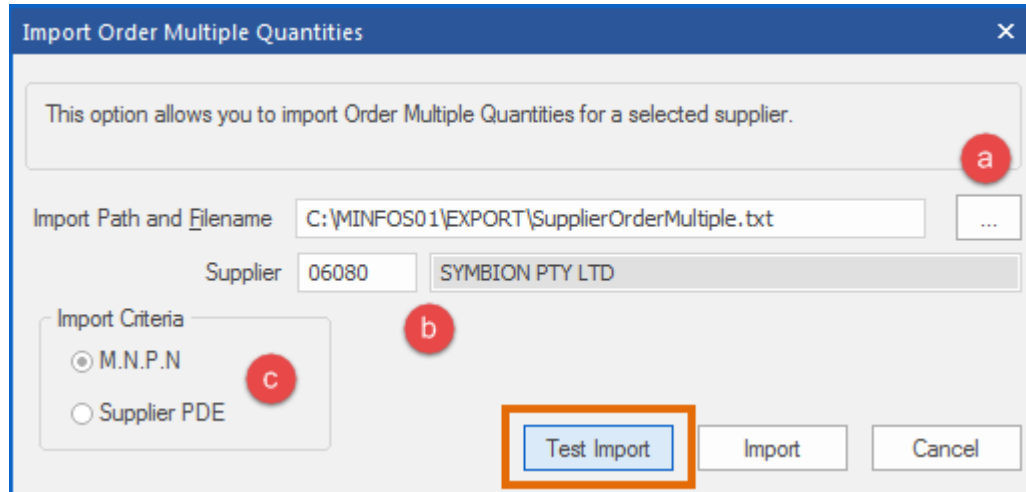
Note: When importing a file, only products contained within the file will be updated.

To import Order Multiple Quantities:

1. From **Stock Manager**, click the **File** menu and select **K. Import Order Multiple Quantities**.



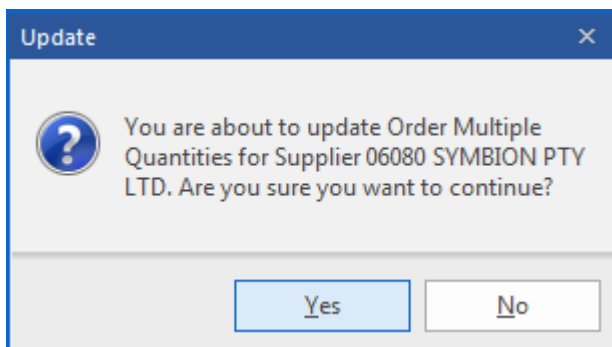
The **Import Order Multiple Quantities** window is displayed.



2. In this window, do the following:
 - a. Click the dotted browse button to choose the file you wish to import or accept the default path.
 - b. In the **Supplier** field, enter either the supplier code or supplier name, or press [Tab] to open the **Supplier Search Window**. Select the supplier from the list, then click **Okay** to add the supplier code to the field.
 - c. Depending on the content of your import file, select either MNPN or Supplier PDE. It is important that the correct criteria is selected, otherwise the incorrect product could be updated.
3. Click **Test Import**. A report is generated to show the results of the intended file import.

IMPORDMLT 3:17:37pm	Order Multiple Quantity Import Report 06080 SYMBION PTY LTD			Page No. 1 of 19 Date 18/07/2018
MNPN	Product Number	Product Name	Status	
303268		No Matching Product Found	No Match	
573178	841957	MYESSENTIAL EYELASH CURLER	No Change	
573175	841956	MYESSENTIAL 4 PIECE MANICURE SET 1 SET	No Change	
530509	839849	EGO-DERMAID TOP-SPRY 1% 30MLX1	No Change	
449643	805462	BATISTE DRY S/POO ORIG 200ML	Would Update	
44884	529808	HAVRIX-HEPATITIS-A-1440 SYRNG 1	Would Update	
555379	841988	FAULDING S/FOOD C/NUT OIL 300G	No Change	
555392	841987	FAULDING S/FOOD CHLOROPHYLL 500ML	No Change	
555390	841986	FAULDING S/FOOD MACA PWDR 100G	No Change	
555386	841985	FAULDING S/FOOD BEETROOT PWDR 100G	No Change	
555385	841984	FAULDING S/FOOD ACAI PWDR 100G	No Change	
555389	841983	FAULDING S/FOOD KALE PWDR 100G	No Change	
555391	841982	FAULDING S/FOOD SPIRULINA PWDR 100G	No Change	
555378	841981	FAULDING S/FOOD C/NUT WATER PWD 100G	No Change	
573382	841980	FAULDING GLD INFNT FRMLA 1 900G	No Change	
591278	841979	FAULDING GLD INFNT FRMLA F/ON 2 900G	No Change	
591462	841978	FAULDING GLD TDLR FRMLA 3 900G	No Change	
562190	841977	FAULDING H/STR CELERY CAP 50	No Change	
373759	754304	ELMORE OIL ARTHRITIS CRM 100G	Would Update	
308857	703682	APO-SIMVASTATIN TAB 80MG 30	Would Update	

- If you are satisfied with the contents of the test report, repeat the procedure, this time clicking **Import**.
- The **Update** prompt will display. Click **Yes** to confirm the import.



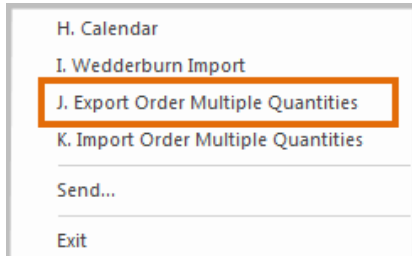
- The **Order Multiple Quantities Import Report** will display. The **Status** column shows the result of the import for every product.

Possible **Status** values are:

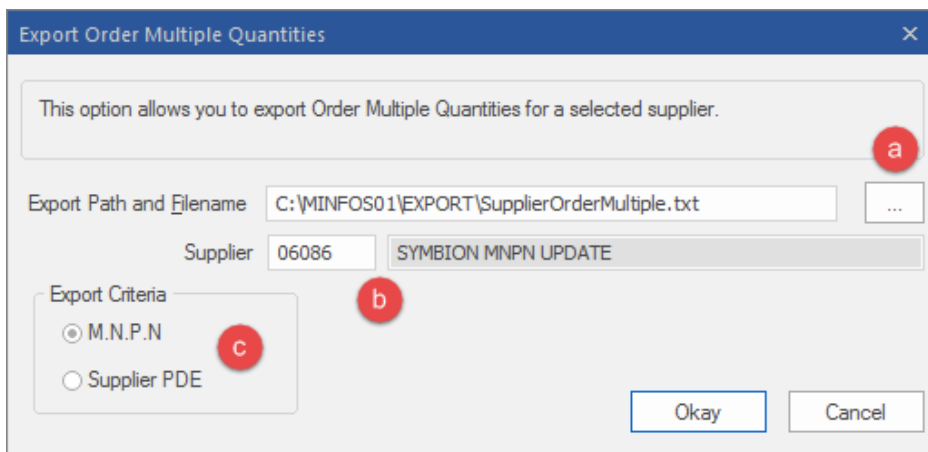
- Updated** – The Order Multiple has been updated in the supplier card
- No Match** – The PDE or MNPN could not be found
- No Change** – There has been no change to the Order Multiple

To export Order Multiple Quantities:

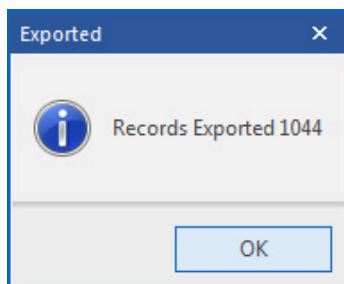
1. From **Stock Manager**, click the **File** menu and select **J. Export Order Multiple Quantities**.



The **Export Order Multiple Quantities** window will display.



2. In this window do the following:
 - a. Click the dotted browse button to choose a location to save your file or accept the default folder and file name.
 - b. In the **Supplier** field, enter either the supplier code or supplier name, or press [Tab] to open the **Supplier Search Window**. Select the supplier from the list, then click **Okay** to add the supplier code to the field.
 - c. Select either **MNPN** or **Supplier PDE** to be matched to the Order Multiples.
3. Click **Okay**.
4. The **Exported** dialogue window will report on the result of your export.



Till

Enhanced windows opened from the Till

The windows that are opened from within the Till have had a makeover to make them look and feel more consistent with the new Minfos Till layout.

Customer Account Payment

Select the customer by entering the account number or the first few letters of the surname.

Customer Account

Change Customer

Name

Street

Suburb

Account Balance

Cash

Card

Layby Balance

Aged Balances

Esc

Clear

X

-

Total Balance

Cur

7

8

9

Tab

Limit

30

4

5

6

Payment Type

1. Cash

60

1

2

3

Amount Paying

0.00

90+

0

.

←

Enter

Tendered

Change

End Sale Menu

0

Exact Cash.

1

Cash.

2

Credit Cards.

3

Customer A/c.

4

Sale Return.

5

Payment for A/c.

6

Customer Lay By.

7

Lay By Payment.

8

Cash Out.

9

Eftpos.

A

Cheque

B

R. Cash

Total

0.00

Tendered

Cash

0.00

Credit

0.00

Account

0.00

R. Cash

0.00

Balance

0.00

Okay

Cancel

List windows, e.g. **Customer** or **Product Search** windows have also been increased in size with more generous spacing between list items for easy selection on a touchscreen Till.

Product Search Window

Description	Promo	S.O.H	Retail Price
N PANADEINE CAPLET 12 #DISC		-5	0.00
N PANADEINE CAPLET 16 #DISC		-1	4.35
N PANADEINE CAPLET 24		-1	7.85
N PANADEINE CAPLET 40		0	12.45
N PANADEINE CAPLET 48		0	0.00
N PANADEINE CAPLET-NSW 48		0	10.95
N PANADEINE PAPER BAGS SML 2500		0	0.00
N PANADEINE TAB 50		0	0.00
N PANADEINE TAB 500MG-8MG 12 #DISC		0	3.60
N PANADEINE TAB 500MG-8MG 24		0	6.65
N PANADEINE TAB 500MG-8MG 100		0	17.63
N PANADEINE TAB 500MG-8MG 40		0	11.35
N PANADEINE TAB-NSW 100		0	0.00
N PANADEINE TAB-NSW 50		0	0.00
N PANADEINE-EXTRA CAPLET 12		-6	6.95
N PANADEINE-EXTRA CAPLET 500MG-15MG 24		0	12.95

Next

Prev

panad

Show Stocked

Esc

Clear

←

Expand

Adv. Search

1

2

3

4

5

6

7

8

9

0

Q

W

E

R

T

Y

U

I

O

P

A

S

D

F

G

H

J

K

L

Z

X

C

V

B

N

M

Space

Enter

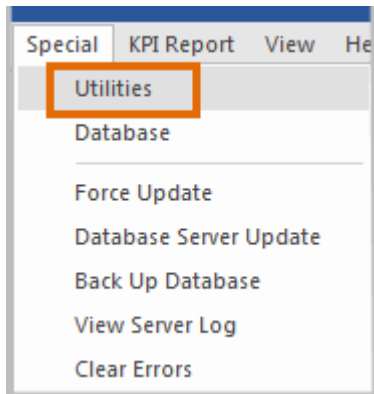
Optional Docket printing in the Till

Minfos can now be configured to prompt to print a till receipt rather than auto printing. When the option is enabled, the sales clerk will be prompted in the Till before the completion of the sale.

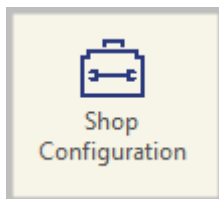
To enable optional receipt printing for the Till:

From the **Minfos Launch Pad**:

1. Click the **Special** menu and select **Utilities**.

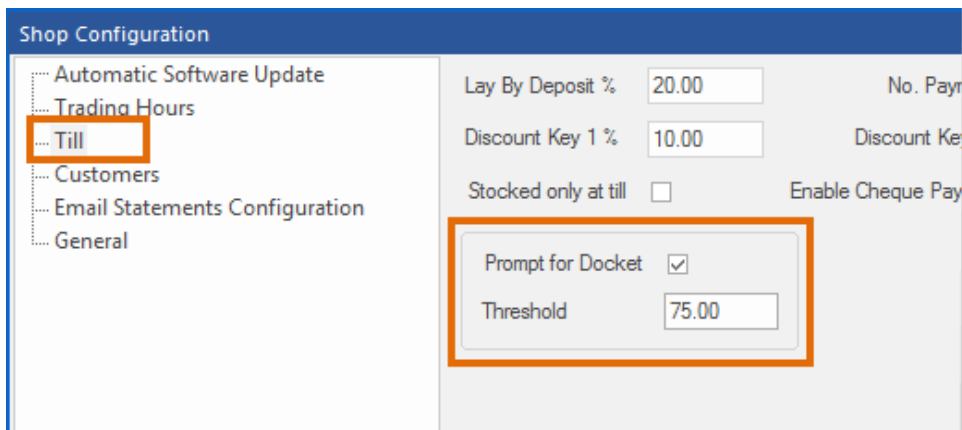


2. On the **Utilities** window click the **Shop Configuration** icon.



3. On the **Shop Configuration** window, click the **Till** tab.
4. Select the **Prompt for Docket** checkbox to enable the option.

When the checkbox is selected, the **Threshold** field will become active. When a sale is equal to, or greater than this value, a receipt will automatically print. Enter the threshold you wish to apply.



5. Select **OK** to Save.

Once saved, transactions under the threshold value that you applied will now prompt to optionally print a customer receipt at the end of a sale.

Customer receipts will **always** print for the following transaction types:

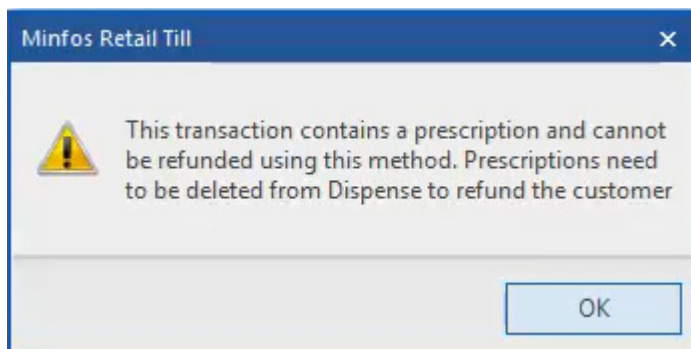
- Transactions where goods are charged to an account.
- Account Payments.
- Layby Transactions.
- Hire Transactions.
- EFTPOS – if you use an integrated EFTPOS solution.

Note: For integrated EFTPOS the send/fail notification will **FIRST** print and then you will be prompted to print a receipt if less than the threshold amount.

Transactions containing prescriptions can no longer be voided

Transactions containing scripts can no longer be voided using the **Void Sale** function in the Till. Voiding a script should be performed using best practise via dispense, i.e. deleting the script from the customer's script history.

Attempting to void a sale of this type will display the following prompt:



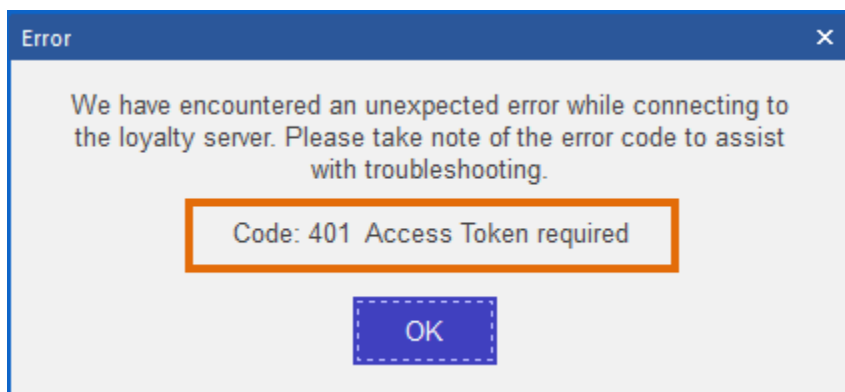
Improvements to the Loyalty error messages that populate in the Till

For stores using an integrated loyalty program, we have made improvements to the error messages that are displayed in the Till when there is an error as a result of communication issues between Minfos and LoyaltyOne.

Messages now contain more information about the nature of the error to assist with troubleshooting the problem:

- Where connections are an issue, the message will indicate this so that these connections can be quickly checked at the store level.
- For more specific issues, the error code will be displayed.

Note: Please quote this code if contacting Minfos support. This will greatly assist in the identification and rectification of the issue.



Ordering

A highlighted order will remain in focus after performing an action

A selected order in **Order Maintenance** will now maintain focus after an action has been placed on that order, allowing for the next action to be placed quickly and efficiently.

For example, if an order with a **Created** status is **Issued**, focus will remain on that order. If it is then marked as **Received**, focus will still be maintained on the order.

This saves you time as you no longer have to find the order again in the list.

Order No.	Status	Supplier	Invoice No.	Description	
22	Created	SYMBION PTY LTD		1/1/15 DISP DA	Add or Generate Order Templates Print Enquire
31	Created	C.H.S. PTY LTD		OTC Out of Stocks	
19	Issued	DHL SUPPLY CHAIN PTY LTD		DHL	
18	Received	DAVKA ENTERPRISES PTY LT		Dav Weekly	
29	Received	BLACKMORES LTD	0123456	BLACKMORES MONTHLY ORDER	

Promotions

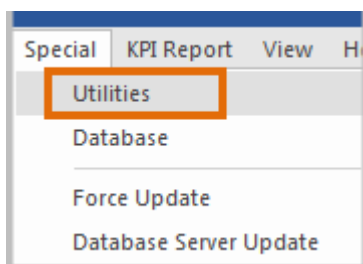
New Option to ignore 'Is Protected' and 'Is Drug' errors

A new setting has been added to **Shop Configuration** giving the option to ignore the **Is Protected** and **Is Drug** errors that are triggered in the Promotion module. Muting these errors will help Stock Controllers and Retail Managers to concentrate on reviewing promotional pricing errors and errors that are more likely to be unintentional.

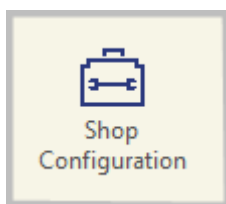
To set this option:

From the **Minfos Launch Pad**:

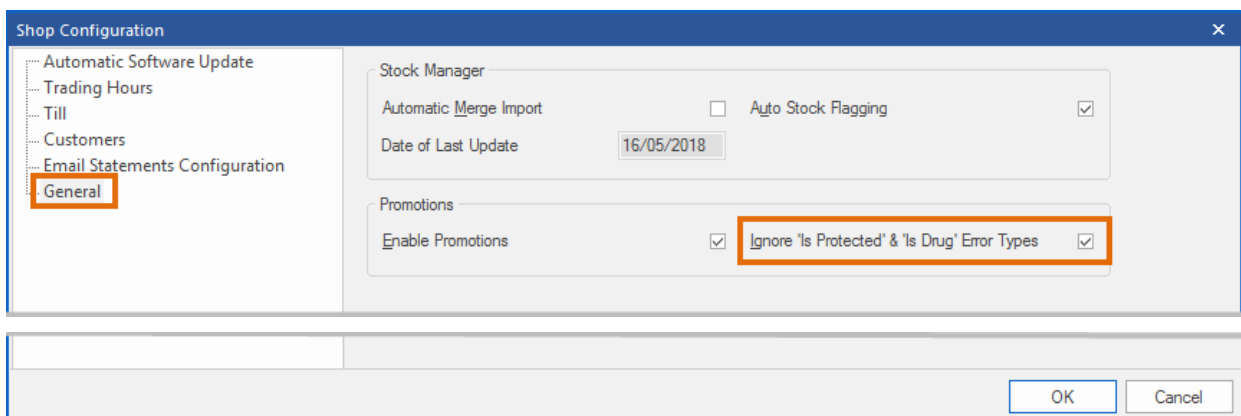
1. Click the **Special** menu and select **Utilities**.



2. On the **Utilities** window, click the **Shop Configuration** icon.



3. On the **Shop Configuration** window **General** tab, select the **Ignore 'Is Protected' & 'Is Drug' Error Types** checkbox.



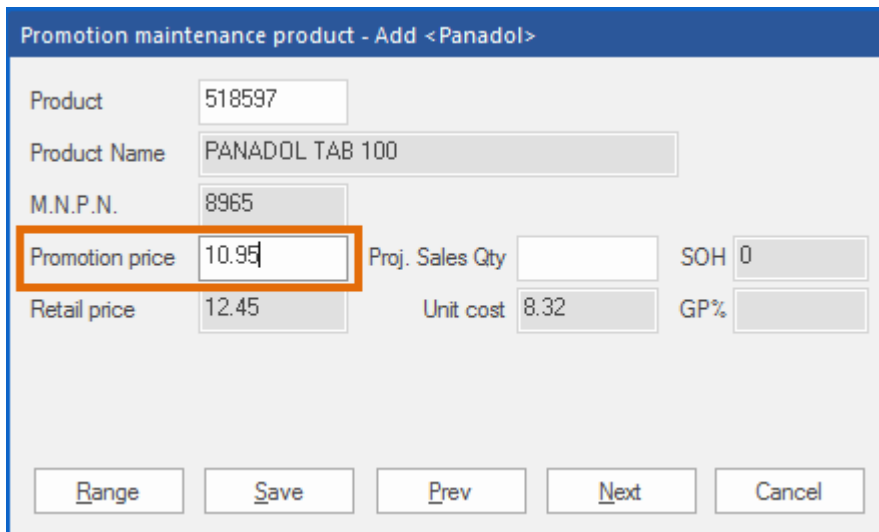
Print promotion tickets before starting the promotion

Promotional labels and ticketing can now be conveniently printed displaying the promotional price before the promotion is started, eliminating the need to start the promotion before the promotion start date.

This is only available using the **Labels** option from the **New** or **Current Promotions** window in the Promotions module as well as using a label template that contains the promotion price AND selecting to print immediately.

For example:

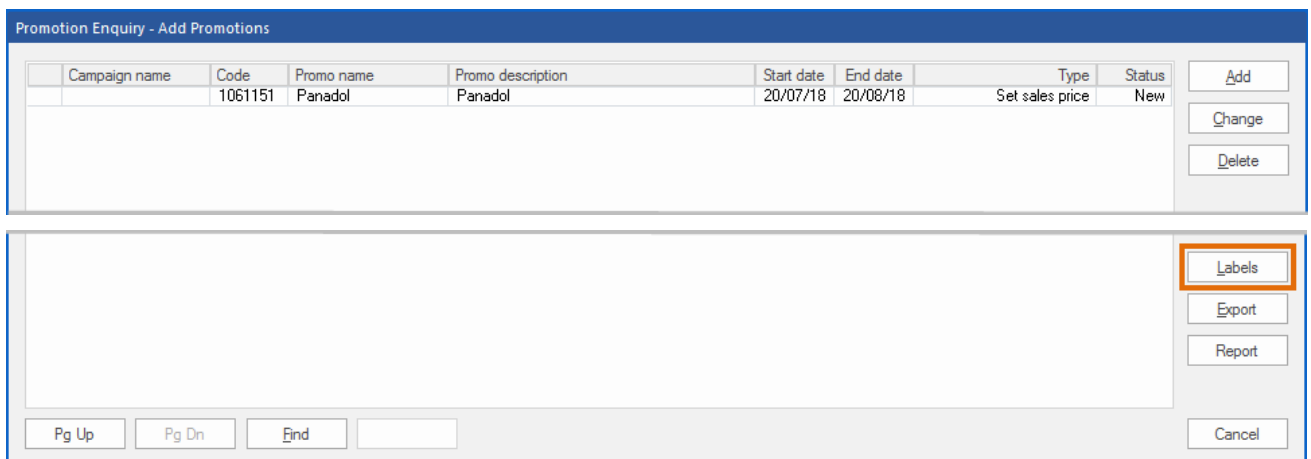
1. Create a new promotion.



Promotion maintenance product - Add <Panadol>

Product: 518597
 Product Name: PANADOL TAB 100
 M.N.P.N.: 8965
 Promotion price: 10.95
 Retail price: 12.45
 Proj. Sales Qty:
 SOH: 0
 Unit cost: 8.32
 GP%:
 Range Save Prev Next Cancel

2. Select the promotion and click the **Labels** button.



Promotion Enquiry - Add Promotions

Campaign name	Code	Promo name	Promo description	Start date	End date	Type	Status
	1061151	Panadol	Panadol	20/07/18	20/08/18	Set sales price	New

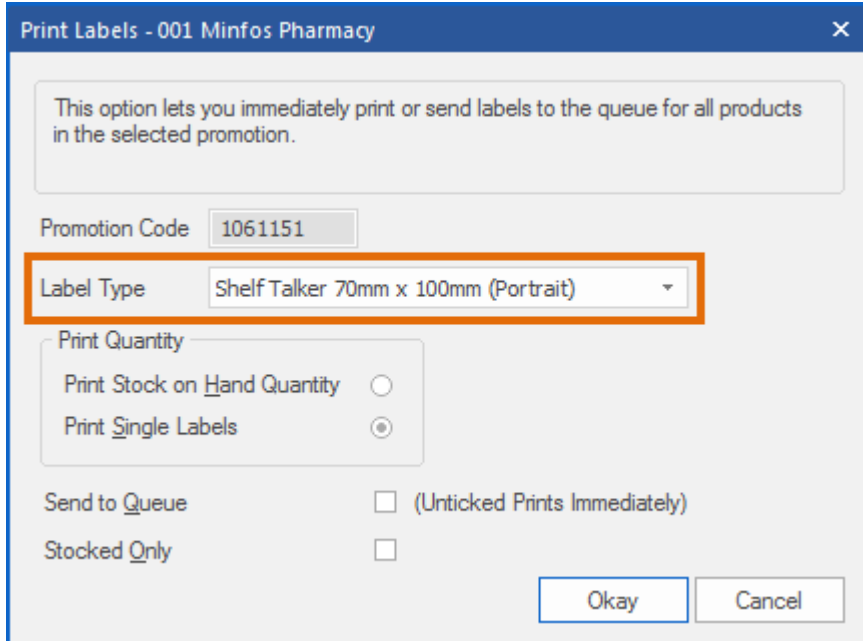
Add Change Delete

Labels Export Report Cancel

Pg Up Pg Dn Find

3. In the **Print Labels** window, select a **Label Type** that has a **Promo Price** field.

The **Send to Queue** checkbox must NOT be selected. Selecting this option will result in the current retail price being printed.



4. Click the **Okay** button to print the labels.

The labels will be printed immediately with the promotion price.



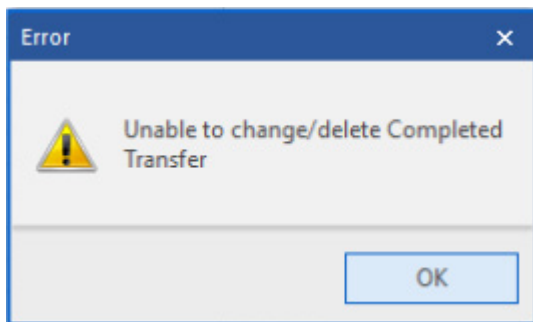
Promo Price fields

The promotion price will only be displayed on the label if the label selected has the **Promo Price** field for the promotion price. You can identify the **Promo Price** field of a label in the **Label Editor** window. For more information on how to manage labels, please refer to the [Label Maintenance User Guide](#).

Completed transfers can no longer be edited

Transfers in with a status of **Pending** or **Completed** can no longer be **Changed** or **Deleted**. This ensures that completed transfers, or transfers already sent to another store, are not altered preventing possible reconciliation issues.

Attempting to make a change will now display the following **Error** prompt:

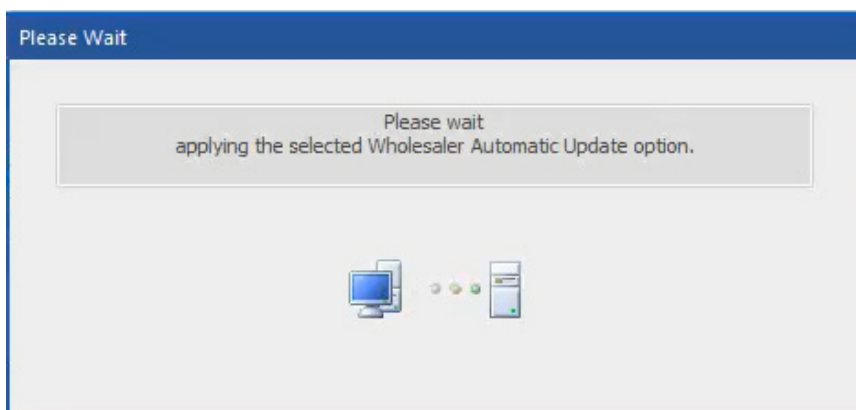


Updates

Update in progress message

A message is now displayed when Minfos is performing an update, providing feedback that the update is still in progress.

For example, applying a **Wholesaler Automatic Update** will display the following animated message:



Dispense Updates

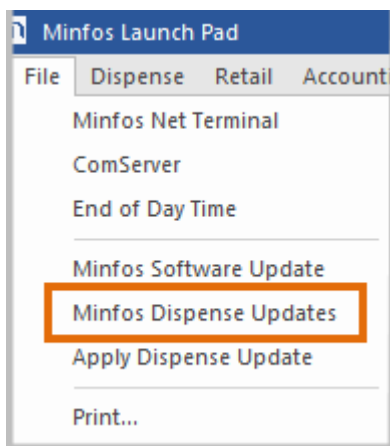
Option to apply the update immediately after downloading

We have added an option to the **Manual Dispense Update** dialog providing an option to apply the update immediately after downloading.

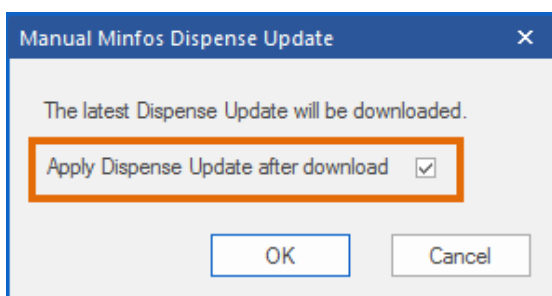
This option is selected by default and streamlines the update process by removing the need to navigate elsewhere to apply the update.

From the Minfos Launch Pad:

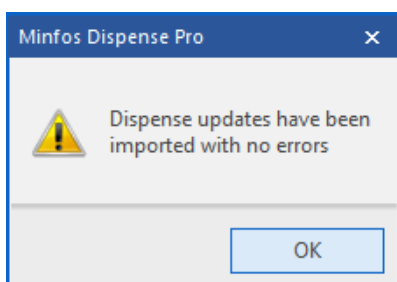
1. Click the **File** menu and select **Minfos Dispense Updates**.



The **Manual Minfos Dispense Update** confirmation dialog is displayed. The **Apply Dispense Update** after download checkbox is selected by default.



2. Click **OK** to download and apply the update.
3. The notification prompt is displayed, confirming the success of the import. Click **OK** to close the window.



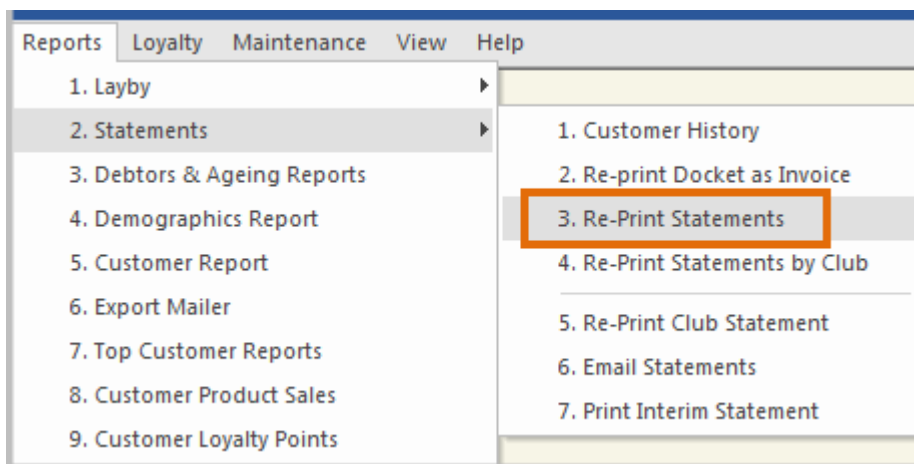
Accounts

New Option to display Medicare numbers when reprinting statements

An option to display the Customer's Medicare number on their statements has been added to the statement dialogs in Minfos.

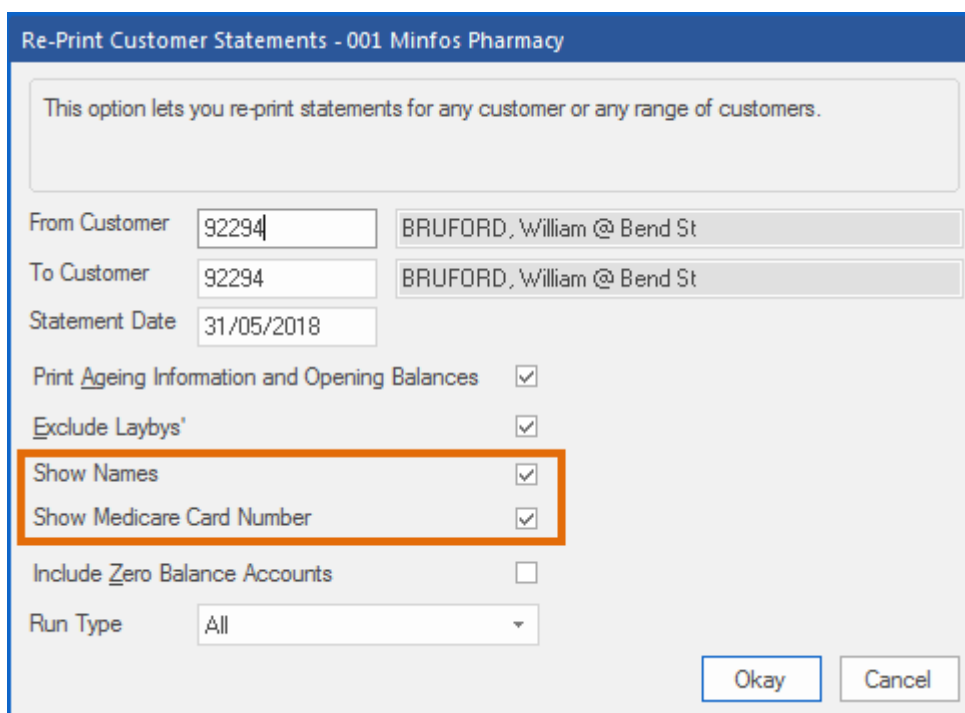
This option is available for all statements available in the **Customers** module. For example:

1. From the **Report** menu, select **2. Statements** and then **3. Reprint Statements**.



The **Re-Print Customer Statements** dialog is displayed.

2. Select the **Show Names** checkbox. This enables the **Show Medicare Card Number** checkbox.



3. Click **OK**.
4. The Medicare number is displayed on the statement.

Minfos Pharmacy <small>A.B.N. 1234567890</small> <small>Level 7, 737 Bourke St., Docklands</small> <small>MELBOURNE VIC 3008</small> <small>Ph. 03 1234 5678 Fax 03 1234 5678</small>				Tax Invoice / Statement <div style="display: flex; justify-content: flex-end; gap: 20px;"> <div> Customer No. 92294 Statement Date 31/05/18 Page No. 1 </div> </div>			
To : William BRUFORD Bend St MELBOURNE VIC 3000							
Date	Docket No.	Qty Time	Description	Ex. GST Amount	GST on Amount	Inc. GST Amount	Balance
18/12/17			Opening Balance				0.00
19/01/18	150	11:11:34am 1.00	<div style="border: 2px solid orange; padding: 2px;"> Sale MR William BRUFORD M/C #3277 37097 4 1 LIPITOR TAB 10MG 30 </div>	18.00	0.00	18.00	18.00

Packing

New Dose Administration Aid Claim Report

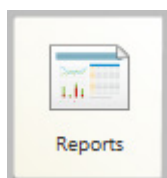
A new report has been added to Packing to assist pharmacies with claiming dose administration aids (DAAs) under the 6CPA DAA program.

This report displays a list of the DAAs that were provided within a specified date range, eliminating the need to keep a manual record and assisting in making the claim process more efficient.

Note: The report will only start collating data from the time that you update to Minfos 5.5.1, e.g. the report cannot be run for periods before that date.

To run the report:

1. Navigate to **Minfos Packing**.
2. Click the **Reports** tab.



3. Double click **DAA Claim: Service Details**.

Reports	
Name	Description
Report by Drug	Reports which customers are being given a particular drug.
DoseAid Medicine File	Interactive report of the DoseAid Medicine File
DAA Claim: Service Details	The Medicare/DVA card number and the date of provision of the DAA for all Packing patients.

The **DAA Claim Report** dialog is displayed.

By default, the **From** and **To** dates will display the last full month, i.e. the month you should be claiming for.

DAA Claim Report

Date Range of Packs

From:

1/05/2018

Tuesday

To:

31/05/2018

Thursday

Run Report

Cancel

4. Click the **Run Report** button. The report will print.

DAA Claim: Service Details

Minfos Pharmacy
Level 7, 737 Bourke St, Docklands
MELBOURNE
VIC 3008
ABN: 1234567890

a Customer Identifier	b Date of Provision
41822649073	25/05/2018
31170848087	26/05/2018

The report displays the following information:

- a. The **Customer Identifier** which is the patient's Medicare/DVA Card Number.
- b. The **Date of Provision** of the DAA

Note: The report captures all DAAs that have a start date within the specified period. The claim form should be reviewed before submitting to ensure all patients are eligible for claiming and no duplicate claims are present.

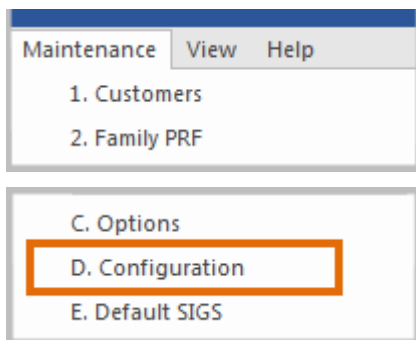
My Health Record

Access validation for viewing a patient record in My Health Record

A password can now be set to access a patient's My Health Record from Dispense.

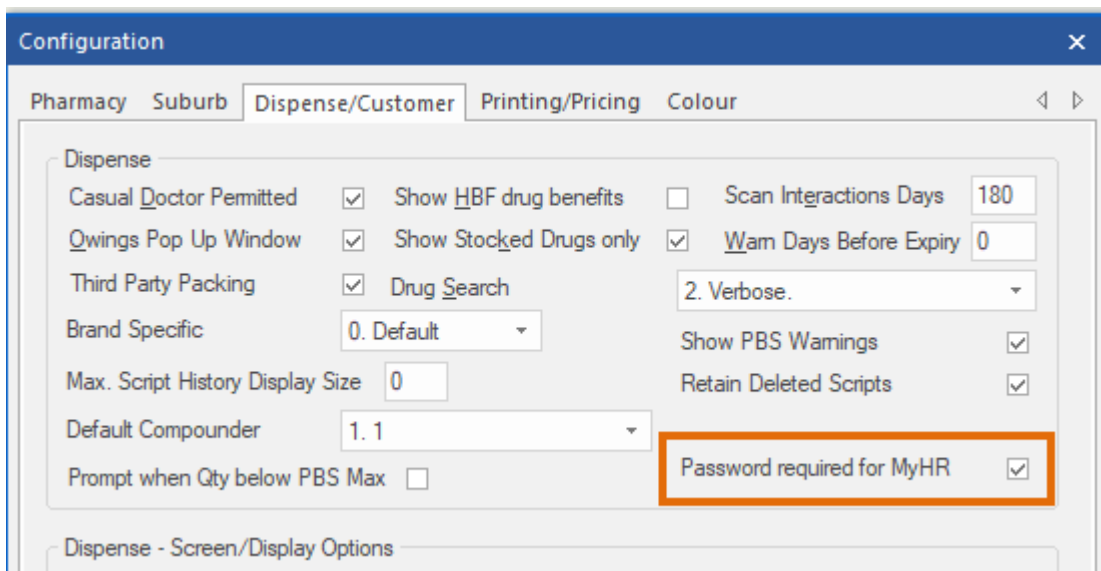
To configure this option:

1. Navigate to **Dispense Pro**.
2. Click the **Maintenance** menu and select **D. Configuration**.



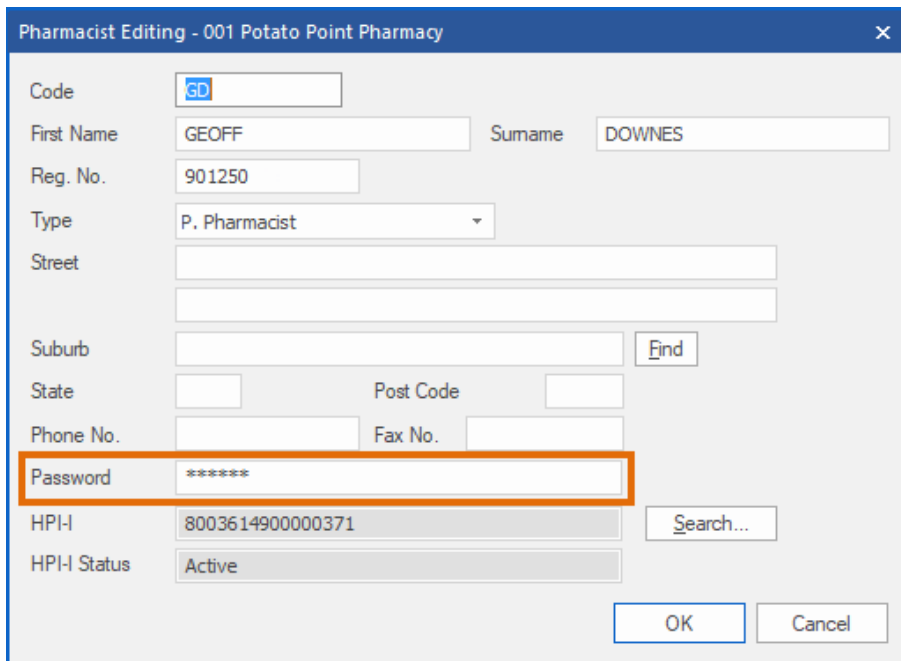
The **Configuration** window is displayed.

3. Click the **Dispense/Customer** tab.
4. Select the **Password required for MyHR** checkbox. By default, this option is not selected.



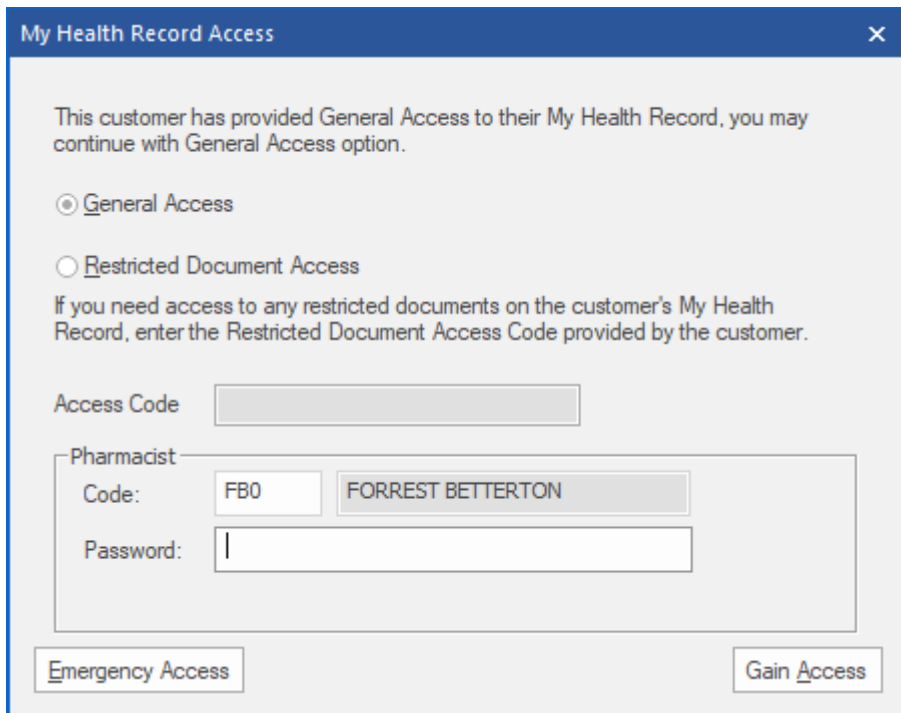
5. Click the **Maintenance** menu and select **3. Pharmacists**.
 6. From the **Pharmacist Maintenance** window select the pharmacist and click the **Change** button.
- The **Pharmacist Editing** window displays.

7. Enter a password. Click the **OK** button.



In the **Dispense** form, a prompt for your password will display when accessing the **My Health Record** icon. The prompt will default to the current pharmacist set in the Dispense form. To change the pharmacist, enter the new pharmacist code in the **Code** field.

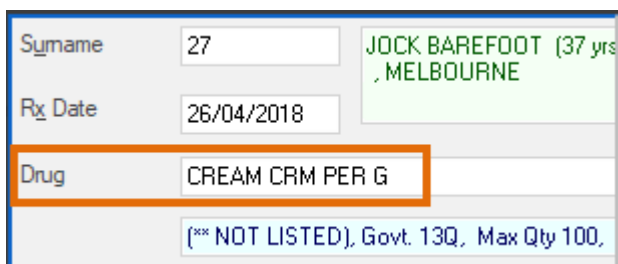
If an incorrect password is entered then an error will display and access will be denied.



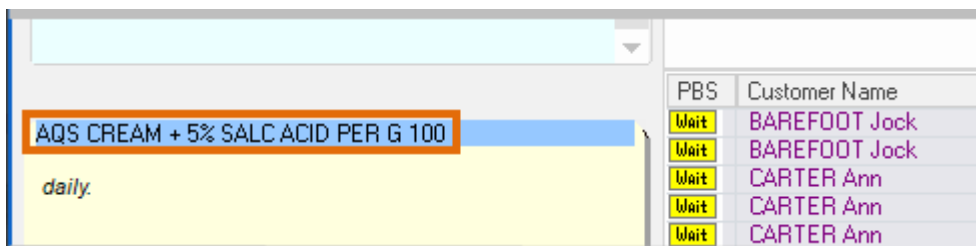
Improved recording of compounded medications in My Health Record

Minfos will now use the label description of a compounded medication for the **Medicine Details** listed in **Prescription and Dispense View** tab in My Health Record.

1. Select a customer with a My Health Record.
2. Select extemp drug, e.g. CREAM CRM PER G.

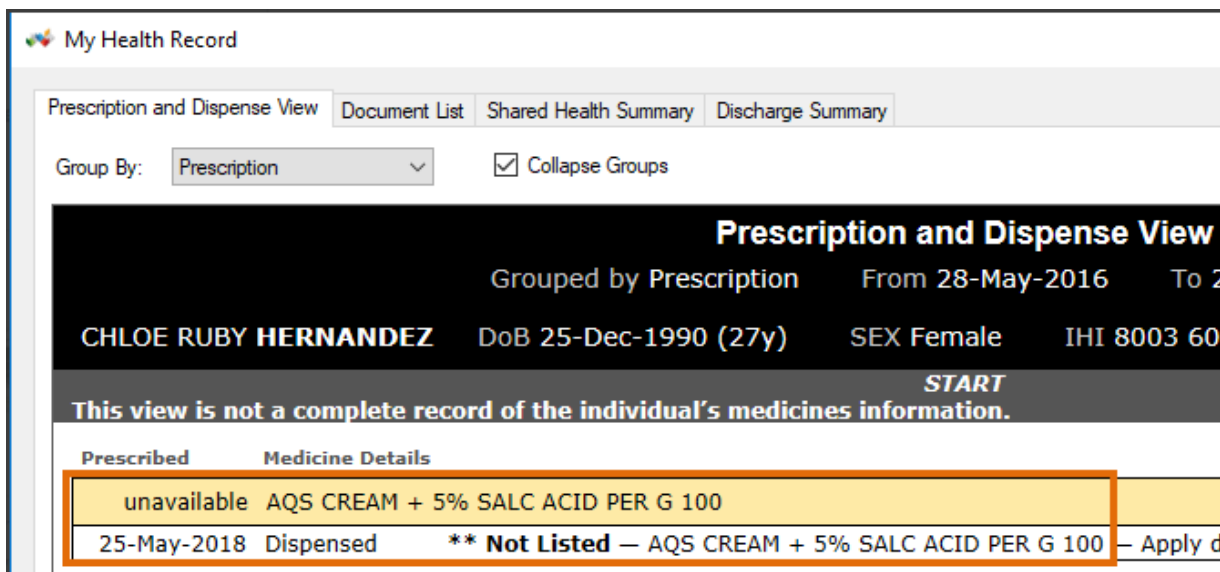


3. Click on the name on the label (bottom left) and update the name of the product with the active ingredient, e.g. AQS CREAM + 5% SALC ACID PER G 100.



PBS	Customer Name
Wait	BAREFOOT Jock
Wait	BAREFOOT Jock
Wait	CARTER Ann
Wait	CARTER Ann
Wait	CARTER Ann

4. Complete the Dispense.
5. Upload to My Health Record.
6. The name of medication displays the full description of the drug, e.g. AQS CREAM + 5% SALC ACID PER G 100.



Robotics

Edit Stock on Hand from the Robot Drug List

Dispensary Technicians and Pharmacists can now edit the Stock on Hand (SOH) for a drug listed in the **Robot Drug List** without having to navigate to **Stock Manager**.

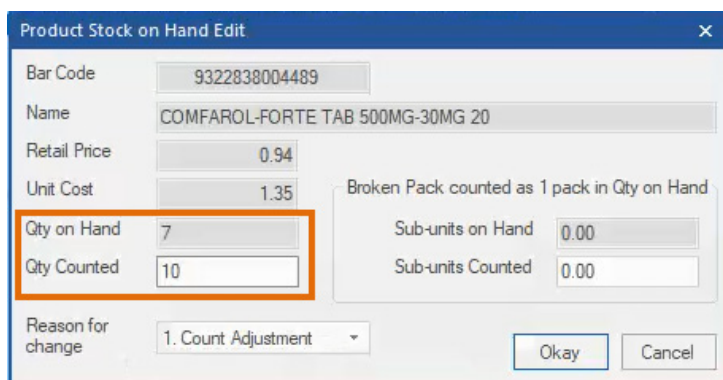
1. Select a drug in the **Robotic Drugs List Maintenance** window and click the **Edit Qty** button.



Product Number	Drug Name	Robot Barcode	SOH	Robot Stock
398016	ACCU-CHEK-AVIVA TST-STRP 50X1	23980167	0	5
73273	ASMOL-CFC-FR MET-AERO 100MCG/D-200...	9323610000828	21	5
313216	COMFAROL-FORTE TAB 500MG-30MG 20	9322838004489	7	5

The **Product Stock on Hand Edit** window is displayed.

2. Make any necessary adjustments to the SOH.
3. Select a **Reason for Change** from the dropdown list and click the **Okay** button.



Bar Code	9322838004489
Name	COMFAROL-FORTE TAB 500MG-30MG 20
Retail Price	0.94
Unit Cost	1.35
Qty on Hand	7
Qty Counted	10
Sub-units on Hand	0.00
Sub-units Counted	0.00
Reason for change	1. Count Adjustment

The SOH in Minfos will be updated to reflect the change.

4. Changes made to the SOH via the **Robotic Drug List** will also be reflected in the **Product Audit Report** showing **Robot** as the source of the change.

Product Audit Report
27/05/18 to 27/06/18
[Edit Quantity](#)

ZZZ - Pharmacy

Time	Id	User	Source	MNPN	Prod no.	Description	SOH	Change Type
1:22:29pm	99	JAR	ROBOT	280899	313216	COMFAROL-FORTE TAB 500MG-30MG 20	10	SOH Count Adjustment

Total Number of Records Printed 1

Mark products as Stocktaked from the Robot Drug List

Dispensary technicians and Pharmacists are now able to easily and efficiently stocktake drugs in their robotic dispense machine without having to use the traditional process of scanning each item individually.

This is particularly helpful when the Minfos SOH and the Robot SOH is the same and there is no need to investigate discrepancies in the quantities.

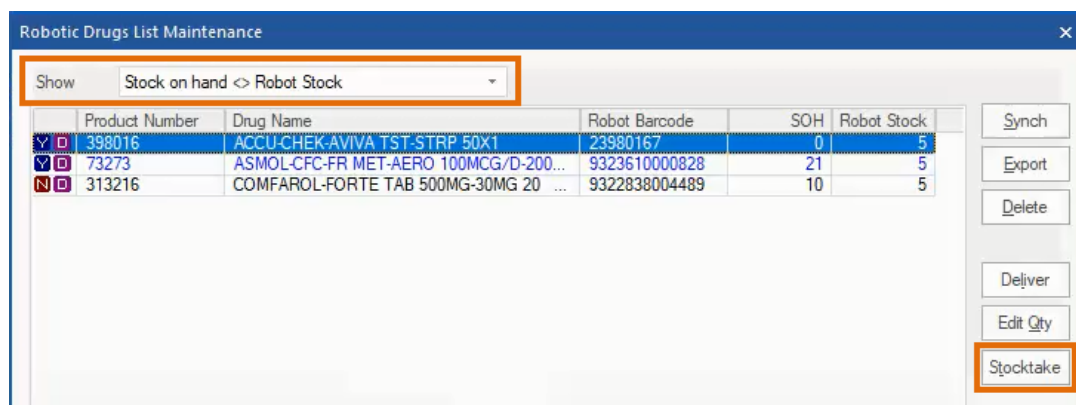
From the **Robotic Drugs List Maintenance** window:

1. Select **Stock on hand <> Robot Stock** from the **Show** dropdown list. This displays any drugs in the Robotic Drug List where the Minfos and Robot SOH does not match.

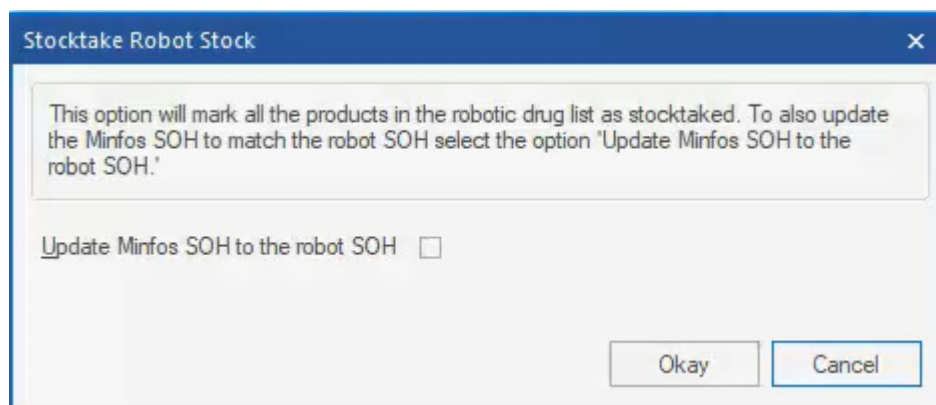
The **Stocktake** button is now active.

Note: This button will display only on workstations when the Minfos API is selected (rather than Consis, Gollmann or Robopharma).

2. Review and address the SOH discrepancies in the list.
3. Once you are sure the SOH in Minfos is correct, click the **Stocktake** button.



4. The **Stocktake Robot Stock** dialog will display.

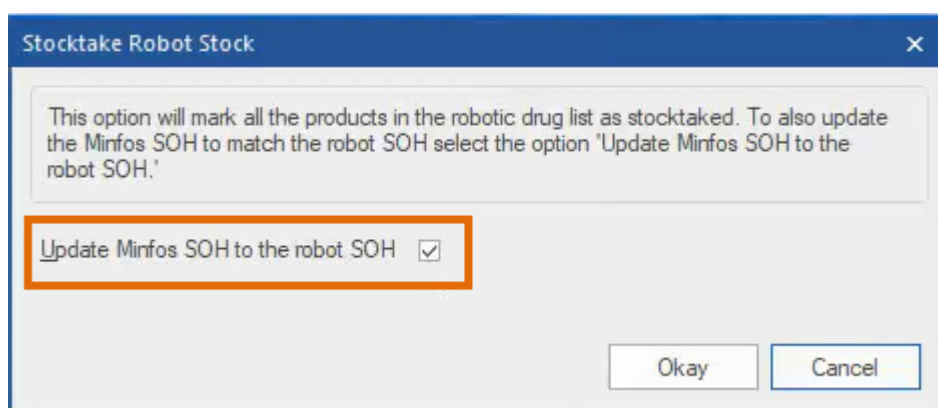


5. Select **Okay**
6. All drugs in the **Robotic Drug List** will be marked as **Stocktaked**.

Update the Minfos SOH to match the Robot SOH

The Minfos SOH can now be updated to match the SOH as displayed in the robot and then marked on the **Robotic Drug List** as **Stocktaked**.

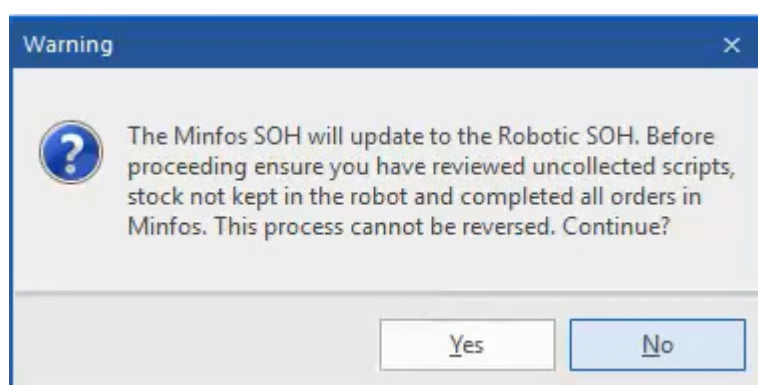
1. Select **Stock on hand <> Robot Stock** from the **Show** dropdown list.
2. Review and address the SOH discrepancies in the list.
3. Click the **Stocktake** button.
4. The **Stocktake Robot Stock** dialog will display.
5. Select the **Update Minfos SOH to the robot SOH** checkbox.



Note: If you have not addressed the discrepancies in step 2, then this option is likely to cause further SOH issues. We strongly recommend ensuring that you have reviewed the list before selecting this option.

This process **cannot** be reversed. Before proceeding, ensure you have reviewed uncollected scripts, stock not kept in the robot and completed all orders in Minfos.

Selecting this checkbox will display the following warning prompt.



6. Click the **Yes** button.
7. The Minfos SOH has been updated to match the SOH as displayed in the robot.

Show	Product Number	Drug Name	Robot Barcode	SOH	Robot Stock	
<input checked="" type="checkbox"/>	398016	ACCU-CHEK-AVIVA TST-STRP 50X1	23980167	5	5	<input type="button" value="Synch"/> <input type="button" value="Export"/> <input type="button" value="Delete"/> <input type="button" value="Deliver"/>
<input checked="" type="checkbox"/>	73273	ASMOL-CFC-FR MET-AERO 100MCG/D-200...	9323610000828	5	5	
<input checked="" type="checkbox"/>	313216	COMFAROL-FORTE TAB 500MG-30MG 20 ...	9322838004489	5	5	

8. The **Product Audit Report** reflects the change.

Date	Time	Id	User	Source	MNPN	Prod no.	Description	SOH	Change Type	Previous Details
31/05/18	1:22:28pm	99	JAR	ROBOT	280819	313216	COMFAROL-FORTE TAB 500MG-30MG 20	5	SOH Count Adjustment	6
27/06/18	1:01:48pm	99	JAR	ROBOT	280819	313216	COMFAROL-FORTE TAB 500MG-30MG 20	5	SOH Count Adjustment	7
27/06/18	1:20:36pm	99	JAR	ROBOT	368826	398016	ACCU-CHEK-AVIVA TST-STRP 50X1	5	SOH Count Adjustment	0
27/06/18	1:20:36pm	99	JAR	ROBOT	73273	73273	ASMOL-CFC-FR MET-AERO 100MCG/D-200D 1	5	SOH Count Adjustment	21
27/06/18	1:20:36pm	99	JAR	ROBOT	280819	313216	COMFAROL-FORTE TAB 500MG-30MG 20	5	SOH Count Adjustment	10

Total Number of Records Printed 5.

NOTE: Where there is a committed quantity and you have chosen to over-ride the Minfos SOH to match the Robot SOH then committed stock will be reflected as though you manually preformed the stocktake, and the committed quantity will be subtracted from the SOH.

For example:

The SOH in Minfos = 4 (+1) (total=5) and the robot SOH for Product A is 3.

When SOH is updated with the checkbox ticked:

- The SOH in Minfos = 2 (+1) (total=3) and the robot SOH for Product A is 3.

Note: This is the same behaviour as if the quantity was adjusted via the **Edit Qty** dialog.

Loyalty - TerryWhite Chemmart Only

Updated Customer Consent prompt for TerryWhite Chemmart Rewards

The **Customer Consent Confirmation** prompt has been updated as per the TerryWhite Chemmart Rewards terms and conditions.

Customer Consent Confirmation

YOU MUST READ THE FOLLOWING TO THE CUSTOMER AND GET THEIR CONSENT TO CONTINUE

By joining the loyalty scheme, you agree to the REWARDS Cardholder Terms and Conditions. You can read those terms and conditions on the TerryWhite Chemmart website.

In accordance with those terms and conditions, TerryWhite Chemmart may collect, use and disclose your personal information, including sensitive information, for purposes which include direct marketing.

Do you consent to TerryWhite Chemmart collecting, using and disclosing your personal information for the purpose of the REWARDS program?

Yes

No

Resolved Issues

Dispense

- Focus is no longer lost when tabbing out of the **CTG** field.
- Editing a **Gold Repat script** no longer uses an expired **NHS Government Code**.
- It is now possible to have multiple calculated Sigs dates in the Directions.
- Editing an unlisted **Gold Repat script** no longer makes it an under-copayment script.
- Generics for **Tenofovir** are now displayed correctly.
- Manufacturer Codes are now displayed in the **Generic Drug Listing** window under all conditions.
- It is now possible to add and edit the **RTAC code** after dispensing.
- It is now not possible to charge the same sale to **Third Party Packing** multiple times.
- The **calculation** for the **Safety Net** of a **broken pack** has been updated to use the current figures.
- The **Special Price** is no longer triggered when the special price feature is set up for a customer and the script is dispensed as deferred. Minfos will only trigger the special price when a script is supplied to the customer.

eScript

- Recalling an outside **Authority eScript** with increased quantity will now download correctly.

Till

- The **Sales Journal Report** no longer reports a Balance Error when performing a split payment.
- It is no longer possible to click on **Prev/Page Up** in the **Sales Enquiry** window when it is at the start of the list.
- It is now possible to **Find** by Name in **Salesperson Maintenance**.
- Minfos now searches for products with an '!' at the start of the name.
- Minfos now correctly retrieves a **Held sale** for a Loyalty customer with an alphanumeric barcode.
- It is no longer possible to select the **Cheque** payment type in **Account** and **Layby Payment** when the Cheque option is disabled.
- Minfos no longer skips a page at the Till.
- Minfos no longer misses a customer name or product at the Till.
- It is no longer possible to select **Customer Layby** when doing a split payment.
- Changing **Payment Types** in **Account Payment** will now clear the previous entries.
- Changing the **Deposit Required** for layby will now be recorded correctly.
- Using the **Enter** key in the **Layby** window now navigates through the fields.

- Using the **Enter** key on the keyboard now navigates down the fields in the **Account Payment** window.
- Blank spaces have been removed in **Docket Messages Maintenance**.
- It is now possible to scan a **Minfos Club Reward barcode** under Select Customer.

Reports

- The **Pharmacist Reg No.** will now be displayed in full in **Dispense Reports**.
- The **Sales and Purchases GST Summary Report** is now displayed correctly.
- The format has been fixed in the **GST Sales Audit Report**.
- **Multistore Retail Units** changes are now captured in the **Audit Reports**.

Customers

- Selecting **Email Statement** in the **Customer Enquiry** window will now display the correct customers.
- **Customer Accounts** no longer clears when editing the **General Customer**.

Accounting

- Issuing a **Club Voucher** no longer is recorded into **Receivables**.
- Minfos now correctly updates **Available Credit** in Minfos **Receivables Invoice Entry** and **Credit Entry**.
- The layout of the transactions in the **Supplier Work Bench** of **Minfos Payables** is now fixed.
- The Opening Balance in the Supplier Work Bench of Minfos Payables is now correct.
- The highlighted **Account** will now be selected in the **Supplier Work Bench**.
- Using the **Copy** function in the **Supplier Work Bench** now leaves the invoice as **Unpaid**.
- Cancelling a copy of the invoice in the **Supplier Work Bench** no longer makes a copy of the invoice.
- Adding a **Fast Transaction** in **Minfos Cash Manager** now closes upon saving.

Multi-Store

- The length of **Business Name** in the **Multistore Hourly Sales Analysis Report** has been increased.
- Multistore now displays data in the **Top Selling Staff Report**.

Stock Manager

- Fixing products in **Product Quick Fix** is now retained in the current display and is no longer moved back to the start of the list.

Ordering

- Collecting **Out of Stocks** orders from the **Warehouse** will now display the correct **Order Date** and **Delivery Date**.

Packing

- Only existent printers can be selected in **Label Options**.
- When a product is charged to a customer pillbox that does not have a profile in Minfos Packing, viewing **Insufficient Stock** no longer results in an error.



Phone

1300 887 418

Portal

symbion.service-now.com

Website

minfos.com.au

Together we can