



Minfos 5.6.1

release notes

October 2018

Contents

Enhancements	3
Dispense	3
Conveniently add products to an order from Dispense using the new Minfos ePad	3
New Format select for the Dispense Tax Invoice/Receipt	5
Configure which dispense prompts have an audible alert	7
SAS8 Report now displays the compound drug information.....	8
Dispense Configuration window enhancements	9
Last Repeat Reminder	10
WorkCover receipt enhancements	11
Prescriber Name is now displayed on the Multiple Item Receipt.....	12
Third Party packed items have been removed from the Scan Check process.....	13
Easily claim unlisted repatriation prescriptions	13
Safety Net and Regulation 25 Prompt consolidation.....	13
Enhancements to the Patient Charges Report.....	14
Stock Manager	16
Improvements to the Manage Supplier MNP Update Screen.....	16
Product Supplier Audit Report.....	17
Create PharmX Accounts for supported suppliers	19
Utility to Import Product Attributes.....	23
New shortcut for Product Audit Report.....	25
New recent price changes filter in the Label Queue	25
Access the Product Catalogue from the Launch pad.....	26

- Multi-Store 27
 - New Group Maintenance feature..... 27
- Reports..... 29
 - Hourly Customer Activity Report 29
- Promotions 31
 - Increased size of promotions error list 31
- Software Updates 31
 - Notification upon log in for available software update..... 31
- End of Day..... 32
 - 24 Hour trading without logging out of Minfos for End of Day (EOD) 32
- Resolved Issues 33**
 - Dispense 33
 - Stock Manager..... 33
 - Reports..... 33
 - Order Maintenance 33
 - Accounting 34
 - Reports 34
 - Till..... 34
 - Promotions..... 34
 - Software Updates 34

Enhancements

Dispense

Conveniently add products to an order from Dispense using the new Minfos ePad

The Minfos ePad is a new feature in the Dispense form that allows you to quickly add a drug to an order, without having to navigate to the **Order Maintenance** window in **Stock Manager**.

Minfos ePad has the following features:

- It is easily launched from the Dispense form by clicking on the **ePad** button [Alt+;] or from the **Script Options** menu by selecting **V. ePad**.
- For convenience, the item being dispensed is populated in the ePad dialog by default, however this can be deleted and replaced by another item at any stage.
- Where the same item is added again using ePad, then the quantity will be increased in the created order.
- If the order **Description** is changed, or **Status** is changed, e.g. the order is transmitted, then Minfos will create another order for the supplier the next time a product is added using ePad.
- ePad orders are easily identifiable in **Order Maintenance** as they will display 'ePad' and the creation date in the description.

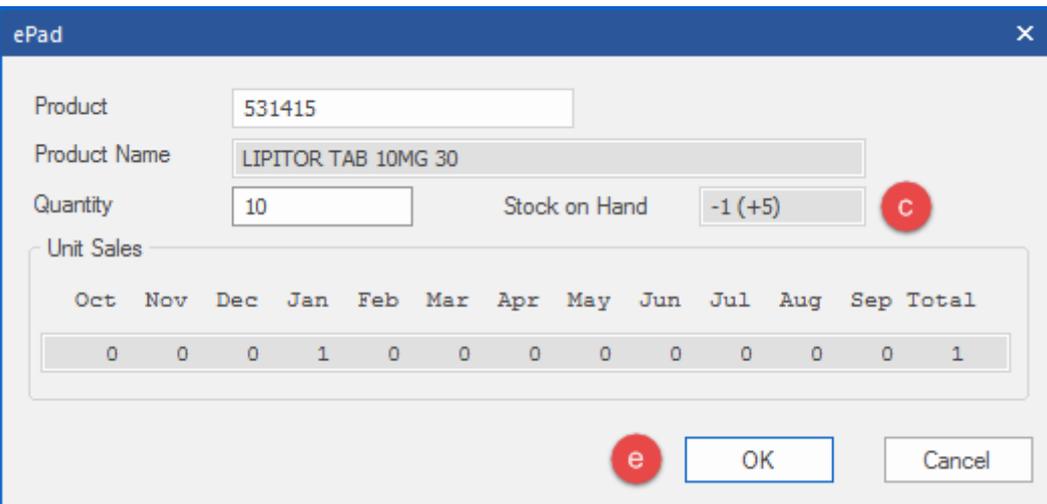
To use ePad from the **Dispense form**:

1. Click the **ePad** button or [Alt + ;].

The screenshot shows the Minfos Dispense form. The 'Drug' field contains 'LIPITOR TAB 10MG' with a sub-description '(ATORVASTATIN), Govt. 8213G, Max Qty 30, Max Rept 5'. The 'Directions' field contains '1d'. The 'Doctor' field contains 'KARIYAWASAM RUPA'. The 'Rx Date' is '04/09/2018'. The 'Qty' is '30'. The 'eMIMS' button is visible. The 'ePad' button is highlighted with an orange box. The 'Info' button is also visible. The 'Dis.Date' field shows '16/08/18' and '17/08/18'. The 'Drug / Sigs' field shows 'AMOXICILLIN CAP 250MG 20 #DISC' and 'EPIDERM INJ 1.1000/10 2MG /0 2ML'.

The **ePad** window is displayed.

Refer to the image below for the following features.



a Product: 531415

b Product Name: LIPITOR TAB 10MG 30

c Quantity: 10 Stock on Hand: -1 (+5)

d Unit Sales

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
0	0	0	1	0	0	0	0	0	0	0	0	1

e OK Cancel

- a. By default the item being dispensed is populated. This can be deleted and changed using standard Minfos search.
 - b. Edit the **Quantity** to be ordered if required. By default a quantity of 1 is populated.
 - c. **Stock on Hand** and **Committed Stock** for the drug is displayed.
 - d. **Unit Sales** for the past year for the drug is displayed.
 - e. Click the **OK** button to add to an existing ePad or create a new ePad order.
2. The order is created for the preferred supplier and has a **Description** which shows the order origin as ePad and the date the order was created.

Order Maintenance - 001 Minfos Pharmacy

Order No.	Status	Supplier	Invoice No.	Description
31	Created	C.H.S. PTY LTD		OTC Out of Stocks
22	Created	SYMBION PTY LTD		Shop top up
37	Created	SYMBION PTY LTD		ePad 16/10/18
19	Issued	DHL SUPPLY CHAIN PTY LTD		DHL
18	Received	DAVKA ENTERPRISES PTY LT		Day Weekly
22	Received	SYMBION PTY LTD		1/1/15 DISP DA

3. Follow your regular workflow for the processing of this order.

Order Editing - 001 Minfos Pharmacy

Supplier: 06080 SYMBION PTY LTD Ext. Order Ref:

Order Date: 16/10/2018 Delivery Date: 16/10/2018 Invoice No.:

Description: ePad 16/10/18 Sales Rep:

Buttons: Okay, Cancel, Sort, Edit, Show Discount

Sup. Code	Description	S.O.H	Qty	Unit	GST	Total
9313212103	LIPITOR TAB 10MG 30	-1 (+5)	10	10.00	10.00	110.00

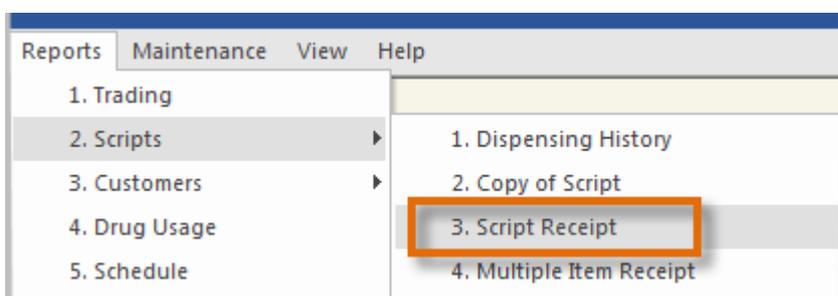
New Format select for the Dispense Tax Invoice/Receipt

The Tax Invoice/Receipt option in dispense has now been enhanced to allow pharmacists and dispensary technicians to print a dedicated **Tax Invoice** or a **Receipt** at the time of selecting the option.

- The **Tax Invoice** option will generate a document displaying any outstanding amount.
- The **Receipt** option will generate a document displaying the full paid amount for when the requestor requires an official receipt for claiming and other purposes.
- The **Tax Invoice/Receipt** option will generate the existing dual format document.

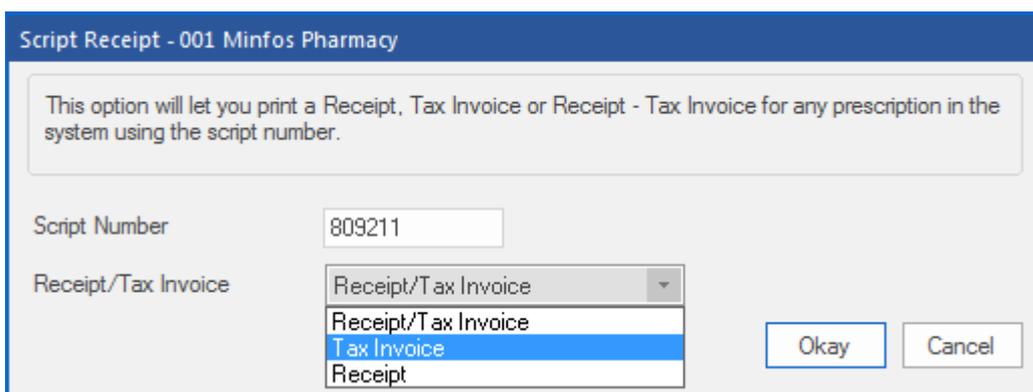
To print a Tax Invoice or Receipt:

1. From **Dispense Pro**, click the **Reports** menu, then **2. Scripts** and then select **3. Script Receipt**.



The **Script Receipt** window is displayed.

2. From the **Receipt/Tax Invoice** dropdown, select your required option and click the **Okay** button.



Tax Invoice

J. Wetton
Minfos Pharmacy
 A.B.N. 1234567890

Level 7, 737 Bourke St, Docklands
 MELBOURNE VIC 3008
 Phone 03 1234 5678
 Fax 03 1234 5678
 Approval Number 9999F

Script Date 21/09/2018
 Script No. 809211
 Dispensed 21/09/2018

Concession No.

CHRIS SQUIRE
 15 RELAYER ST
 MELBOURNE VIC 3000

Prescribed by

Prescriber No

N.H.S. Code Prescription Type.

Price Charged Price Includes GST of

ENDONE TAB 5MG 20
 (OXYCODONE)
 one to be taken daily.

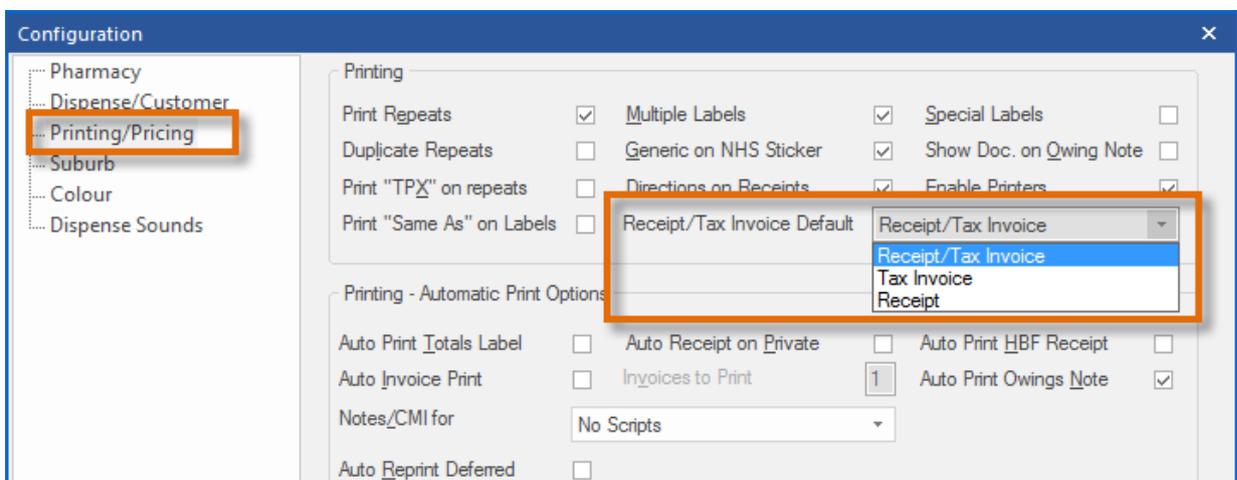
Dr R MOULCHARDON

Pharmacist _____
 CARL PALMER

Contributor _____

Please Note : Non NHS items may be submitted to a health fund

You can set your default option in the dispense **Configuration** window.



Configure which dispense prompts have an audible alert

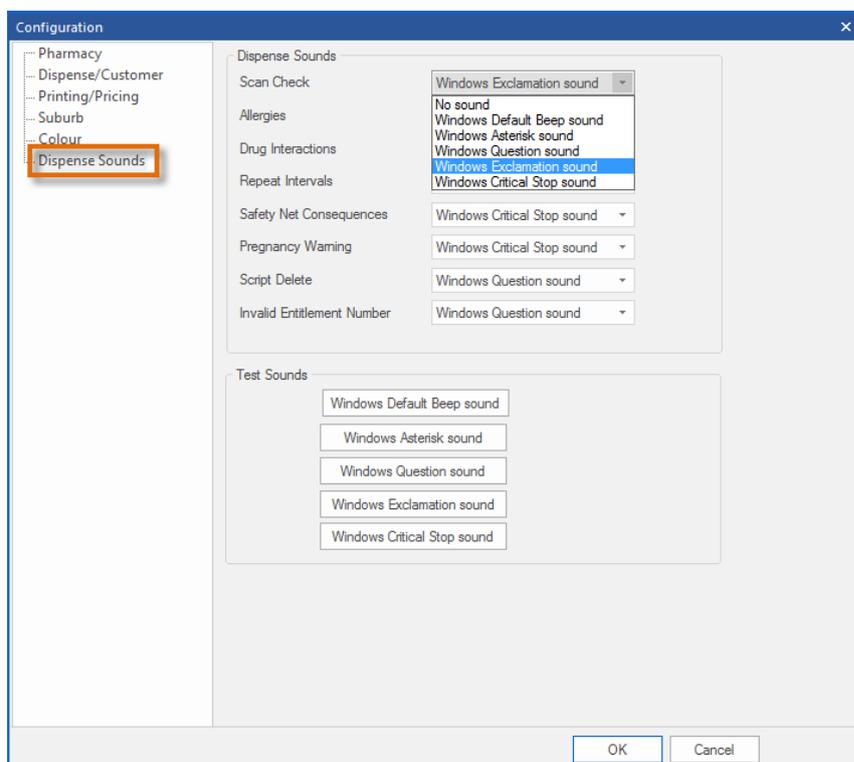
We have removed the sounds that occur whenever a prompt, or a new window, is opened in the **Dispense** module.

If you would like an audible sound to alert when one to the following prompts displays, you can now assign 1 of 5 standard Windows alerts:

- Scan Check (incorrect drug match)
- Allergies
- Drug Interactions
- Repeat Intervals
- Safety Net Consequences
- Pregnancy Warning
- Script Delete
- Invalid Entitlement Number

To configure your **Dispense** sounds:

1. From **Dispense Pro**, click the **Maintenance** menu and select **D. Configuration**.
2. On the **Configuration** window, select the **Dispense Sounds** tab.



3. If desired, choose an alternate sound to use for each alarm. Click the corresponding button in the **Test Sounds** groupbox to audition the sounds.

+ If you have trouble setting up your sound on your computer, please contact your hardware tech.

SAS8 Report now displays the compound drug information

Compounded S8 items are now displayed in the SAS8 report with the name of the drug as edited on the dispense label, ensuring visibility of compounded items to state legislative reporting services that require S8 supply information. There will be no process change for your pharmacy.

Last Repeat Reminder

We have improved the usefulness of the last repeat reminder by adding the following information:

- store phone number
- store fax number
- Both the drug generic *and* brand name (previously only the brand name was printed)

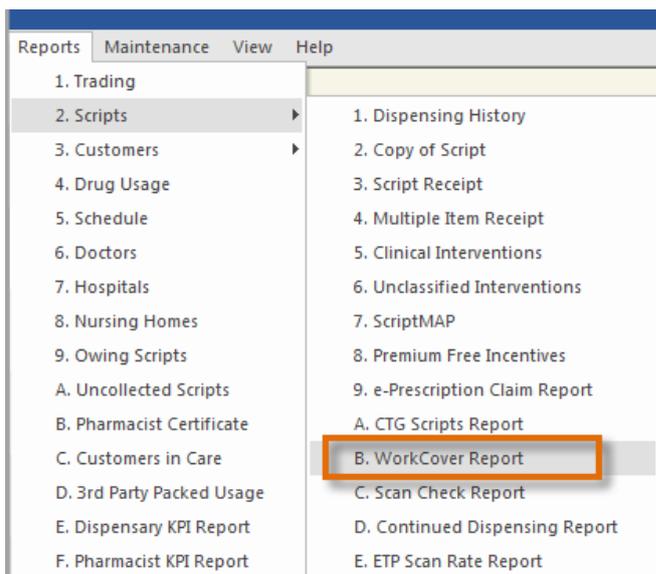
ZZS - DOCKLANDS Pharmacy
737 BOURKE ST DOCKLANDS VIC 3000 Phone: 03 9704 6465 Fax: 03 9704 0049
Last Repeat Reminder 23/08/2018
Dr EDWARD BOURKE
A new prescription is required, if appropriate for the next supply for:
ms Judd Cosner 737 Bourke St DOCKLANDS VIC3008
NORMACOL-PLUS GRAN 500G 1 (RHAMNUS FRANGULA + STERCULIA) Quantity : 1 Repeats : 1 ONCE a day.
Thank you for your co-operation

WorkCover receipt enhancements

We have enhanced the **WorkCover Multiple Item Receipt** to be able to filter by prescriber and display the prescriber name on the receipt for ease of claiming.

To generate a **WorkCover Multiple Item Receipt**:

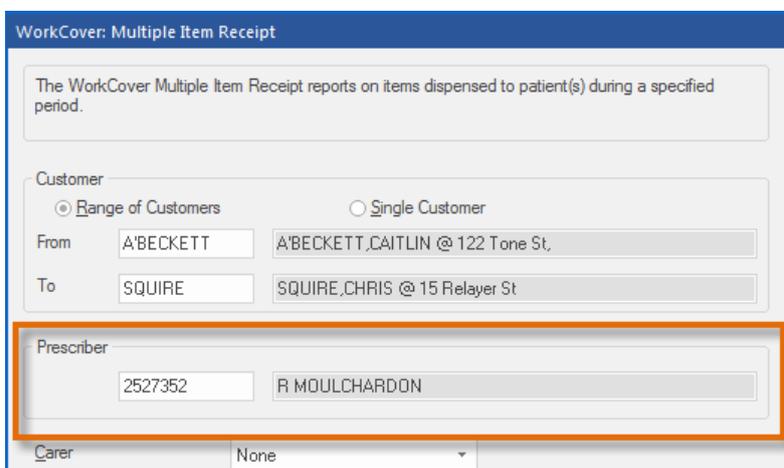
1. From **Dispense Pro**, click the **Reports** menu, then **2. Scripts** and select **B. WorkCover Report**.



The **WorkCover: Multiple Item Receipt** window is displayed.

The receipt has been re-formatted and a column has been added for the prescriber name to complement the existing prescriber code.

- a. Enter the prescriber code or a partial surname into the **Prescriber** field and press [Tab] to display the **Prescriber Search** window to select the prescriber.
- b. Click the **Okay** button to generate the receipt.



Tax Invoice - Receipt

J. Wetton Minfos Pharmacy A.B.N. 1234567890 Level 7, 737 Bourke St, Docklands MELBOURNE VIC 3008 Phone 03 1234 5678 Fax: 03 1234 5678 Approval Number 9999F	Page No. 1 Invoice Date: 17/09/2018 Invoice No: 9228311709171180917
--	---

Patient: CHRIS SQUIRE
15 RELAYER ST
MELBOURNE VIC 3000

Dispensed	Script No.	Prescriber	Item Code	Item Description	GST	Price Charged
NHS Items						
15/06/18	806151	2527352 R MOULCHARDON	8213G	LIPITOR TAB 10MG 30	\$0.00	\$*18.00
Sub Total for NHS Items					\$0.00	\$*18.00
Total					\$0.00	\$*18.00

Prescriber Name is now displayed on the Multiple Item Receipt

The **Multiple Item Receipt** has also been re-formatted and a column added for the prescriber name to complement the existing prescriber code.

To generate a Multiple Item Receipt:

1. From **Dispense Pro**, click the **Reports** menu, then **2. Scripts** and select **4. Multiple Item Receipt**.
2. In the **Multiple Item Receipt** window, enter the customer, desired date range of and click **Okay**.

The **Multiple Item Receipt** is displayed.

Tax Invoice - Receipt

J. Wetton Minfos Pharmacy A.B.N. 1234567890 Level 7, 737 Bourke St, Docklands MELBOURNE VIC 3008 Phone 03 1234 5678 Fax: 03 1234 5678 Approval Number 9999F	Page No. 1 Invoice Date: 21/09/2018
--	--

Patient: CHRIS SQUIRE
15 RELAYER ST
MELBOURNE VIC 3000

Script No.	Prescriber	Item Code	Item Description	GST	Price Charged
NHS Items					
806151	2527352 R MOULCHARDON	8213G	LIPITOR TAB 10MG 30	\$0.00	\$*18.00
809211	2527352 R MOULCHARDON	2622B	ENDONE TAB 5MG 20	\$0.00	\$*22.10
Sub Total for NHS Items				\$0.00	\$*40.10
Total				\$0.00	\$*40.10

Third Party packed items have been removed from the Scan Check process

Third Party Packed items have been removed from the Scan-Check process and are no longer included in Script Totals in reference to Scan Check rates across different reports.

Easily claim unlisted repatriation prescriptions

For RPBS prescriptions, where the medication is an unlisted repatriation drug, Minfos will now adjust the claim quantity to be for the whole pack not the number of tablets dispensed. This eliminates incorrect quantities being claimed for, or the need to maintain duplicate stock cards for unlisted items.

Safety Net and Regulation 25 Prompt consolidation

The Safety Net and Regulation 25 dispense prompts have been consolidated so that Pharmacists and Dispensary technicians can mark the script as **Early Supply** or **Deferred** from the first prompt as opposed to being prompted multiple times throughout the dispense process.

Safety Net Consequences / Reg 25

 This item was last dispensed 14/09/18.
Next valid dispense date is 05/10/18.

Selecting Yes will mark this script as immediate supply necessary.
Selecting Defer will mark this script as deferred.
Selecting Cancel will return you to the dispense screen.

The prompt will only be re-displayed if a change is made that would adjust the status of the script. E.g. Reg-25 or Deferred checkboxes are altered.

Enhancements to the Patient Charges Report

The **Patient Charges Report** has been enhanced with following features:

- The pharmacy details are now included in the header.
- Facility details are displayed in header when the report is run for a single facility.
- The report can easily be filtered by **Ward Number** and the patient's ward details are now displayed when run by a hospital or nursing home.
- The **Script Number** and the **GST** amount are displayed when the **Display Drug Name** option is selected.

To view the report:

1. On the **Minfos Launch Pad**, click the **Dispense Reports** icon.



2. Click the **Patients** menu and select **6. Patient Charges**.



3. The **Patient Charges Report** window is displayed.

In this example, the report is run for a nursing home and the **Display Drug Name** checkbox is selected.

Patient Charges Report ✕

Use this option to generate a report list patient contributions for scripts within a date range. Gives totals for patient and carer.

Select By: Nursing Home

Nursing Home: 1254 BELVIEW AGED CARE

Ward No.:

Drug:

Start Date: 01/09/2016

End Date: 30/09/2018

Display Drug Name:

Include Zero Value:

Summary by Patent:

OK
Cancel

The Patient Charges Report is displayed.

POSRP726 7:13:41pm	Patient Charges Report 01/09/2016 to 30/09/2018 Drug Name Displayed	Page No. 1 of 1 Date 30/09/2018																																																																																			
Business : Minfos Pharmacy Level 7, 737 Bourke St, Docklands MELBOURNE 3008 VIC Phone: 03 1234 5678 Fax: 03 1234 5678																																																																																					
Nursing Home: BELVIEW AGED CARE 67 ACACIA BELVIEW 3264 VIC Phone: 9832 0123 Fax:																																																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 15%;">Script #</th> <th style="width: 45%;">Drug</th> <th style="width: 10%;">GST</th> <th style="width: 15%;">Price</th> </tr> </thead> <tbody> <tr> <td colspan="5">HOWE, ADRIANO (SNR)</td> </tr> <tr> <td>24/08/2017</td> <td>708241</td> <td>LIPITOR TAB 10MG 30</td> <td>0.00</td> <td>20.95</td> </tr> <tr> <td colspan="3">Sub Total for HOWE, ADRIANO (SNR)</td> <td>0.00</td> <td>20.95</td> </tr> <tr> <td colspan="5">HOWE, STEVE</td> </tr> <tr> <td>05/10/2016</td> <td>810051</td> <td>APO-PANTOPRAZOLE TAB-EC-BLIS 20MG 30</td> <td>0.00</td> <td>13.00</td> </tr> <tr> <td>05/10/2016</td> <td>810052</td> <td>APO-PANTOPRAZOLE TAB-EC-BLIS 20MG 30</td> <td>0.00</td> <td>13.00</td> </tr> <tr> <td>18/10/2016</td> <td>810181</td> <td>LIPITOR TAB 20MG 30</td> <td>0.00</td> <td>13.20</td> </tr> <tr> <td>08/05/2017</td> <td>705081</td> <td>LIPITOR TAB 40MG 30</td> <td>0.00</td> <td>19.80</td> </tr> <tr> <td>03/11/2017</td> <td>711031</td> <td>APO-PANTOPRAZOLE TAB-EC-BLIS 20MG 30</td> <td>0.00</td> <td>17.70</td> </tr> <tr> <td>20/02/2018</td> <td>802201</td> <td>COUMADIN-LAVENDER TAB 2MG 50</td> <td>0.00</td> <td>5.40</td> </tr> <tr> <td>15/08/2018</td> <td>806152</td> <td>LIPITOR TAB 10MG 30</td> <td>0.00</td> <td>18.00</td> </tr> <tr> <td colspan="3">Sub Total for HOWE, STEVE</td> <td>0.00</td> <td>99.90</td> </tr> <tr> <td colspan="5">SQUIRE, CHRIS</td> </tr> <tr> <td>18/01/2018</td> <td>801181</td> <td>COUMADIN-GREEN TAB 5MG 50</td> <td>0.00</td> <td>22.75</td> </tr> <tr> <td colspan="3">Sub Total for SQUIRE, CHRIS</td> <td>0.00</td> <td>22.75</td> </tr> <tr> <td colspan="3">T O T A L</td> <td>0.00</td> <td>143.60</td> </tr> </tbody> </table>	Date	Script #	Drug	GST	Price	HOWE, ADRIANO (SNR)					24/08/2017	708241	LIPITOR TAB 10MG 30	0.00	20.95	Sub Total for HOWE, ADRIANO (SNR)			0.00	20.95	HOWE, STEVE					05/10/2016	810051	APO-PANTOPRAZOLE TAB-EC-BLIS 20MG 30	0.00	13.00	05/10/2016	810052	APO-PANTOPRAZOLE TAB-EC-BLIS 20MG 30	0.00	13.00	18/10/2016	810181	LIPITOR TAB 20MG 30	0.00	13.20	08/05/2017	705081	LIPITOR TAB 40MG 30	0.00	19.80	03/11/2017	711031	APO-PANTOPRAZOLE TAB-EC-BLIS 20MG 30	0.00	17.70	20/02/2018	802201	COUMADIN-LAVENDER TAB 2MG 50	0.00	5.40	15/08/2018	806152	LIPITOR TAB 10MG 30	0.00	18.00	Sub Total for HOWE, STEVE			0.00	99.90	SQUIRE, CHRIS					18/01/2018	801181	COUMADIN-GREEN TAB 5MG 50	0.00	22.75	Sub Total for SQUIRE, CHRIS			0.00	22.75	T O T A L			0.00	143.60
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Stock Manager

Improvements to the Manage Supplier MNP Update Screen

We have made some improvements to the **Manage Supplier MNP Update** window to improve the overall workflow and reduce keystrokes when performing actions within the screen.

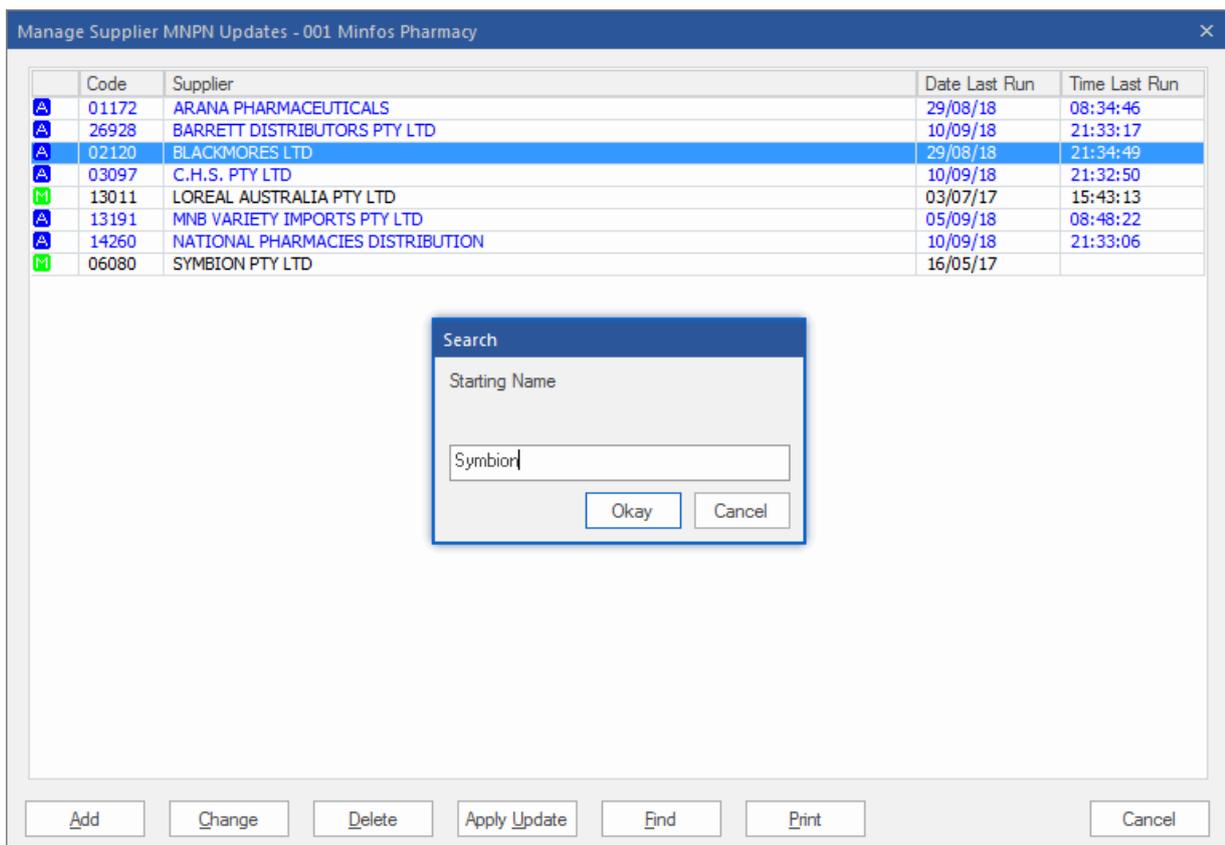
Find button

A new **Find** button allows Stock Controllers to easily search for a supplier by name or supplier code within the supplier list.

Improved focus

The focus has been improved so that a searched for supplier is highlighted and pressing the **Enter** key will display the **Configuration** window for that supplier.

The selected supplier will also remain in focus after an action has been performed and the Stock Controller is returned to the main screen.



	Code	Supplier	Date Last Run	Time Last Run
A	01172	ARANA PHARMACEUTICALS	29/08/18	08:34:46
A	26928	BARRETT DISTRIBUTORS PTY LTD	10/09/18	21:33:17
A	02120	BLACKMORES LTD	29/08/18	21:34:49
A	03097	C.H.S. PTY LTD	10/09/18	21:32:50
M	13011	LOREAL AUSTRALIA PTY LTD	03/07/17	15:43:13
A	13191	MNB VARIETY IMPORTS PTY LTD	05/09/18	08:48:22
A	14260	NATIONAL PHARMACIES DISTRIBUTION	10/09/18	21:33:06
M	06080	SYMBION PTY LTD	16/05/17	

Search dialog box: Starting Name: Symbion

Main window buttons: Add, Change, Delete, Apply Update, Find, Print, Cancel

Product Supplier Audit Report

The **Product Supplier Audit Report** is a new report that audits changes made to Product Supplier cards in **Stock Manager**.

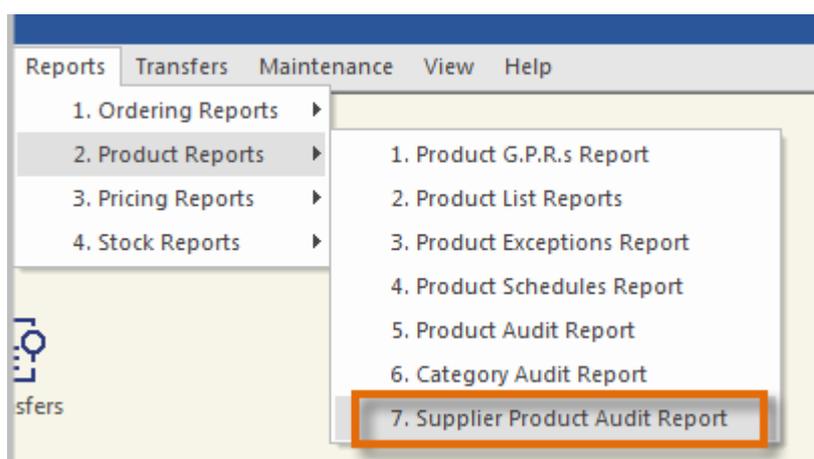
This report displays changes made to fields within the Supplier Product card for all suppliers (preferred and alternate). The report will audit changes that occur both locally and from external sources, enabling Stock Controllers, Retail Managers and other key staff to review the changes and establish the source of the change.

The following changes are audited within the report:

- Supplier PDE changes
- Retail Units
- Shelf Pack
- Min Ord Qty
- Min Shelf Hold
- Max Shelf Hold
- Order Multiple
- RRP
- RRP 2

From **Stock Manager**:

1. From the **Reports** menu, click **2. Product Reports** and select **7. Supplier Product Audit Report**.



The **Supplier Product Audit Report** window is displayed.

Supplier Product Audit Report ✕

This option allows you to generate a product audit report by supplier to display changes made to Supplier Product Maintenance.

a Starting Date:

Ending Date:

b From Supplier:

To Supplier:

c From Product:

To Product:

- a. Enter the **Date** range to be reported on.
- b. Enter the **Supplier** range to be reported on.
- c. Enter the **Product** range to be reported on.

2. Click the **OK** button to create the **Supplier Product Audit Report**.

POSRP163/		Supplier Product Audit Report		Page No. 1 of 1							
4:35:36pm		11/09/18 to 11/09/18		Date: 12/09/2018							
Business: 001 Minfos Pharmacy											
Date	Time	ID	User	Source	MNPN	Prod no.	Description	SOH	Change Type	Previous Details	Changed Details
09/09/18	0:54:26am	99	DSE	DISP	LRD	1393	814135 AMPCYIN INJ 1G S	0	Deleted PDE	8323610010148	
05/09/18	8:55:06am	99	DSE	DISP	LRD	328439	717288 ANAPENALTO INJ 300MG-0.3ML 1	0	Deleted PDE	8339210000135	
05/09/18	8:55:40am	99	DSE	DISP	LRD	624105	842683 ANTENEX TAB 5MG 20	0	Deleted PDE	8323610001313	
05/09/18	8:55:40am	99	DSE	DISP	LRD	624105	842684 ANTENEX TAB 5MG 20	0	Deleted PDE	8323610001290	
05/09/18	8:55:45am	99	DSE	DISP	LRD	699205	843959 APO-ACICLOVIR TAB 200MG 50	0	PDE	8338479220044	873353
Total Number of Records Printed: 5											

Create PharmX Accounts for supported suppliers

Pharmacies can now create new PharmX supplier accounts from Stock Manager rather than calling Minfos support to have them created on their behalf.

This new option is available from the supplier stock card in Minfos when the supplier is set up for electronic communications and is a valid PharmX supplier.

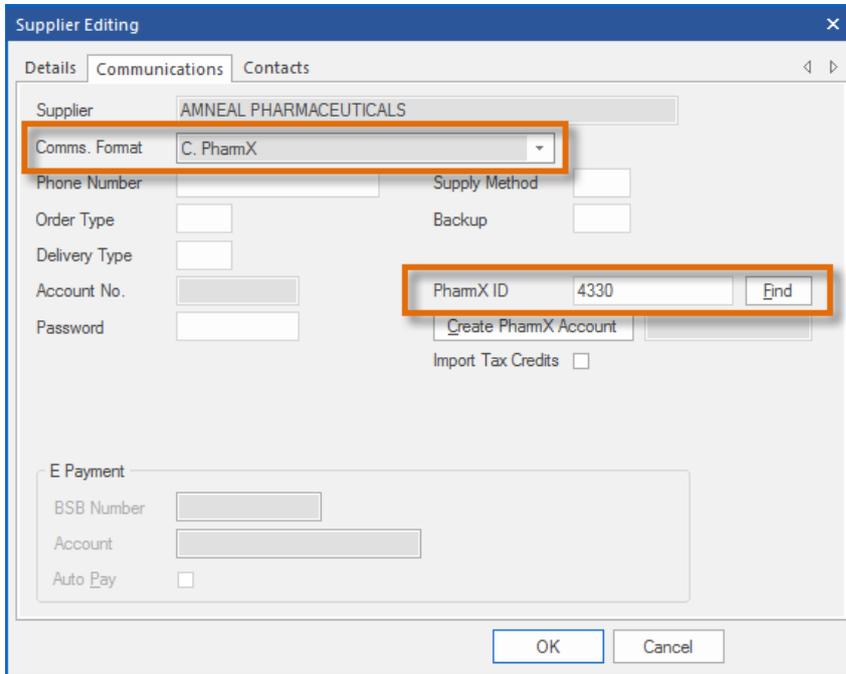
Once successfully initiated, the supplier is then required to approve the account in the PharmX portal before the account can be used electronically at the store.

Minfos will provide a status of the account, which once approved, will be updated to **Active** and the account can be used.

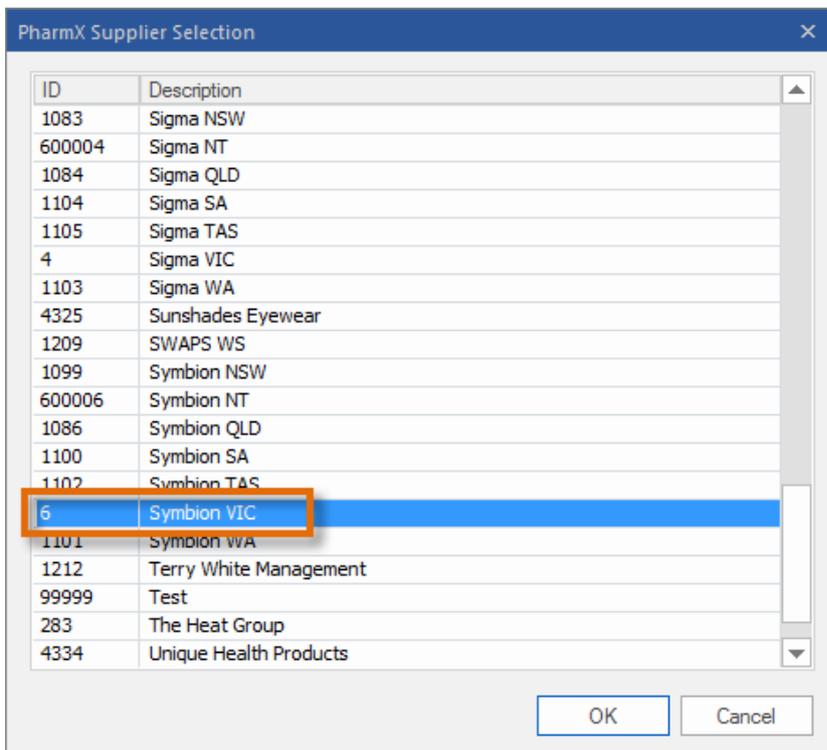
To create a PharmX account:

1. From **Stock Manager**, click the **Maintenance** menu and click **A. Suppliers**.
2. Search for the desired supplier e.g. 'Amneal'.
3. Click the **Change** button.
4. In the **Details** tab ensure the **Supplier Type** is set to **Electronic**.
5. Ensure you have entered the **Account No.**

- From the **Communications** tab click on the **Comms. Format** dropdown box and select **C. PharmX**.



- The **PharmX Supplier ID** and a **Create PharmX Account** button is displayed.
- Click the **Find** button to search for the PharmX supplier 'Amneal'. Where more than one entry exists for this supplier, ensure that you select the entry with the state relevant to you.



ID	Description
1083	Sigma NSW
600004	Sigma NT
1084	Sigma QLD
1104	Sigma SA
1105	Sigma TAS
4	Sigma VIC
1103	Sigma WA
4325	Sunshades Eyewear
1209	SWAPS WS
1099	Symbion NSW
600006	Symbion NT
1086	Symbion QLD
1100	Symbion SA
1102	Symbion TAS
6	Symbion VIC
1101	Symbion WA
1212	Terry White Management
99999	Test
283	The Heat Group
4334	Unique Health Products

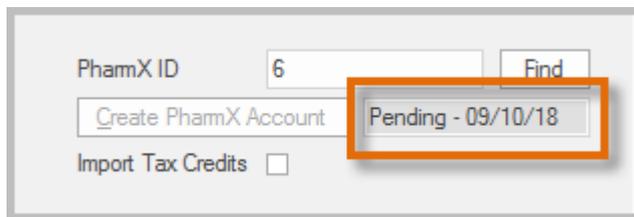
9. When found, click **OK**.

+ If the supplier does not exist in the list, then they are not yet a PharmX electronic supplier and an account cannot be created for them for this communication method.

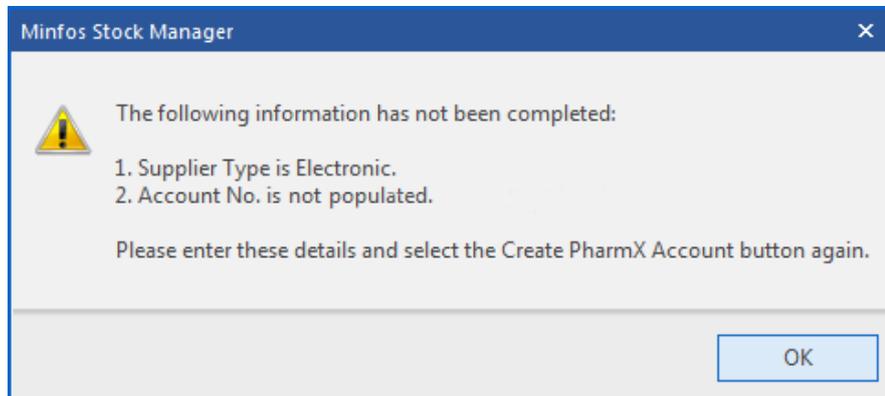
10. Once you have selected the supplier the **PharmX Supplier ID** is populated.

11. Click the **Create PharmX Account** button.

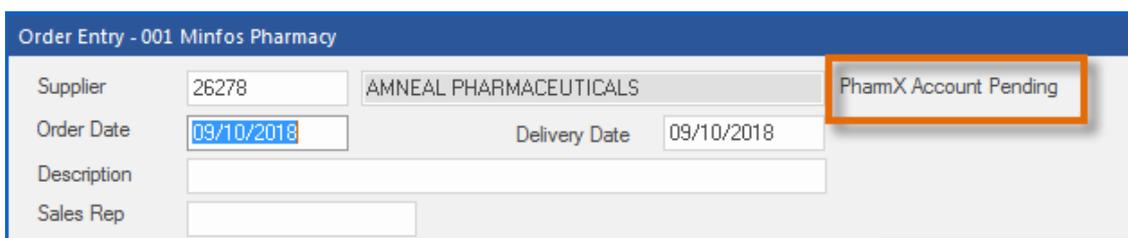
- If successful, the account status is updated to **Pending** and the date displayed. The account is now waiting for supplier confirmation in the PharmX portal.



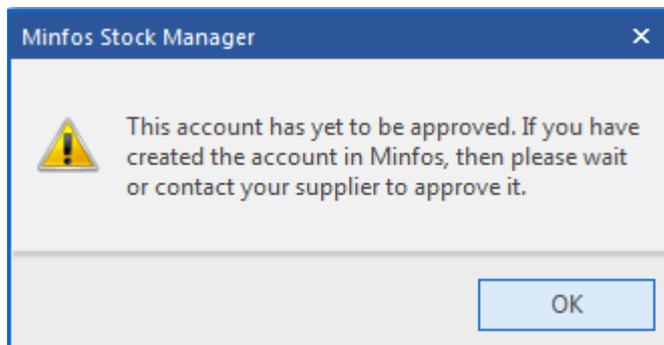
- If there is information missing, or the submission could not be completed, the following prompt will appear with the information required to be actioned before the account can be successfully created:



12. When the **Order Edit** window is accessed in **Order Maintenance** for a supplier with a **Pending** status, we will display this in the **Order Edit** window notifying the Stock Controller that the account is not yet available for electronic communication.



13. Where a Stock Controller attempts to transmit an order and the account creation is still in a **Pending** status, the following prompt is displayed:



+ It may take a few days for the supplier to action the approval. Until the account is approved, you will need to continue to use your existing ordering methods.

14. Once an account has been confirmed, the **Pending** status is updated to **Active** in the supplier card and removed from the **Order Edit** window.
15. Once in an **Active** status, the account is available to use electronically and the stock controller can begin transmitting and collecting orders for that supplier as per the normal process.

Utility to Import Product Attributes

The utility **Import Product Fields by Barcode** allows you to create a custom import to make product changes using **Barcode** within a tab delimited file. By selecting options from the **Import Fields** groupbox in the same order as the data in the file and then importing the file, selected changes can be made to product attributes.

Changes that can be made to products using the import are:

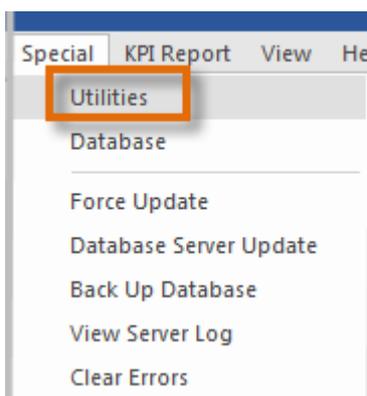
- Description
- SOH
- Retail Price
- Tier 2 (New - MSC Only)
- Tier 3 (New - MSC Only)
- Cost Price

We have added Tier 2 and Tier 3 (to update Tier 1, simply update the **Retail Price** field) as new attributes to the utility so that bulk changes can be applied quickly to Multi-Store pricing tiers, allowing groups to conveniently import a file where the pricing may be managed outside of Minfos.

! These bulk changes cannot be reversed and should be used with caution.

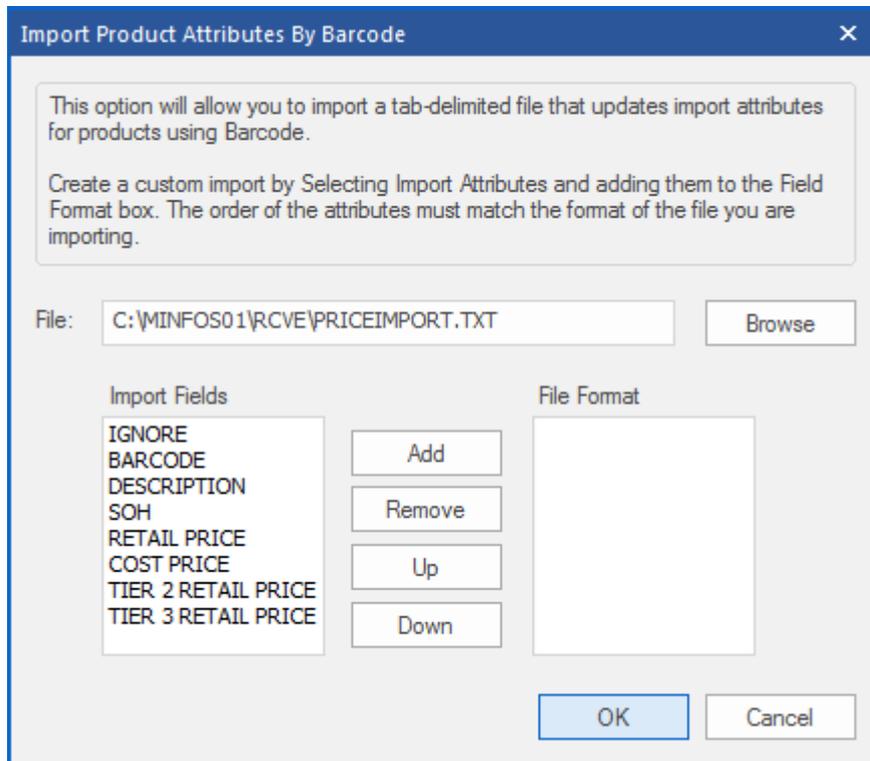
To access the utility **Import Product Fields by Barcode**:

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



2. On the **Utilities** window, click the **Special** menu and select **B. Import Product Attributes by Barcode**.

The **Import Product Attributes by Barcode** window is displayed.



3. Select **Browse** to go to the location and select the file to import.
4. Using the import fields, select **Barcode** and the attributes you wish to import in the order that they appear in the file.

The import file requires the following attributes:

- Must be a text file (.txt file)
- Must be in tab delimited format
- Minfos will match on the barcode so this needs to be included in the file
- The order of the fields in the **File Format** section must match the order of the fields in the file
- Multiple fields can be updated at once

New shortcut for Product Audit Report

Stock Controllers can now conveniently use the shortcut [Alt+2] to launch the **Product Audit Report** dialog for a selected product in **Product Maintenance**. For more information on the Product Audit Report, please read this [guide](#).

Product Maintenance - 001 Minfos Pharmacy

Bar Code	Product	SOH	Retail Price	Unit Cost
9300673818027	PANADOL MINI CAP 48	0	7.95	6.18
9300673828064	PANADOL MINI CAP 96	0	0.00	11.99
25263244	PANADOL NIGHT CAPLET 20 HDISC	0	5.12	3.55
9300673441614	PANADOL OPTIZORB CPLT 24	0	5.59	3.04
9300673891976	PANADOL OPTIZORB CPLT 48	0	7.95	5.82
9300673891808	PANADOL OPTIZORB CPLT 12	0	0.00	2.42
940309004590	PANADOL OPTIZORB CPLT 20	0	4.10	3.47
9300673833794	PANADOL OPTIZORB CPLT 96	0	0.00	11.99
9300673839114	PANADOL OPTIZORB TAB 50	0	7.95	5.83
93006738315837	PANADOL OPTIZORB TAB 24	0	3.59	3.59
9300673839459	PANADOL OPTIZORB TAB 100	0	13.75	11.29
9300673819519	PANADOL OPTIZORB TAB 12	0	0.00	2.42
9300673838773	PANADOL OPTIZORB TAB 20	0	4.10	3.47
9300673838940	PANADOL OPTIZORB TAB 12	0	0.00	0.00
9300673830104	PANADOL OSTED CPLT 1000	0	0.00	0.01
25363005	PANADOL PAPER BAGS LGE 2500	0	90.23	45.49
9300673922571	PANADOL PE C&F RLF CAP 24	0	15.01	9.12
9300673922236	PANADOL PE FLU STR DAY&NGHT CAP 24	0	15.52	9.44
9300673840134	PANADOL RAPID CAPLET RAPID 20	0	5.25	3.62
9300673815811	PANADOL RAPID CAPLET HANDY PK	0	3.89	2.49
9300673840645	PANADOL RAPID CAPLET 40	0	7.95	5.31
9300673840981	PANADOL RAPID CAPLET 80	0	19.95	12.99
9300673915948	PANADOL RAPID CPLT 24	0	7.08	4.72
9300673453372	PANADOL SINUS CAP ALLERGY 24	0	11.70	6.67
9300673474100	PANADOL SINUS CAP DAY/NGHT 24	0	12.46	8.02
9300673763334	PANADOL SINUS CAPLET 48 HDISC	0	16.40	9.32
9300672453523	PANADOL SINUS CAPLET 24	0	11.44	6.67

New recent price changes filter in the Label Queue

Stock Controllers can now action products that require immediate attention due to a recent price change using the **Display Recent Price Changes** checkbox in the **Label Queue**. The filter will provide a full list of products in the queue that have had a price change on the current day or the day before.

To filter the queue, select the **Display Latest Price Changes** checkbox [Alt + L].

Label Queue

Bar Code	Product Name	On Hand	Retail	No. Labels
9323820000939	ABILIFY TAB 10MG 30	1	159.95	3
93487788	BL MENS PERF M/VIT&MIN TAB 50 - 00308	0	22.99	3
9322882007177	CRESTOR TAB 10MG 30	5	70.00	2
9300675057899	COCA COLA 250ML	0	2.00	2
9319362052857	DOGGY COMFORTERS	0	15.95	2
5016533618174	LOCASOL POWD 400G 1	-2	23.10	2

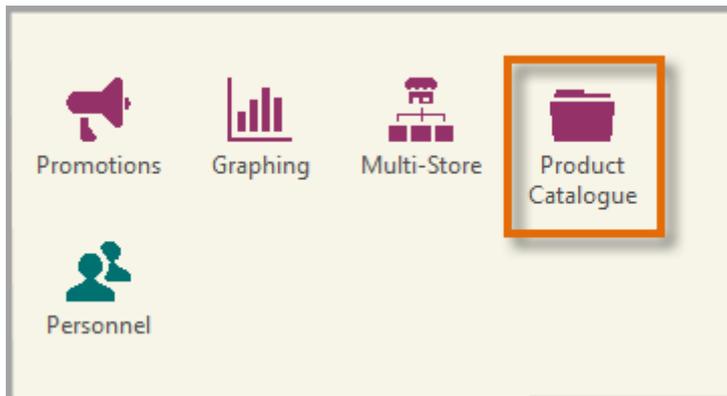
Display Products on Set Sales Price Promotions
 Display Latest Price Changes

Once printed, the products can be conveniently cleared by selecting the **Clear all** button which will remove the products in the filter without affecting the rest of the products in the queue.

For more information on the Label Queue, please read this [guide](#).

Access the Product Catalogue from the Launch pad

You can now access the **Minfos Product Catalogue** from the **Product Catalogue** icon on the Launch Pad.



The **Minfos Product Catalogue** is an online database of all products, along with their suppliers, that are maintained by Minfos.

The products listed in your store database are limited by your subscriptions to Minfos supplier updates. Using the product information in this catalogue you can search for suppliers of a desired product in order to subscribe to the Minfos product updates for that supplier.

For more information on the **Product Catalogue**, watch this [video](#).

Multi-Store

New Group Maintenance feature

We have provided an option to create convenient sub-groups of stores and extended this to the **Promotion Export** process.

Head Office users can now create, name and assign slave stores to groups in order to more efficiently manage the export of promotions.

There is no limit to the number of groups that may be created, and no limit to the number of groups to which a store may be assigned. Therefore, branded stores can all be maintained in particular groups, but also receive alternative promotions. For example, they can also exist in other groups according to size or discount strategy.

Features

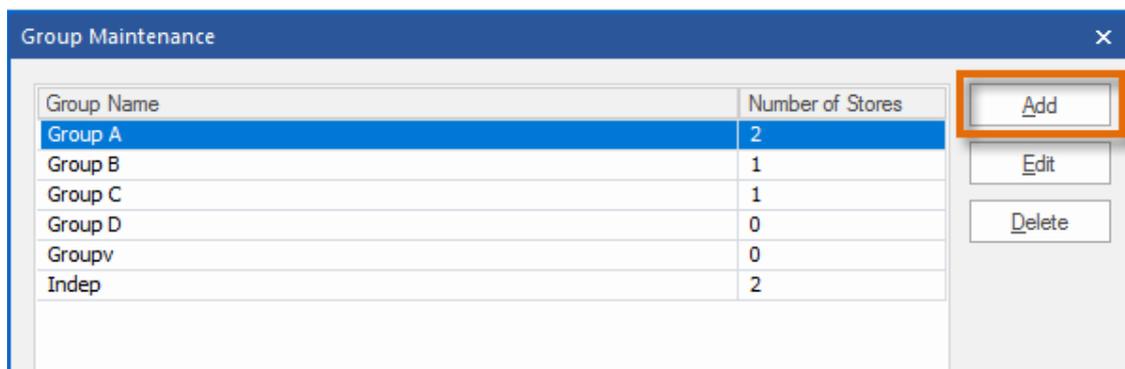
- Head offices can efficiently manage the groups as per their strategy
- Stores belonging to more than one group which has been exported the same promotion, will only receive a promotion once.
- The **Export to Stores** option in Promotions is open by default to the group tab.

To set up Groups:

1. From **Head Office in Multi-Store**, click the **Group Maintenance** icon or click the **Maintenance** menu and select **5. Group Maintenance**.

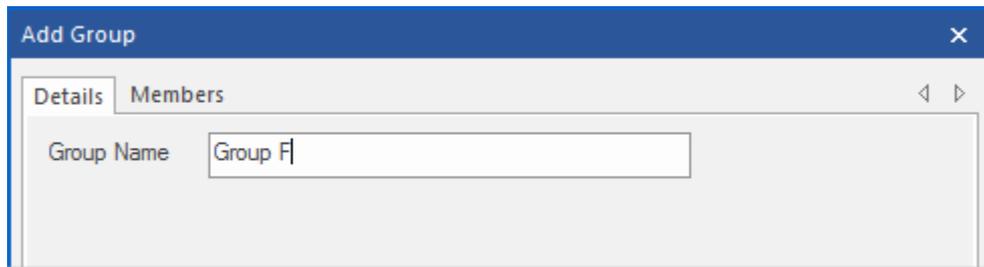
The **Group Maintenance** window is displayed.

2. Click the **Add** button.

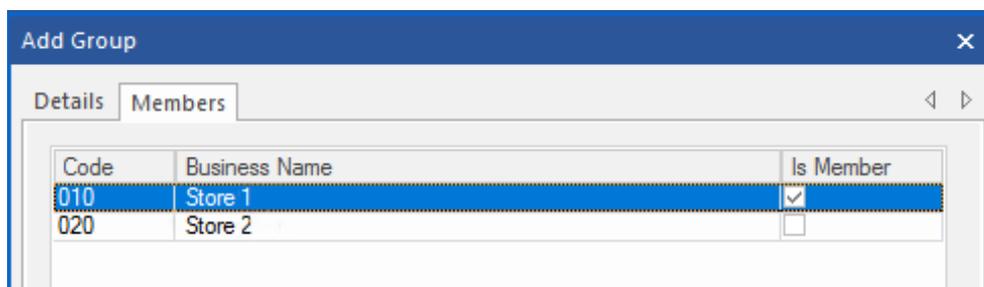


The **Add Group** window is displayed with the **Details** tab selected.

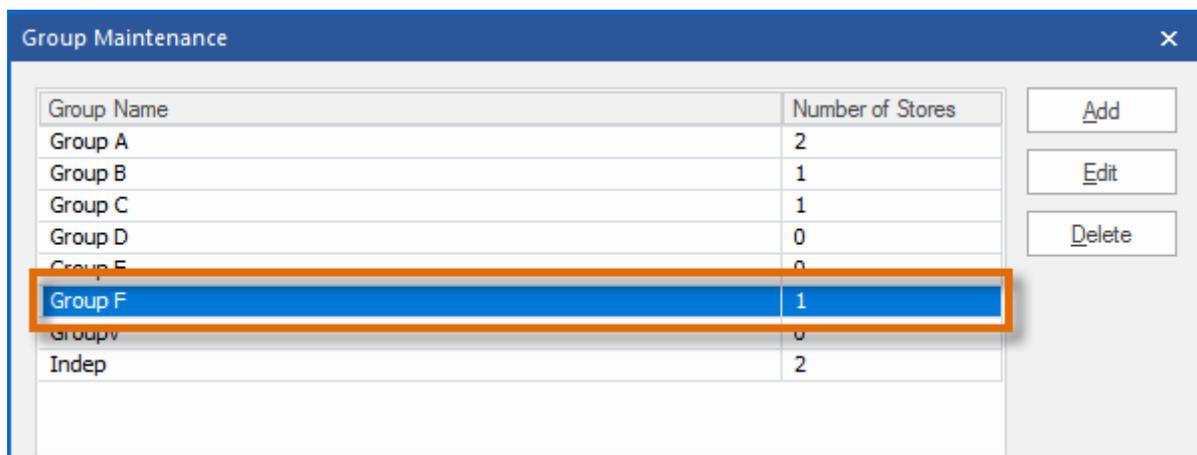
3. Enter the name of the new group.



4. Click the **Members** tab.



5. Select the **Is Member** checkbox of the corresponding store and click the **OK** button to add it to the new group.
6. The **Group Maintenance** window displays the new group with number of stores within the group.



7. Edit an existing group by selecting it and clicking the **Edit** button and delete a group by selecting it and clicking the **Delete** button.

Reports

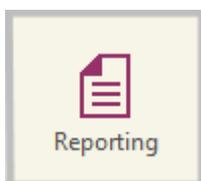
Hourly Customer Activity Report

The **Hourly Customer Activity Report** allows you to view and compare customer activity that occurs through the Till over a date range, including a choice of days of week and time period on those days.

This report allows review and comparison of customer activity trends within one report instead of having to collate information from many other sources.

From the **Minfos Launch Pad**:

1. Click the **Reporting** icon.



2. From the **Total Sales** menu, select **B. Hourly Customer Activity Report**.



3. The **Hourly Customer Activity Report** window is displayed.

- a. Enter a **Starting Date** and **Ending Date** to select a report date range.
- b. Select an hourly **Trading Period**. The default value is the earliest and latest times set in **Trading Hours** in **Shop Configuration**.
- c. Choose the day(s) of the week of interest.
- d. The **GP% Average** is displayed for the reported transactions. Note: This is the average GP for the associated transactions collated for the report.
- e. Choose **All Salespersons** to report on all store pharmacists, or **Per Salesperson** to report on either a single salesperson or range of salespersons.
- f. Select the **Separate Page** checkbox to display each salesperson on a separate report page (Only available when running report **Per salesperson**).

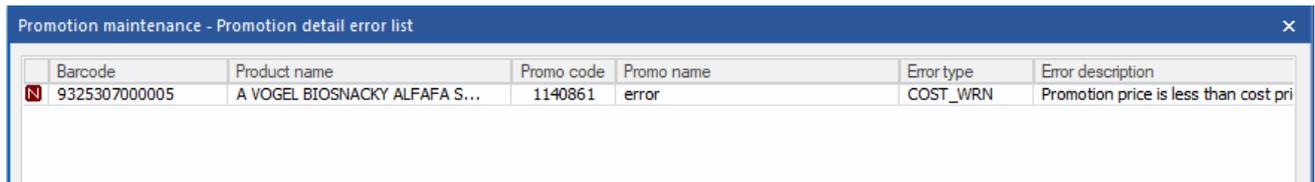
4. Click **OK** to create the **Hourly Customer Activity Report**. In this example, Dispense activity is displayed from 01/01/16 to 31/01/16, Mondays and Tuesdays for a single pharmacist.

HCUSACTRP 11:25:52am		Hourly Customer Activity Report Saturday 01/09/18 to Friday 07/09/18										Page No. 1 of 1 Date 11/09/2018
Business : 001 Minfos Pharmacy												
	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	TOTAL	
DOUG THOMPSON												
Sat 01/09/18	0	0	0	0	0	0	0	0	0	0	0	
Sun 02/09/18	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	0	0	0	0	0	0	0	0	0	0	0	

Promotions

Increased size of promotions error list

We have removed the horizontal scroll bar in the **Promotion detail error list** and increased the size of the window so that all details are visible in the default view.



Barcode	Product name	Promo code	Promo name	Error type	Error description
9325307000005	A VOGEL BIOSNACKY ALFAFA S...	1140861	error	COST_WRN	Promotion price is less than cost pri

Software Updates

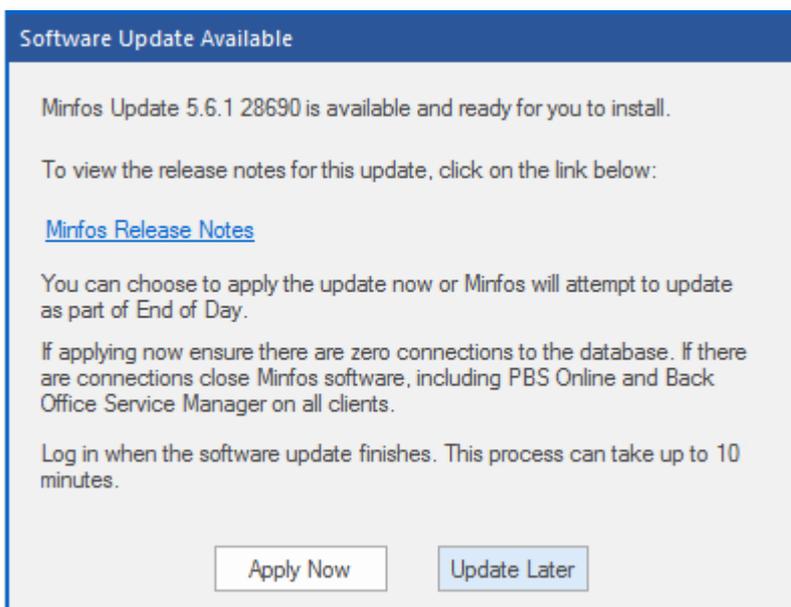
Notification upon log in for available software update

If a software update is downloaded but has not be applied Minfos will now inform you that it is ready to be applied when you log into Minfos.

1. Click the **Apply Now** button to apply the update immediately.

+ This can take up to 10 Minutes.

2. Click the **Update Later** button which will apply the update during End of Day (EOD).



Software Update Available

Minfos Update 5.6.1 28690 is available and ready for you to install.

To view the release notes for this update, click on the link below:

[Minfos Release Notes](#)

You can choose to apply the update now or Minfos will attempt to update as part of End of Day.

If applying now ensure there are zero connections to the database. If there are connections close Minfos software, including PBS Online and Back Office Service Manager on all clients.

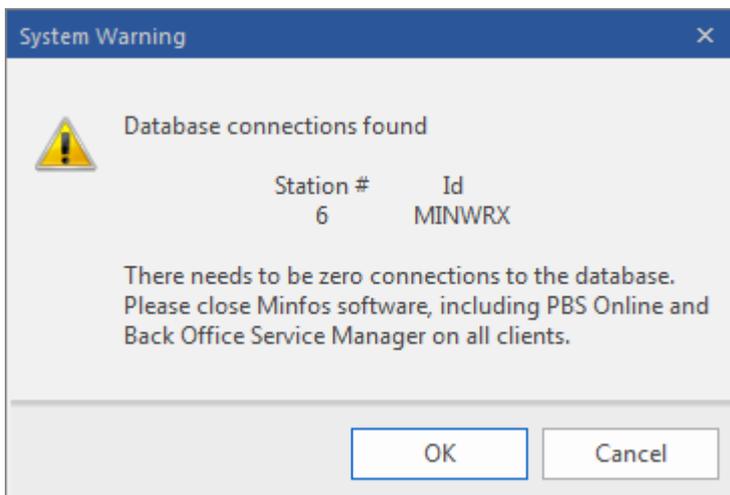
Log in when the software update finishes. This process can take up to 10 minutes.

Apply Now **Update Later**

If the **Apply Now** button is clicked, and there are open database connections preventing the update from being applied, the following prompt will display showing the number of connections and stations where they are located.

Close these connections (log out of Minfos on these computers) to continue to apply the update. The update will not go ahead with connections.

Once the connections are closed the update can proceed by clicking on the **Apply Now** button on the first original prompt



Once the connections are closed the update can proceed by clicking on the **Apply Now** button on the **Software Update Available** prompt.

End of Day

24 Hour trading without logging out of Minfos for End of Day (EOD)

Stores that trade 24 hours a day can now continue to trade while the EOD process is being run. The EOD now runs in the background allowing stores to continue to trade without having to log out of Minfos.

Minfos is still usable while EOD is running, allowing Dispensing and Till Sales without interruption.

+ You will still need to log out of Minfos to perform a software update.

Resolved Issues

Dispense

- Script scanning no longer prompts an incorrect preferred Generic drug.
- Minfos now correctly calculates the price for a **Regulation 25 Gold Repatriation Entitlement** patient.
- The **Show Stocked Drugs Only** configuration is now retained correctly in the **Drug Recall** window.

Stock Manager

- The **Cost** in a **Transfer** can now be edited after saving.
- Products are no longer skipped when using **Product Quick Fix**.
- Print preview no longer cuts off at the bottom of page.
- It is now possible to use **Find** in **Club Product Maintenance**.
- **GST on Sales** and **GST on Purchases** will now default to **True** when adding a new product.

Reports

- The Pharmacy Business Name is now reinstated in the **Product List Report**.
- Minfos no longer sends multiples of the same product to the label queue.
- The **Business Name** will now appear on the **Bonus and Discount Report**.

Order Maintenance

- Minfos now correctly updates quantities on orders when collecting invoices.

Accounting

- **Automatic Transactions** now record correctly at the end of the month.
- Minfos now reports an invalid date in **General Ledger Enquiry**.
- It is now possible to pay a negative invoice in **Minfos Payables**.
- The **Account Number** is now listed in the **Audit List** and the **Trial Balance** in the **General Ledger** module.
- Minfos now separates Gift Voucher Redemption and Loyalty Sales in the MYOB extract. These will be labelled as GIFT VOUCHER and LOYALTY respectively in the MYOB Sales extract.

Reports

- The **Dispense Gross Profit** is now correctly calculated in the **Top Customer Report**.
- Exporting a report no longer adds an apostrophe to numeric values.

Till

- A balance error is no longer reported in the **Sales Journal** when redeeming Loyalty Cash that does not end in 0 or 5 cents.
- A hotkey is now saved even if you **Cancel** out of **Hotkey Maintenance** at the Till.
- **Link to Account** now works correctly even if **Show Account List Only** is set to **False** in **Till Preferences**.

Promotions

- Minfos no longer displays a different stockcard from the **Promotions Error List**.

Software Updates

- Successful **Software Update** downloads are no longer reported as failed.



Phone

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Customer Portal

symbion.service-now.com

Website

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Together we can