

Minfos 4.1.1

Welcome to Minfos 4.1.1

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

Highlights of this release:

- Total number of products scanned is now tallied in the Till
- Improvements to the annual product sales and purchases report
- Ability to apply a Maximum Shelf hold in Order Maintenance
- Enhanced Customer List Report now includes email field

How to update Minfos

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

Disclaimer

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

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Enhancements

This section provides details about enhancements in this release.

Till

Number of products in sales basket is now displayed in the Till

To assist Till users in supplying the customer with the correct number of items, the till now displays a tally of the total number of products scanned into the sales basket.

Only items categorised as type **Product** in the stock card are counted.

Product		General			
GENERAL	Now scan products				
Product	Qty	Price	Discount	Total	
PANADOL BACK&NECK CPLT 24	1	7.08	0.00	7.08	
Total		1	0.00	7.10	

Common
Depts.
Options
Scripts
Loyalty

Delete
Disc. \$
Lay By
Cash
Add Member
Find Member

Select Customer
Disc All
L/B Pay
Credit
Replace Card

Charge GST
Hold
A/c Pay
Account

10 % Disc.
Price Check
Return
Cheque

20 % Disc.
Keyboard
Cash Out
EFTPOS

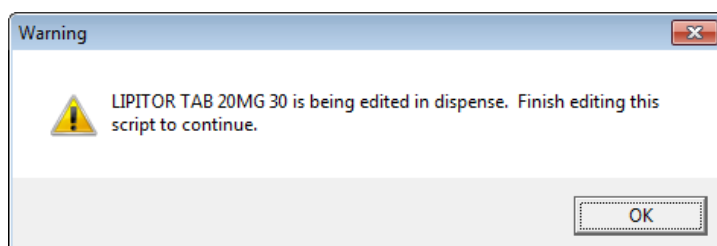
MINFOS Support
1300 887 418

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

Prompting for scripts being edited in Dispense

Attempting to sell a script at the Till while it is being editing in dispense may result in issues.

To prevent this, a prompt is displayed if a customer is selected at the Till while a script is being edited.



Stock Manager

Annual Product Sales & Purchases Report (formerly Product Sales Report)

The Product Sales Report has now been enhanced to include monthly purchasing figures, allowing Stock Controllers and Retail Managers to compare month by month sales to purchases.

PSPRP001 1:25:19pm				Annual Product Sales and Purchases 01/05/2015 to 31/05/2016													Page No. 1 of 513 Date 04/05/2016			
Stocked Only: N Sorted by: Product Business : 001 - ZZZZ - Jorge Rueda St Kilda Road MELBOURNE 3004 VIC Phone: 08 82935467 Fax: 08 82934311																				
Description	Stocked	On Hand	Ordered	Curr.	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total			
A BOTTLE OF WATER 60ML	Y	-178	0	0	0	0	3	52	38	33	46	35	7	0	0	0	214			
Sales \$				0.00	0.00	0.00	3.00	52.00	38.00	33.00	46.00	35.00	7.00	0.00	0.00	0.00	214.00			
Units Purchased				0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Purchases \$(GST Ex.)				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
A/SEARCH NOMAD NEXGEN TRVL NEB	N	-1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1			
Sales \$				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00			
Units Purchased				0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Purchases \$(GST Ex.)				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
A/SEARCH VAPORISER HIPPO STEAM	Y	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Sales \$				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Units Purchased				0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Purchases \$(GST Ex.)				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Maximum Shelf Hold

A maximum shelf hold field has been implemented to assist stores who want to cap the number of products physically held on the shelf.

When set, a generated order quantity is adjusted so the resulting SOH will not exceed the maximum shelf hold value. Where the quantity is manually adjusted, a prompt will warn the user if they enter a value that that will exceed the max shelf hold. The maximum shelf hold will also override minimum order quantity.

Where a product is available in order multiples, the ordered quantity will be adjusted to the nearest order multiple that will not exceed the maximum shelf hold value.

Apply a maximum shelf hold value to a product by accessing **Supplier Maintenance** card, accessible from **Product Maintenance > Suppliers > Select supplier > Change**.

Supplier Product Editing - 001 Minfos Database			
Product Name	NUROFEN COLD & FLU TAB 24		
Supplier Name	06080 SYMBION PTY LTD		
Sup. Prod. Code	607851 (I.E. the suppliers' P.D.E., Order Code, Part No., etc ...)		
Retail Units	Shelf pack	Min. Order Qty.	
1	6	1	
Min Shelf Hold	Order multiple	Max. Shelf Hold	12
0	1		
Cost Price	Date	Location	
9.03	12/08/2014	126325	
Lowest Buy	Date	<input type="checkbox"/> NFlag	
9.03	12/08/2014		
Highest Buy	Date		
9.03	12/08/2014		
Wholesale List	R.R.P.	R.R.P. 2	
12.80	17.28	0.00	
Deal Description	Quantity	Amount	
Daily Single Units	1	0.00	
Off Peak Single Units Non Forward Charged	0	0.00	
Daily Shelf Pack	0	0.00	
Shelf Pack Forward Charged	0	0.00	
Shelf Pack Non Forward Charged	0	0.00	
X Shelf Packs or Turnover	0	0.00	
Best Buy	12	10.85	
<input type="button" value="Okay"/> <input type="button" value="Cancel"/>			

Price Manager: De-selecting a cell

When editing cells in the **Price Manager** dialog, you can now de-select the currently edited cell by clicking elsewhere. You can still de-select cells using **[Esc]** or **[Tab]**.

Label Maintenance

Additional product attributes for shelf and product labels

You can now add the following **Product** fields in **Label Maintenance** under **Variables > Product**:

- KVI
- AR Product Code

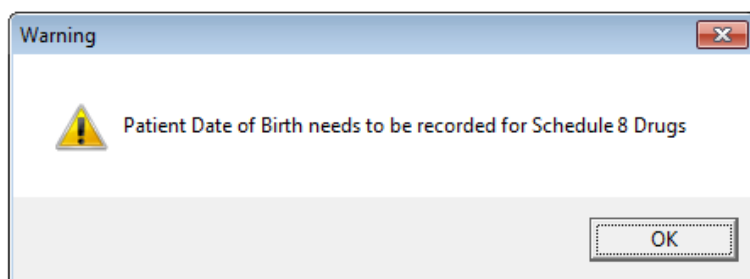
You can now add the following **Supplier** fields in **Label Maintenance** under **Variables > Supplier**:

- Min Shelf Hold
- Retail Units
- Shelf Pack
- Order Multiple

Dispense

Mandatory recording of DOB when dispensing S8 prescriptions

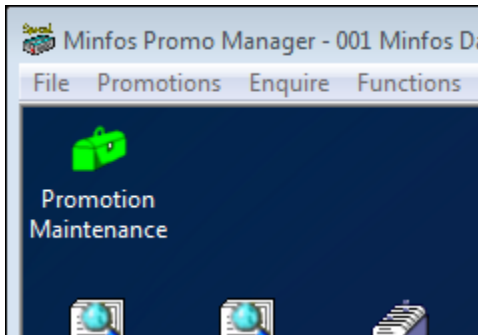
In support of mandatory recording of a patient's date of birth in NT, QLD, SA and WA when dispensing an S8 script, Minfos will now prompt the user if a date of birth is not recorded for the patient.



Promo Wizard

More descriptive names for Promotion Wizard launch icon and screens

The Promotion Wizard icon on the promotions launch pad has been renamed **Promotion Maintenance**.



To allow for more intuitive navigation of **Promotion Maintenance**, the windows have now been renamed to reflect the action that is being performed. For example:

Loyalty promotion	No	Promotion Type	0 Set sales price
Promotion Name			
Promotion Description			
Promotion Code	--pending--		
Start Date	18/05/2016		
End Date	18/05/2016		
Apply promotion more than once to sales basket	<input checked="" type="checkbox"/>		
Enable manual discount	<input type="checkbox"/>		
Prev		Next	Cancel

Customers

Enhanced Customer List Report

The Customer List Report has been enhanced to include an email address field. To accommodate this addition, the orientation of the report is now Landscape.

The usefulness of the report has also been improved by adding an **Email** checkbox filter. Selecting this checkbox will show only customers who have email addresses.

Support issues resolved

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

Dispense

- Processing a concessional owing script now includes the premium free incentive in the total price.
- When **Opt out of Co-Payment Discount** is selected in the **Customer Editing** page, the price is now immediately updated without having to tab through the price field.
- When charging the same drugs for different customers to the same account, both customer names are now listed separately along with their prescribed drugs in the customer statement.
- When editing a doctor's name on a rejected script, the new name will now successfully populate the Dispense form and the script can be processed normally.
- The **PFI report** now excludes scripts where the drug dispensed has no PFI and no substitutes with a PFI.
- Co-payment discounts are no longer applied to drugs with a brand premium.
- When processing repeats on Section 100 drugs, the Rx Type is now correctly retained as Section 100.
- The safety net calculation for a family with mixed status, e.g. General and Concessional, is now correct and Safety Net Card issue is no longer wrongly indicated.
- The Safety Net report for a family with mixed status, e.g. General and Concessional, is now correct when the family reaches Entitlement.
- The **GP%** field in the **Dispense** page is now cleared after dispensing a script or by pressing F2.

Till

- The **[ALT S]** shortcut now works as expected when used to create a secondary window to select scripts on a touch Till screen.
- The shortcut keys **[Alt N]** and **[Alt P]**, which correspond to the **Next** and **Prev** screen buttons on the **Sales enquiry** screen, now work as expected.
- When extending an overdue hire, the **Due Date** field is now updated correctly without having to tab through the fields.
- In **Layby Maintenance**, the page **down/up** keys now work as expected.

Price Manager

- The **Find** function in **Price Manager** now works as expected.
- The **Filter** function now works correctly with the filters: **Products with Current GP%** and **Products with Current Markup%**.
- Selecting **Preferred Supplier** from the sort list now displays all products assigned to the preferred supplier.

Order Maintenance

- Tabbing through the **Retail Price** field in **Pricing**, under certain conditions, no longer causes a rounding up of the price to the next policy level.

Label Maintenance

- De-selecting **Print for Order Quantity** now allows label printing in SOH quantities.
- Using the **Non APN Bar Coded Only** option to print a filtered list of labels now sends only products with a non-APN barcode to the print queue.

Accounting

- The **Cheques Tendered** field in **Till** now excludes invalid entries which were causing a **Major Balance Error**.
- Running a General Ledger Update on Multistore slave stores no longer reports errors.

Multistore

- Updating cost prices at a slave store now correctly imports the drug *unit cost price* from the master store. Previously, the drug *cost price* was incorrectly imported instead.

Promo Wizard

- The **Find** function in the Promotions List now allows for multiple, successive searches. Note that searches are case sensitive.
- When setting a new promotion and adding products by range, the shortcut keys now work as expected.