minfos ®

Minfos 5.9.2

release notes

August 2019

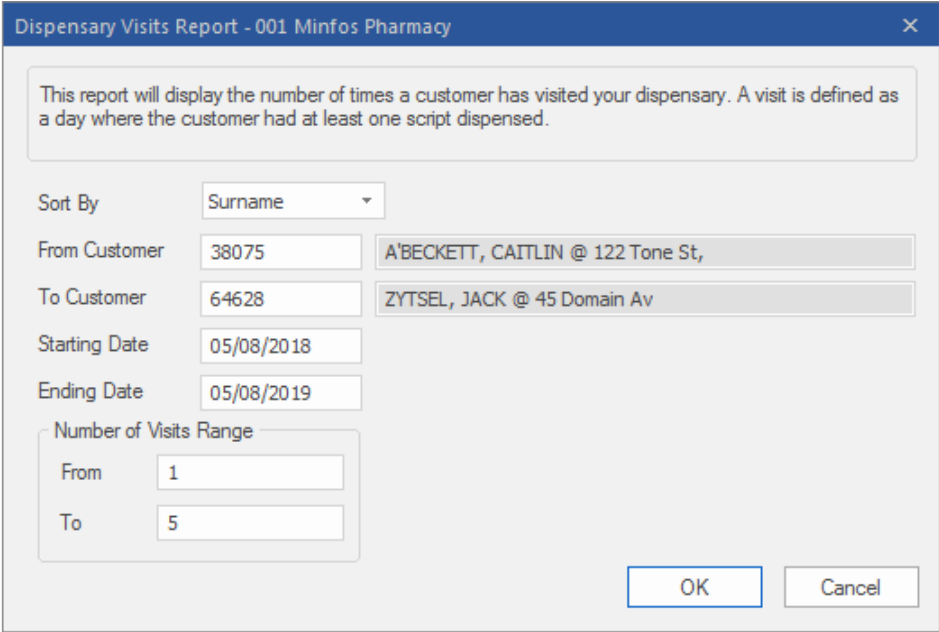Together we can

Contents

Enhancements

Dispense

Dispensary Visits Report

The new **Dispensary Visits Report** provides visibility of the number of times a customer has visited your store and had prescriptions dispensed over a selected date range.

A *visit* is defined as a day event, during which the customer has one of more scripts filled. For example: If John Smith had **two** scripts dispensed three days ago and then **one** script dispensed today, this would equate to TWO visits.

To run the report, navigate to the **Dispense Reports** module, click the **Patients** tab and select **9. Dispensary Visits**.

a. Choose to sort the report by surname (alphabetically) or number of visits (lowest to highest).
b. Select the customer range for the report.
c. Select the date range for the report.
d. The **Number of Visits Range** can be set to help you refine the display of customers. For example:
- If the number of visits range was set from 1 to 5 and a customer had only visited the pharmacy twice during the date range entered they **would** be displayed on the report.
- If the number of visits was set from 1 to 5 and a customer had visited the pharmacy 6 times during the date range entered they **would not** display on the report.

Once generated, the report displays:

- Customer number and name
- The number of times the customer visited your store during the selected date range
- The number of prescriptions the customer had dispensed over those visits
- The total patient contribution to those scripts.

The Scripts on File Indicator can now be displayed on repeats

A new option is available in the Repeats Form template that allows you to display the Scripts On File Indicator on patient repeats.

When this option is set, the text 'SOF' will be displayed on the repeat forms of those customers that have the **Scripts on File** checkbox selected in their customer profile. For more information on the Scripts On File Indicator please refer to the 5.0.1 release notes.

To add the indicator to your Repeat form:

1. Navigate to **Dispense Pro**.
2. Click the **Maintenance** tab (Alt +M) and select **G. Repeat Options**. The **Repeat Printing Options** window is displayed.
3. Click the **Next** button until the last page is displayed.
4. Select the checkbox for the **Scripts On File Indicator**.
5. Enter values in the **Row**, **Col** and **Width** fields to set the position of the indicator on your Repeats. The desired location will depend on the area you want to display the indicator and what you already have formatted to display, e.g. Row: 960, Col: 910, Width: 9.
6. Click **Okay** to save.
7. Navigate to the **Dispense form** and reprint a repeat for a patient who keeps their scripts on file.

3

8. Ensure this is location is correct - if not, navigate back to the **Repeat Printing Options** window and adjust the location.

   NOTE: An appropriate location of the indicator will differ from store to store depending on the fields that you already display on your Repeats

Ordering

Automatically collect Invoices in Order Maintenance

We have enhanced the **Ordering process** to allow you to set up automatic collection of electronic invoices.

Once configured, any invoice from any of your PharmX approved suppliers waiting for collection in the PharmX gateway will be collected automatically, saving you time and providing visibility of incoming stock as it is invoiced to your store.

This advantages of this enhancement include:

- You no longer need to manage 'Blank Supplier Orders' in your **Order Maintenance** window.
- All invoices across all suppliers will be collected and up to date before you generate your orders
- For stores that have multiple accounts for a single supplier, you no longer have to change the account number to collect your invoices under a separate account. Refer here to set up these accounts prior to turning this feature on.

Configuring your Ordering module for auto collection:

1. Call Minfos Support to active this configuration setting.
2. Open Stock Manager. Minfos will start polling PharmX for any invoices. NOTE: Minfos Stock Manager needs to remain open to poll. If the module is closed, Minfos will not poll the gateway.
3. All available invoices from all PharmX approved suppliers will be available.

   NOTE: it may take a few minutes for Minfos to automatically collect the invoice. If the invoices have not been collected, close **Order Maintenance** and retry in 5 minutes.

For invoices that don't appear as expected, or those you have re-flagged and you require immediately, click the new **Collect All** button [Alt+2] to manually trigger collection for all invoices.

The old functionality will remain available for now.

To continue to use the old functionality, you will still require blank invoices in the **Order Edit** window. Invoices can be collected per supplier by clicking the **Collect Order** button.

> **+ Auto-collection, and the Collect All option, is available only for stores using a single business for ordering. Minfos does not support using auto-collect or Collect All, if sending and collecting orders through multiple businesses.**

4

PharmX

Multiple supplier accounts can now be set up in Supplier Maintenance

For stores that have multiple accounts for the same supplier, there is now an option to enter alternate account details in Supplier Maintenance. This provides visibility of the Primary account as well as any supplementary accounts you may have for one supplier, for example, you may have an OTC account and an Ethical account.

This feature is supplemental to another enhancement in this release. Please refer to Automatically collect Invoices in Order Maintenance.

To set up your secondary account in the Supplier Card:

1. Navigate to **Supplier Maintenance**.
2. Find the supplier for which you have the second account.
3. Open the supplier card. NOTE: The supplier should already be set up with a primary PharmX account – if it isn't, please refer to Creating Accounts for PharmX Supported Suppliers.
4. From the **Additional PharmX Accounts** groupbox click **Add**.
5. Add the account number, PharmX supplier ID and password (if applicable).
6. Click **Create PharmX Account**.
7. The account Status will display as 'Pending'.
8. Once approved by PharmX, the supplier the status will update to 'Active'.
9. Repeat this process for any other PharmX suppliers that you have multiple accounts for. NOTE: The **Additional PharmX Accounts** option will only be enabled where the primary PharmX account is set up and approved.

Packing

Minfos Packing is now available to all stores

The latest Minfos Packing module is now visible for all stores. Many stores have had this module enabled by our Support team and been using the module for some time. For those stores yet to switch from the old to the new module, please refer to the user guide and video guides.

The old Minfos Packing module (accessible from Dispense) is now unsupported and we encourage you to move across to the new module to use the new features and integration options.

Resolved Issues

Dispense

- Minfos now correctly prompts for Regulation 25 when there are multiple scripts which have been previously deferred.

Stock Manager

- The **Price Change Report** no longer prints two labels of the same product.

Order Maintenance

- Discount is now applied to the highlighted product in **Order Maintenance**.
- Bonus stock quantity is now correctly displayed in **Order Maintenance**.

Till

- Clicking a script in the **Prescription Selection** dialog box now deselects the script.

Reporting

- The **Premium Free Incentive Report** now reports on **Missed Count** correctly.

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