



Analyst Version 3.46

Database Management

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An extract from the full Analyst manual containing:

Product Editor
Product Groupings
Updates

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Database Management

Product Editor

The Analyst Product Editor is common to all modules of Analyst although which particular tabs are displayed depends on which modules are activated on your system.

The product editor can be launched in many different ways. Most commonly, the description of a product on the system is double clicked or expanded. Alternatively, it can be launched by searching from the **Product** buttons or scanning the item on the Previous Sales and Script Queue screens.

The tabs found in the product editor are:

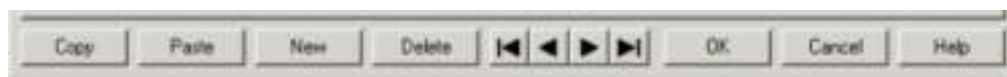
- Details
- Selling
- Buying
- Drug (PMR & IPS only)
- User (PMR & IPS only)
- Dispensed (PMR & IPS only)
- Promo
- Transactions (not Product Modeller)
- Purchases (not Product Modeller)
- Prices (not Product Modeller)
- Classes
- Model (Product Modeller only)
- Specifics (PoS only)
- Web (PoS only)
- Merge
- Paste



Common Elements

Common to all tabs except the Paste tab is the Full Description of the product. This should be unique and allow anyone to identify the product without confusion. No duplicates are allowed by default unless specified in the system configuration. Allowing duplicate product descriptions is not recommended.

The navigation buttons across the bottom of the product editor also appear throughout.



The **Copy**, **Paste** and **New** buttons are explained on the Paste tab topic. The **Delete** button will delete or set inactive the product record; the option is presented when pressed. The navigation buttons move through the database or if appropriate through the list or order the item was expanded from. Working from the left, the four buttons navigate to the first, previous, next and last product record.

The **OK** button saves any changes and closes the Product Editor. The **Cancel** button dismisses any changes and closes the Product Editor whilst the **Help** button launches this help package.

If the Full Description of the product has been changed in the editor a warning will appear so confirm that the change was intended. This warning can be turned off in the

Details Tab

The details tab is the default tab that is displayed when the product editor is opened. Contained on here are the main structural aspects of the product record, prices and uniquely, graphs.



Under the Full Description, an abbreviated version of the description can be found. The Till Description can be less specific than the full description as it is used on the customer receipt, drug label, and in the sale detail window.

Product groupings are selected from the [Department](#), [Product Group](#) and [Manufacturer](#) combo boxes. If the grouping you require is not in the list an **<edit list>** is at the bottom which will take you directly into the appropriate editor to add or amend the grouping. When that editor is closed the edited grouping will be selected in the grouping field. The PSL pharmacy secondary can maintain the Department and Manufacturer fields if selected in the Updates tab of the system configuration.

The **Stock Units** field indicates what sort of item this is. This will almost always be "items" indicating that the product is sold in distinct and consistent amounts i.e. boxes and bottles. Items can be sold in lengths, weights and volumes however and this field allows both metric and imperial measurements.

For items that do not have a pack size of '1' the drug pack size field, which is contained on the Drug Tab, is displayed in red here. The stock level of these items is usually kept in terms of the number of tablets, capsules or ml of the item. Rather than laboriously working out what 7 packs of 32 is the stock level can be entered as '7p' and Analyst will multiply that up to 224. If there is a remainder in the pack it can be entered after the 'p' so 7 packs with a remainder of 12 tablets can be entered as '7p12'.

The **VAT** field displays the VAT payable when an item is sold at the [Rate](#) selected.

The **Cost** fields indicates the cost price of each unit excluding VAT and can be maintained in the following ways from the **Source** combo box:

User Maintained	Analyst will make no changes to this price whatsoever. The user must maintain this field.
Last Purchase	The last price paid for this item will be displayed. The correct prices must be entered when receiving goods in.
Purchase Aggregate	The mean average purchase price for this item will be displayed. The correct prices must be entered when receiving goods in.
Head Office	This field is being maintained by a head office system.
Reimbursement	This is the Drug Tariff Price of the item.
(Supplier X)	This field is being maintained by an update supplied by the named supplier.

The **Retail** price indicates the price the item will be sold at including VAT. This can be maintained in the following ways from the **Source** combo box.

User Maintained	Analyst will make no changes to this price whatsoever. The user must maintain this field.
Selling Code	The code entered or scanned will determine the price charged. This is entered on the Selling tab.
User Margin	This field is calculated from the cost price displayed plus the User Margin plus VAT.
Department Margin	This field is calculated from the cost price displayed plus the margin for the associated department plus VAT.
Group Margin	This field is calculated from the cost price displayed plus the margin for the associated product group plus VAT.
Head Office	This field is being maintained by a head office system.
Point of Sale (last)	The user will be prompted for the price at the time and point of sale. The displayed price will appear, but can be changed.
Point of Sale (zero)	The user will be prompted for the price at the time and point of sale. The price will default to zero and will need to be changed each time.
Allow Zero	This item can be sold for free. Any other retail source with a zero price item will trigger the automatic PriceOver.
Reimbursement	This is the Drug Tariff Price of the item.
(Supplier X)	This field is being maintained by an update supplied by the named supplier an import specified in the PSL Source of that supplier.

Margin and **Markup** are calculated from the cost and retail fields accounting for VAT if applicable. These are only editable if the retail price source is set to User Margin.

The **Stock** field indicated the amount of the product that is held in stock in total (if the Display field is 1). The **Display** and **Decimal** fields allows large volumes of small items easier to cope with and work well with items sold in quantities of weight, length and volume. The Display field acts a divisor for the stock field whilst a number of decimal places can be added. For example, if you sell electric cable, you probably want to track sales in metres. However, if cable is supplied to you on 100m reels, you can have Analyst display stock and sales figures in terms of reels by setting Display to 100m. If you would like to see figures in terms of reels, but with an accuracy of 10m, set Decimals to 1.

The **On Order** field is updated by the system and indicates how many items are contained on inbound orders.

The **Product Information** panel shows many useful statistics about the product. The maximum daily sales and demand figures relate to the last 90 days. Beneath the panel lie 10 buttons which display graphs in the place of the information panel. Each of the graphs display monthly figures covering the current month and the previous 12. Graphs of the same type can displayed simultaneously by selecting more than one button.

Selling Tab

The Selling tab is where you define and maintain the codes used to sell the product. Each product code can optionally have an associated retail price and pack size, allowing you to define check-weight codes for pre-packed items such as cheeses, if you need to.



The following icons are used to denote the type of each product code:

-  Product is pre-packaged
-  Loose weight product, weighed on scales

The codes can be maintained by using the **Add**, **Edit**, **Delete** and **Loose** buttons. The **Add** and **Loose** buttons are used for pre-packaged and loose weight codes respectively.



Enter the **Product code** or use the barcode button to create a 13 digit barcode or the PIP button to create a PIP code for the item. The item's **Location** can be add from the combo box if any locations have been added to the system. If this is an item which had been coded

from a weighing scale or has been supplied with a price or weight embedded barcode from the supplier place a tick in the **Weighing scales PLU** option (this code must be the PLU from the scale or manufacturer). A **Retail price** can also be added in this screen allowing different codes of the same item to charge different prices though the retail price source of 'Selling code' on the Details tab must be selected to use this.

The [Labels](#) button allows shelf edge labels to be printed for a particular code of this product. Codes can be alphanumeric (a mixture of numbers and letters) and there are no limits to the number of codes each product can have assigned to it, although each code must be unique. Each code can have a **Retail** price associated which is used when the Retail Source on the Details tab is set to Selling Code. A [Location](#) can be recorded which can help with analysis of which areas of your shop are selling the most items. The **Pack Size** by default is 1, although it appears blank. This can be set to however many units are sold when a particular code is entered which is useful for twin-packs and items sold in length, weight and volume.

The selling tab also contains the following fields and controls:

The **Maximum Discount** can be specified as a percentage in the field above the main pane. This determines the **Minimum Retail** price, and vice versa. If a line discount is performed in a sale that exceeds the maximum discount held here, a message will appear to warn the assistant. If a sale discount is performed that affects this item and is in excess of the level specified here, the discount for that line will be restricted to the maximum discount level.

By using the **Message** options in the top right, a [message](#) can be configured to pop-up to provide more information to the assistant when this item is scanned. These are commonly used to inform customers of special offers and to maximise selling-up opportunities.

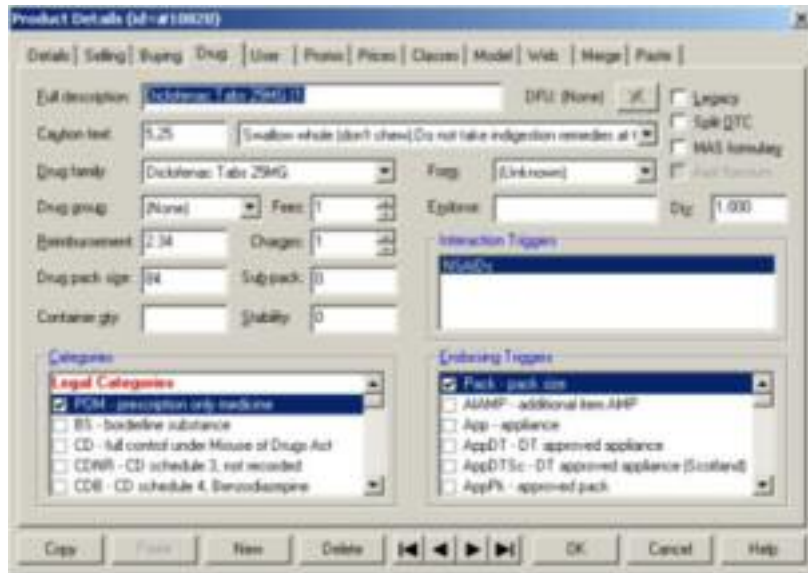
The **Restriction** option allows a number of restrictions to be placed on the sale of an item. Use the **<edit list>** option at the bottom of the list in the combo box to create new [sale restrictions](#). These can be suggested or enforced and can be based on time of day, for the sale of alcohol for example, suggested age limits or to have certain people present within the business, like a pharmacist for the sale of P items.

Facing is an analytical field for the number of facings of a product to be recorded. This can be used in the reports section for calculations and other sales analysis.

The **Exemptible** check box is used to indicate whether the item may be [exempt from VAT](#) if bought by a qualifying customer whilst the **Blank CDU** box provides an element of discretion when selling sensitive items as the Customer Display Unit displays only the price of the item scanned rather than the description and price.

Drug Tab

The drug tab is only available to users of Analyst PMR and IPS as this tab relates to the information contained in the Positive Solutions Drug File, released weekly and applied by users of our dispensary systems. All fields on this tab are maintained by the DFU and any queries should be directed to the CareDesk who will refer you to the Database Coordinator.



The screenshot shows a software window titled "Product Details (dfu #10020)". The window has a menu bar with options: Details, Selling, Buying, Drug, User, Price, Prices, Classes, Model, Web, Merge, Paste. The main area contains several fields and lists:

- Full description:** A text field containing "Acidone Tablets 100".
- DFU (None):** A checkbox that is checked.
- Legacy:** A checkbox that is unchecked.
- Caution text:** A text field containing "1,25 Swallow whole (don't chew) Do not take indigestion remedies at 1".
- Drug family:** A dropdown menu showing "Diclofenac Tabs 25MG".
- Form:** A dropdown menu showing "[Unknown]".
- Drug group:** A dropdown menu showing "None".
- Fees:** A numeric field with a value of "1".
- Endorsement:** A numeric field with a value of "2.34".
- Charges:** A numeric field with a value of "1".
- Epilene:** A text field.
- Qty:** A numeric field with a value of "1.000".
- Drug pack size:** A numeric field with a value of "24".
- Sub-pack:** A numeric field with a value of "0".
- Container qty:** A numeric field.
- Stability:** A numeric field with a value of "0".
- Categories:** A list box with "Legal Categories" selected. The list includes:
 - POM - prescription only medicine
 - BS - borderline substance
 - CD - full control under Misuse of Drugs Act
 - CDWR - CD schedule 2, not recorded
 - CDE - CD schedule 4, Benzodiazepine
- Interaction Triggers:** A list box containing "NSAIDs".
- Endorsing Triggers:** A list box with "Pack - pack size" selected. Other items include:
 - AGMP - additional item APP
 - App - appliance
 - AppDT - DT approved appliance
 - AppDTSc - DT approved appliance (Scotland)
 - AppPS - approved pack

At the bottom of the window are buttons for Copy, Paste, New, Delete, navigation arrows, OK, Cancel, and Help.

Working from the top right, the **DFU Hook** indicates a link to the drug file update. The button next to this deletes the link and should only be used at the request of the CareDesk. The **Legacy** box is checked if this drug was imported from an old PMR system and no match was found in the new drug database. The repeating, dispensing and ordering of this drug is restricted as insufficient information is held about it. This box can be manually checked to restrict the use of drug, but should never be removed unless you are completely confident that all the details are correct and it can be safely dispensed.

The **Caution Text** contains the label text indicated in the BNF. These can be combined by using the numbers of the cautions separated by a comma and no spaces. More complicated cautions can be specified by using the cautions editor found by selecting the **<edit list>** option at the bottom of the cautions combo box.

The **Drug Family** is the generic drug name, form and dose of which there can be many manufacturers, PIs and proprietary brands. The number of dispensing **Fees** paid to the pharmacist for dispensing this item is entered in the next field. The **Drug Group** is selected from the combo box. The number of NHS **Charges** paid by the patient is used on an IPS system to ensure the patient is charged the correct amount.

The **Drug Pack Size** and **Sub-pack** indicate the number of items in the drug pack or if appropriate the size in millilitres, grams etc. The number of labels printed determined by the number dispensed divided by the drug pack size. Un-splittable packs such as tubes, pumps and similar have their **Container Qty** entered here. The **Stability** field contains the number of days the item is reconstituted or opened and affects the expiry date on labels for these items.

The **Form** of the drug is indicated by the combo box to the right of Drug Family and underneath the **Endorse** field will contain any specific endorsing text. The **Interaction Triggers** pane lists any active ingredients in the drug which will be checked between others. The

Endorsing Triggers contains settings which maximise remuneration. These are arranged alphabetically although checked boxes float to the top of the list.

The **Categories** pane contains a number of settings. The **Legal Categories** section contains legal restrictions concerning the dispensing of this drug. The **Dispensing Control** allows other restrictions to be put in place such as the Dental and Nursing Formularies. The **Standard Warnings** section allows extra warnings on the labels with respect to storage and usage of the drug.

Buying Tab

On this tab, the supplier order codes are maintained, the main suppliers of the product are specified and other ordering information is stored.

Code	Supplier	Pack Size	Singles	Dates	Cases	SSP
PT07200	Unichem Ltd		0.25	T		0.09

The **Daily Supplier** and **Bulk Supplier** are specified in the top right of the screen. The Daily Supplier is used when generating Top-up orders, the Bulk Supplier on Bulk Orders. These are selected from the appropriate combo box. Additions and alterations to the list can be made with the **<edit list>** option at the bottom of the combo box list which opens the [supplier editor](#).

The **Minimum Stock** field influences the automatic re-ordering calculation in such a way that at least this many items will always be in stock. **Maximum Stock** similarly influences the re-ordering calculation, but limits the re-order quantity to a level which ensures the maximum stock level will not be exceeded when the order arrives. **Order anywhere** will place the item on any order which can accept one of the order codes in the list. The **Ignore max demand** can be ticked if the maximum demand keeps skewing the order calculation. **Exclude from aggregated ordering** can be used to remove this item from a PMR aggregated ordering scheme for this drug family.

The **Capped** field at the bottom right is a user definable field which introduces an artificial figure into the re-ordering calculation to replace any higher and often erroneous actual daily sales figure preventing the actual figure resulting in an overstocking of the item. **Hold-off** allows the re-order calculation to be delayed until the counted stock level falls to the figure entered here. The **Capped** and **Hold-off** fields have no affect on the reordering if left blank.

The **Add**, **Edit** and **Delete** buttons allow maintenance of the order codes displayed in the main pane. Each of the fields are:

Supplier: The supplier this code relates to.

Order Code: The supplier order code including any prefixes.

Availability: Whether the code is Available, Suspended or Discontinued.

Singles/Case code: Does the supplied interpret this code as a single unit or as a case of units?

Outer: The number of units in a case.

Pack Size: This is the amount by which the stock level of the product should be increased when one of this order code is received into stock. For most products, this will be 1 item.

Case Price: The price charged by the supplier for a case of this item.

Unit Price: The price for one unit based on the case price divided by the case size.

Single Price: The price charged by the supplier for one unit of this item.

SSP: The suggested selling price from the supplier.

Minimum Order: The minimum order quantity accepted by this supplier. If one or more items are required, the order quantity will be rounded up to this figure.

Order Multiple: The order quantity will be rounded up to the next order multiple to satisfy suppliers that only supply this item in certain multiples.

Supplier-Specific Order Code: Despite the code prefix which might suggest the code is common across several suppliers, this check box indicates that this code is unique to this supplier and should not be used for any other suppliers which might use the same code prefix.

The **Re-ordering** combo box allows selection of the re-ordering method to be used for this item. These are explained in the Purchases section of the Help.

The **Re-order anywhere** box indicates that this item has previously not been available from the Daily Supplier. It will therefore be appended to any other supplier order using the same code type as the Daily Supplier. This is as a result of the "Auto re-order elsewhere if zero stock received" option in the purchases section of the system configuration.

Selecting the **Ignore Max Demand** option will modify the re-ordering calculation to ignore the maximum daily sales figure which can occasionally upset order figures.

User Tab

The User tab of the product editor is also only available to users of Analyst PMR or IPS as more configuration relating to ethical drug are contained here. All of the settings on this tab will not be interfered with by any updates.



There are six sections to this tab. In the dispensing section, a **Hit Code** can be defined to speed up the dispensing of this item. Type in your preferred code here to directly identify this product whilst dispensing. You can save even more time when dispensing by entering a default dose in the **Dose** field. When using dose codes, a 'tool tip' appears to help you as pictured above. Use this for medication that has one main dose which can just be confirmed when dispensing rather than having to enter it each time.

The Physical Attributes section allows you to fill in the **Colour**, **Shape** and **Form** of the medication which is printed on Nomad cassette inlays.

The **Substitutions** section allows the stock of a different item to be affected when this item is dispensed. Ideal for any brand equalisation deals you may have. Apart from simply dispensing the substituted product when this item is selected the drug search can be modified to hide the drug(s) which will should not be dispensed. To do this the "Limit to restricted products initially when dispensing" option in the Options Tab of the PMR system configuration should be selected.

The **Robot Dispensing** section covers options which relate to the dispense of this item by a robot. If there is a tick in the **Robot line** field then this item is stored in the dispensing robot. The Product ID in the robot is displayed in square brackets after this option. The product can be excluded from the robot. If this option is selected a request from the robot to stock it will be rejected. Alternative brand selection can be forced and can be opted out from robot labelling (Consis only).

A system can be set to maintain the stock based on robot reports but certain lines can be excluded using the **Shelf Stock** option.

The **Always dispense alternate brands** allows this item to be a 'place holder' for many brands and forces the dispensing procedure to launch the Brand Dispensing dialogue. From the

combo box select the appropriate option for inclusion/exclusion from the Brand Dispensing dialogue:

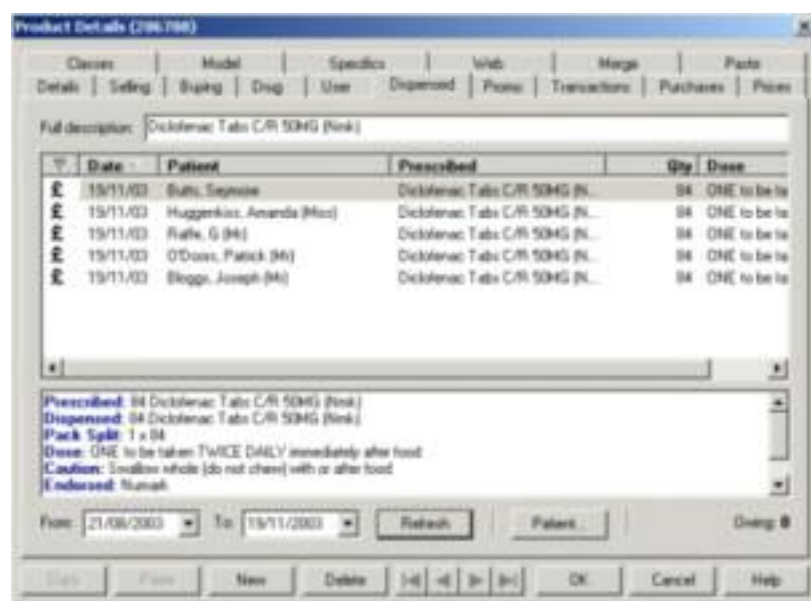
Never exclude from alternative brands	This drug will always be displayed in the brands selection dialogue. (default option)
Always exclude from alternative brands	This drug will never be displayed in the brands selection dialogue.
Exclude unless drug is directly dispensed	This drug will not appear in the drug selection dialogue unless it was specifically selected during the drug search and the family to which the drug belong is set to 'always dispense alternative brands', which will force the brand selection dialogue to display.

If you would rather use your own **Custom Endorsement** rather than the system endorsement, this can be configured here. Free type in the field and use the 'Replacement parameters' to print variable fields. If you want the amount dispensed in the endorsement of the drug use '\$D' in the text of the field, and so on. An asterisk can be entered to omit all endorsing text. These settings override any system endorsements.

The Miscellaneous section allows you to specify some final settings for this drug. The drug name will be replaced with whatever is typed in the **Label Text** field, which allows a specific and distinct description to be maintained on the system but have a separate, simplified name on the drug label. By placing a tick in the **OTC line** and/or **Dispensary line** box, the drug can be forced to appear in either or both of the search sections. By placing a tick in the **Do not allow direct Repeating** box, the users of the system will be prevented from using the repeat facility when dispensing. This is used mainly to force the used to discontinue items and force the user to search for a replacement. The item can also be set to perpetually print on MDS by selecting the final option **Do not remove from MDS after printing paperwork**. This is especially useful if the item is used regularly by the patient but is not dispensed every time. Checking this option will override the option to clear the MDS boxes in the Homes Setup.

Dispensed Tab

The third tab available only to Analyst PMR and IPS users and details the dispensing history of this item.



The main pane of this tab displays the dispensing history of this item for the period specified by the dates in the bottom left of the dialogue, which is set to the last 3 months by default. The bottom pane displays the details of the line highlighted in the top pane. These details reflect what was dispensed at the time of the dispense and cannot be altered at a later date.

To view a different date range, change the **From** and **To** dates and press the **Refresh** button. The **Patient** button displays the patient details which relates to the highlighted line in the top pane.

The number of items currently held on **Owings** are displayed on the bottom right of the dialogue.

Promo Tab

The Promo tab contains the details of any product level promotions that are triggered by this item. The topic on promotions discussed the setting up and maintenance of promotions.



The main pane of the tab displays any promotions that are currently active or setup in advance. New product specific promotions can be setup and maintained from here by pressing the **Add** and **Edit** buttons. Promotions that have expired are automatically deleted, but the **Delete** button can be used to remove current or impending promotions. The **Promo Stock**, if applicable is entered in the field below the main pane. This is the number of items that can be sold whilst on promotion. This can never exceed the total stock on the details tab as they decrement together. When the promotional stock is reduced to zero, any 'while stocks last' promotions will expire at the end of the sale that reduced it to zero.

Any **Time Zone Pricing** can be entered in the field below. This is the price to be charged for this item during the time zones configured from the Setup menu. If any electronic shelf edge labels are installed the corresponding **ESEL** number should be entered here so the label can change at the specified times.

The **Location** of this item can be tracked by selecting the location from the combo box. These can be edited by selecting the **<edit list>** option from the list.

Transactions Tab

This tab details each day's activity for this item with a coloured summary line for each week and month if the buttons are selected below the main pane. The main pane shows the last three month's data, but the **Starting Date** can be changed at the bottom right to change the amount of history viewed.

Period	Sales	Lost	Purch	Waste	Shrink	Grow	Xfers
Sat 13/08/03	1	0	0	0	0	0	0
07/09 - 13/09	2	0	0	0	0	0	0
Tue 16/09/03	1	0	0	0	0	0	0
14/09 - 20/09	1	0	0	0	0	0	0
01/09 - 06/09	5	0	0	0	0	0	0
Fri 03/10/03	1	0	0	0	0	0	0
Sat 04/10/03	1	0	0	0	0	0	0
28/09 - 04/10	2	0	0	0	0	0	0
Sun 26/10/03	1	0	0	0	0	0	0
Wed 29/10/03	2	0	0	0	0	0	0
01/10 - 31/10	5	0	0	0	0	0	0
26/10 - 01/11	3	0	0	0	0	0	0
Thu 19/03/04	0	0	0	0	0	0	0
14/03 - 20/03	0	0	0	0	0	0	0
01/03 - 31/03	0	0	0	0	0	0	0
TOTAL	17	0	0	0	0	0	0

The columns are:

- Sales
- Lost sales
- Purchases
- Waste
- Shrinkage
- Growage
- Transfers
- Cost Value
- Retail Value
- Profit Value

Purchases Tab

This tab records every purchase of the product.

✓	Date	Order	Supplier	Code	Ordered	Received	Price	Lead
✓	27/09/03	04902	Enterprise	E4355	36	36	0.69	5
✓	14/12/02	03873	Enterprise	E4355	36	36	0.69	5
✓	13/10/01	02405	Enterprise	E4355	36	36	0.73	5
✓	09/06/01	02003	Enterprise	E4355	36	36	0.73	5
✓	26/02/01	01657	Enterprise	E4355	36	1	0.73	3
✓	15/12/00	01394	Enterprise	E4355	36	36	0.73	1
✓	13/07/00	00950	Enterprise	E4355	36	36	0.59	1
✓	06/07/00	00824	Enterprise	E4355	36	0	0.59	
✓	23/03/00	00486	Enterprise	E4355	36	36	0.62	1
✓	05/01/00	00185	Enterprise	E4355	36	36	0.62	1

The columns are:

- Date ordered
- Order number
- Supplier used
- Order code used
- Quantity ordered
- Quantity received
- Unit price paid
- Lead time

Prices Tab

This tab records the historical prices of the product, who changed it and when. Each line displays the details of each price change with old and new cost and retail prices for every entry with, by default, the oldest price at the bottom and the current prices at the top. The icons in the left columns indicate at a glance whether the cost and/or retail price has increased, decreased or remain unchanged on that line.

C	R	Date	Old Cost	New Cost	Old Retail	New Retail	Margin
▲	▲	28/11/00 10:34	0.17	0.25	0.59	0.65	54.50%
○	▲	02/04/01 11:46	0.17	0.17	0.49	0.59	66.00%
○	▼	30/03/01 10:26	0.17	0.17	0.59	0.49	59.52%
○	▼	30/03/01 10:25	0.17	0.17	0.65	0.59	66.00%
○	▲	30/03/01 10:26	0.17	0.17	0.59	0.65	69.09%
○	▲	05/06/00 17:46	0.17	0.17	0.29	0.59	66.00%
○	▼	06/06/00 09:29	0.17	0.17	0.59	0.29	32.00%
▲	▲	11/11/99 00:00	0.00	0.17	0.00	0.59	66.00%

The columns in the window are:

- Icons. At a glance was the price increased, decreased or was it unchanged.
- The date and time the change was made.
- Old and new cost prices
- Old and new retail prices
- Margin and markup based on the new cost and retail prices.
- Source: how the price was changed. Usually either User Edit, Price Over or Database Update (PSL)
- Which assistant was logged on when the change was made if appropriate.

Classes Tab

This tab allows the product to be placed in any of the eight user classes. These are defined from the Setup and Product Groupings section of the system, although each of the classes can have entries added or modified, by selecting the **<edit list>** option at the bottom of the appropriate combo box.

Product Details (82463)

Details | Selling | Buying | Disp | User | Dispensed | Points | Transactions | Purchases | Prices
Classes | Model | Specifics | Web | Merge | Paste

Full description: Unichem Paracetamol Capsules 500MG 32

User Classes

User Class 1: [None] User Class 5: [None]
User Class 2: [None] User Class 6: [None]
User Class 3: [None] User Class 7: [None]
User Class 4: [None] User Class 8: [None]

Loyalty Scheme Exceptions

Scheme	Points	Start	End
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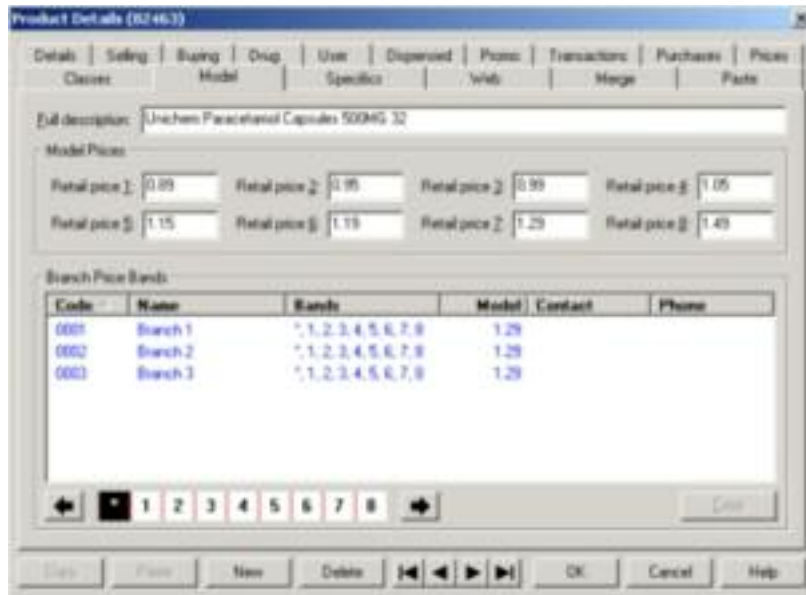
Add Edit Delete

Close Print New Delete < > OK Cancel Help

The bottom pane allows this product to be exempt from the normal conditions of loyalty schemes. This can either be to prevent points being earned by the sale of this product or allow more points to be earned as part of a promotion. These exemptions can be set to apply for a set date period only if required. See the [loyalty scheme](#) section for more detail.

Model Tab

The model tab is only available to users of the Product Modeller and allows configuration of up to eight price bands. The price band sequence for each branch can also be modified on this tab.



The [Product Modeller](#) section of the help provides a complete guide to this setup.

Specifics Tab

This tab which is only available to PoS or IPS users allows a combination of the **Batch Number**, **Serial Number** and **Expiry Date** of the product to be tracked.



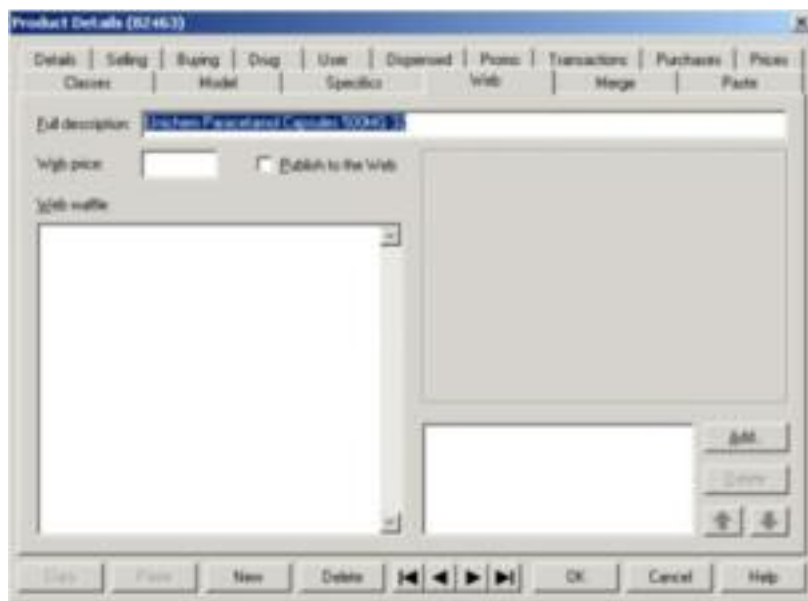
By clicking in the appropriate check box above the main pane, a new column for each option is added. When adding stock to this product the specific information must be added.

For Batch and Expiry tracking the number of items that share the same specific must be entered, for Serial tracking the serial number for each item must be entered.

When selling the item the user will be required to enter which specific is being sold. This is printed on the receipt and if a **Warranty Slip** is selected in the combo box above the main pane, a separate receipt is printed outlining the terms of your warranty.

Web Tab

This tab is also only available to users of Analyst PoS or IPS and allows the maintenance of the product record for export and use by another application. One main use of this other application could be to maintain the database underpinning a web site.



A specific **Web Price** can be entered and the flag **Publish to the Web** allows a restriction to prevent your entire Analyst database being exported. A description of the product should be entered in the **Web Waffle** window to aid the remote browsing encountered on the web. In the bottom right a digital picture can be associated with this product by using the **Add** button. The preview of any GIFs are displayed in the window above.

Note: Positive Solutions Ltd., does not provide the facility to design, host or maintain any web sites. We will gladly assist the export of the data from Analyst into a usable format, but the construction and maintenance of any site must be undertaken by yourself.

Merge Tab & How to Use It

Using this tab, product records can be merged together. This should only ever be performed on items which have become duplicated by accident.

To make this task easier, search for the range or run a report that will include all items you wish to merge. When you have a list of your items, expand one of them into the Product Editor and select the **Merge** tab.

The main pane in the centre of the editor lists all items to be merged. To add this item to the merge, press the **Add** button. The description of the item will now appear in the list. Use the browse buttons to move through your previous list and add the items to be merged. One of the products listed must be designated as the 'parent' product and will receive the information from the rest (the 'children') of the products listed.

Analyst remembers the products that have been selected for merging, even after the product editor has been closed. This feature allows you to select multiple products individually by using the description search facility, or even to select some products in the EPOS program and the remaining products in the PMR software.



The icons represent the following:



This product is designated as the recipient of the merged information, or the 'Parent' product.



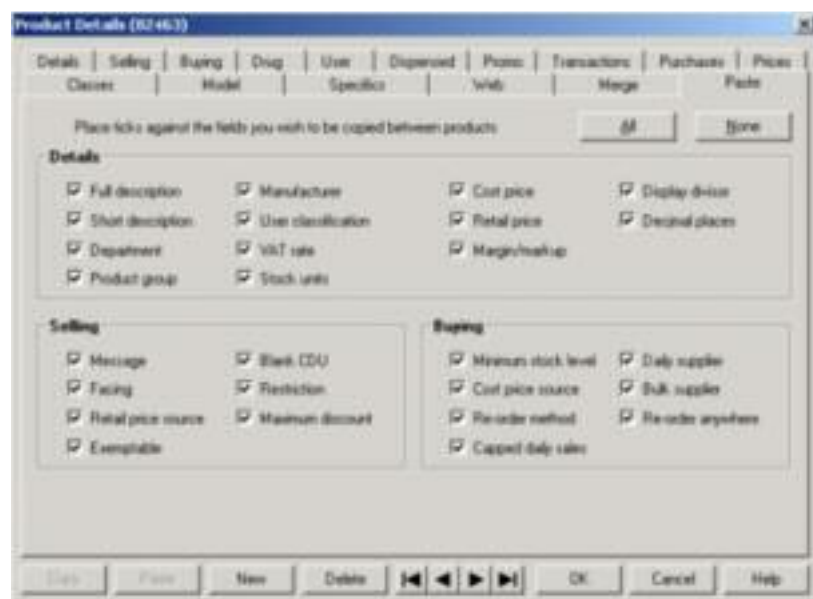
This is the current product being viewed in the Product Editor.

The fields selected from the list on the bottom right of the window for the highlighted product will be merged. These can be different for each of the products selected. For example, you may wish to merge the sales and stock information of one product with the purchasing and buying codes of another.

When you are satisfied that you have set-up the merge as you require, press the **Merge** button. This happens with immediate effect and when complete, the Product Editor displays the 'parent' product with merged details.

Paste Tab

This tab is used in conjunction with the **Copy**, **New** and **Paste** buttons of the Product Editor.



The options on this tab dictate which of these fields are pasted into a new record when using the copy and paste facility. This is primarily useful when adding a range of new products which share many of the entries on the Detail, Selling and Buying tabs.

Creating New Product Records Using the Copy and Paste Facility

Create or identify the source record, and ensure all the details are correct. Click onto the Paste tab and un-check any of the field you do not wish to be pasted into a new record. When complete, click back onto the Details tab and click **Copy**. Now click **New** to create a new blank product record and click **Paste** to paste the source record's details into. Be sure to amend any of the fields that are incorrect for this new product, especially the descriptions.

The procedure can be repeated as many times as is necessary or until the Product Editor is dismissed with the **OK** or **Cancel** buttons. A new source record will need to be found and copied each time the Product Editor is opened.

Product Groupings

Why Group Products?

Product groupings provide a good structure for your database and allow like products or products from the same supplier or manufacturer to be grouped together. Reporting is also made a lot easier and informative if products are correctly sorted into their respective groups.

There are a number of different groupings in Analyst which are included in this section. All of them work in very similar ways, so once you understand how to setup and assign one type of product group, you will be able to do most others.

The Analyst Product Groupings are:

- Departments
- Product Groups
- Manufacturers
- Suppliers
- User Classes
- Drug Families (PMR Only)
- Locations
- Messages
- Sale Restrictions (PoS only)
- Stock Dumps (PoS Only)

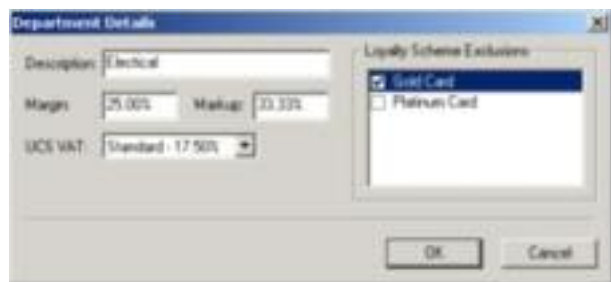
Department Setup

Departments are one of the main product groups and are maintained by the weekly OTC database update by default.

To setup departments select **Setup** from the menu bar, then **Product Groupings** and **Departments**.



Departments can be added, edited or deleted from here by using the buttons at the bottom of the window. In each department is the option to assign a **Margin** or **Markup** and the **UCS VAT** (Uncoded Sale VAT Rate) to be applied by default. If any of these fields are changed, any products whose retail price source is set to 'department margin' will be re-calculated.



The margin/markup fields are used if a product is set to the retail price source of "Dept Margin". The VAT rate is used to calculate the VAT payable for uncoded sales made to that department. If no VAT rate is specified, the user will be prompted during each uncoded sale to that department. This is time consuming and can result in errors in VAT calculation.

On the right side of this window is the option to exclude the entire department and all items assigned to it from whichever loyalty schemes are displayed and checked in the list.

Product Group Setup

Product groups are similar to departments with the exceptions that they are not setup or maintained by PSL and they cannot be excluded from loyalty schemes.

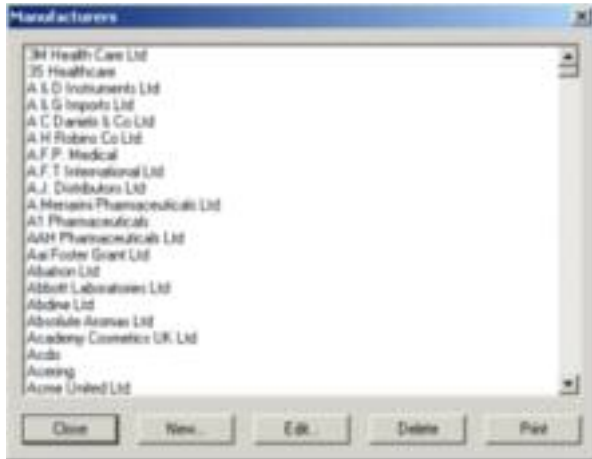
To setup product groups select **Setup** from the menu bar, then **Product Groupings** and **Product Groups**. Groups can be added, edited or deleted from here by using the buttons at the bottom of the window. In each group is the option to assign a **Margin** or **Markup**.



The margin/markup fields are used if a product is set to the retail price source of "group margin". If they are changed, any products whose retail price source is set to 'group margin' will be re-calculated.

Manufacturer Setup

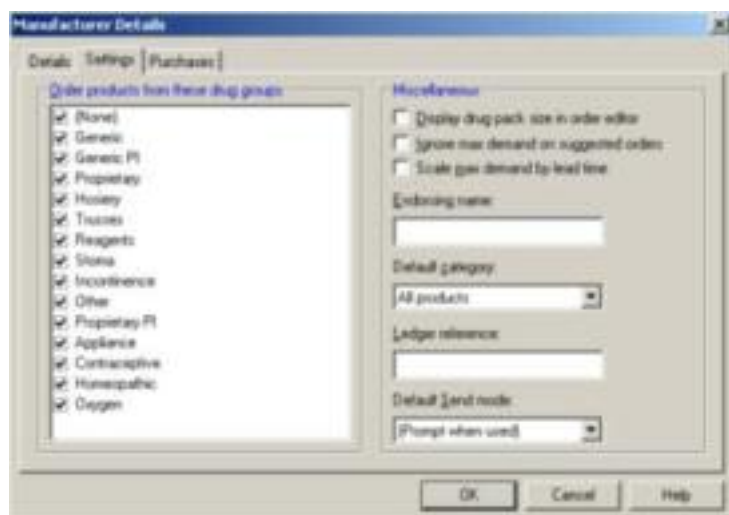
The manufacturers are added and maintained by the weekly OTC database update. Additional manufacturers can be added by selecting **Setup** from the menu bar, then **Product Groupings** and **Manufacturers**.



Manufacturers can be added, edited or deleted from here by using the buttons at the bottom of the window. The address and other contact details should be completed as orders can be built for manufacturers and incomplete or incorrect details could prevent the order from being transmitted properly. The map and directions buttons show their location and directions to find them thanks to Google Maps. The order codes and prices used in the order builder can be omitted from faxed orders by selecting the check boxes at the bottom right of the window.



The Settings are used to restrict the types of items that this manufacturer will be requested to supply. By default these are all checked, but if you do not wish this manufacturer to supply any of a particular category of products remove the tick.



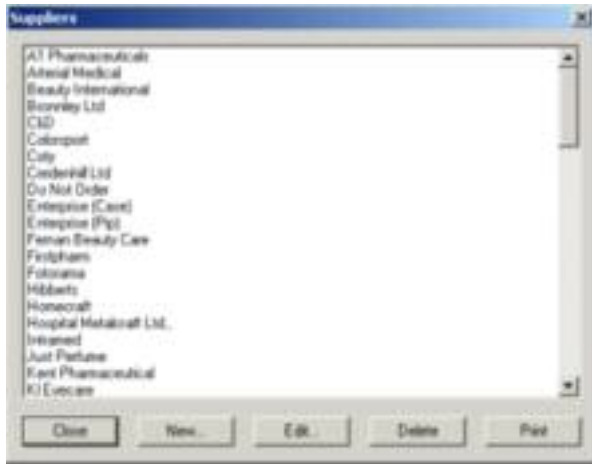
The miscellaneous check boxes are whether to display the drug pack size column when building or accepting orders, whether or not to ignore the max demand when ordering (to reduce re-order quantities) or to scale the max demand by the lead time (to increase order quantities).

The rest of the options are the short endorsing name to printed on prescriptions when endorsing and whether to restrict the ordering to OTC or dispensary lines only, or not. The Ledger reference will provide a supplier ID when exporting to an accounts package and the Default Send mode allows a step to be skipped when sending orders. If you wish to send an order by another method to this default, press and hold the **SHIFT** button when clicking **Send** to display all the send options.

The Purchases tab stores a record of all orders received from this manufacturer.

Supplier Setup

Suppliers are, as expected, those companies you will be ordering from. These are added by selecting **Setup** from the menu bar, then **Product Groupings** and **Suppliers**.



Suppliers can be added, edited or deleted from here by using the buttons at the bottom of the window. The address and other contact details should be completed as orders can be built for manufacturers and incomplete or incorrect details could prevent the order from being transmitted properly. The CareDesk can help you complete the details if you call them.



The map and directions buttons show their location and directions to find them thanks to Google Maps. The order codes and prices used in the order builder can be omitted from faxed orders by selecting the check boxes at the bottom right of the window.

The options in the list are explained here:

Infer order codes from other suppliers	If no order code of the correct code type is found for this supplier, but another supplier has a code of the correct order type, this code will be used for this supplier.
Out of stock lines will not follow later	Selecting this option prevents the generation of part-2 and subsequent orders if an order is not received in full from this supplier.
Include prices on printed and faxed orders	The current cost price will be included on printed and faxed orders to this supplier.
Include codes on printed and faxed orders	Order codes will be included on printed and faxed orders to this supplier.
Infer code type when scanning barcodes	The code type will be positioned before any scanned information when building an order. This is mainly for when ordering from a PLOF where the code type prefix is not included.
Show current retail price rather than SSP	Displays the current retail price rather than the SSP in the order builder.
Apply case rounding rules to case codes	Read about case order rounding in the Purchases section .
Discontinue order codes not in full DFU	If an order code is not included in a full DFU it will be inferred that it has been discontinued and marked as such.
Ignore max demand on suggested orders	The maximum daily sales figure for each item will be disregarded when suggesting order quantities for this supplier.
Scale max demand by supplier's lead time	Uses max demand x lead time as the expected sales quantity in the re-order algorithm. If off only one day's max demand is considered.
Exclude from supplier pick list choices	This option will hide the supplier from the list of suppliers when creating an ad-hoc order.

If you are the recipient of a database update from Numark and this is the one of the suppliers you order their products from, select the PSL Source for this item to Numark. This supplier can be set as default for Numark updated products in the [System Configuration](#) and the prices of those products can be more easily maintained in the [Product Editor](#).

The settings tab used to restrict the types of items that this supplier will be requested to supply. By default these are all checked, but if you do not wish this supplier to supply any of a particular category of products remove the tick.



The miscellaneous options are whether to display the drug pack size column when building or accepting orders and whether to restrict the ordering to OTC or dispensary lines only, or not. The Ledger reference will provide a supplier ID when exporting to an accounts package and the Default Send mode allows a step to be skipped when sending orders. If you wish to send an order by another method to this default, press and hold the **SHIFT** button when clicking **Send** to display all the send options.

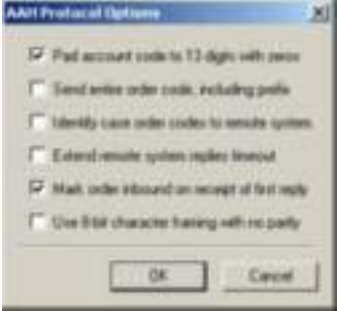
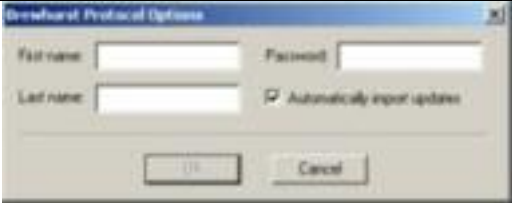
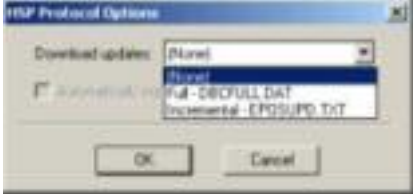
The EDI Data Exchange section allows you to setup how to receive your EDI delivery notes for this supplier if you are able to. Currently Mawdsleys, Phoenix, and groups running either Head Office or Main Office can make use of this feature. Select the protocol and the phone number or IP address of the supplier, depending on how you contact them.


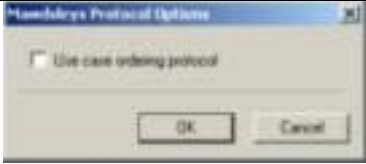

The Purchases tab stores a record of all orders received from this supplier.

Supplier Protocol Options

When setting up the supplier details there may be a number of options to configure for them. By default they are setup to behave in a way you would expect from any ordering system but you may need to add or change information in the options to modify the system to your usage.

If you are in any doubt about what you are changing call the CareDesk. These options may prevent Analyst placing the order in a way that you would expect.

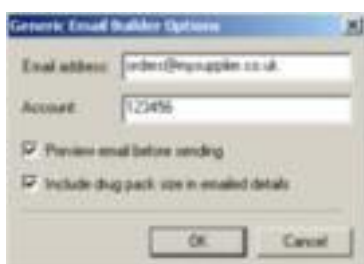
AAH		<p>These are all technical options as many systems use the AAH protocol in slightly different ways. Do not change these options for an existing working supplier. To setup a new supplier call the CareDesk.</p>
Brewhurst		<p>Brewhurst requires your system to login. Enter the details given to you from Brewhurst in these fields. They will also send updates to your system. Select whether you want them imported automatically or not.</p>
HSP		<p>HSP sends updates to your system. Select whether you prefer the full update which will be thorough but will take longer or the incremental which will be quicker to download but will only include the current changes.</p>

IP Ordering		<p>For all suppliers using IP ordering though mainly for groups using the Positive Solutions Head Office and Main Office systems. Enter the IP address of the host system in this field. The port number should not be changed unless advised by the CareDesk or your head office.</p>
Mawdsleys		<p>If you have a separate supplier setup for ordering cases from Mawdsleys this option is checked for the case supplier. Do not select this option on your regular singles account.</p>
Unichem		<p>Unichem can send updates to your system if you opt to here. They can also be automatically imported by selecting the next option. The price can be included on the labels. And the Analyst order number can be included in the Unichem order number to prevent them merging orders which have been sent in a short period of time.</p>

Email Ordering

Orders can be sent by email to any supplier by using the 'Generic' email order builder as specified on the supplier setup screen. This will copy the description, code and quantity of the order into a plain text email and pass the email to the email client (Outlook, Outlook express etc.) on the terminal the order built on.

Enter the email address of the recipient and your account number with them by pressing the **Options** button next to the email builder option.



Enter their email address and your account number. Select also whether a preview of the email should be displayed before sending and whether the pack size of the items should be included in the order.

If the Suma email builder is selected, Analyst will also attach a CSV file containing the same information which is to Suma's specifications. The plain text details in the email will still display the order for your own information. Suma's email address for orders is: ps.orders@suma.co.uk

Note: Don't forget to launch your email client once the order is built and 'sent' by Analyst. It is this client which will actually despatch the order to the supplier.

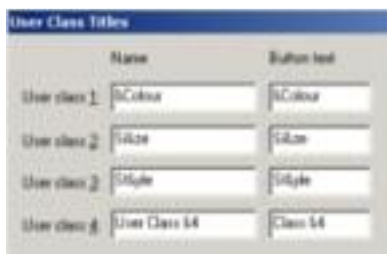
User Class Setup

User classes are a definable grouping mechanism for products. There are eight user classes which can be configured to however you wish. As an example three of the classes will be configured to track colour, size and style of small range of products.

These are accessible from **Setup, Product Groupings, User Classes**.

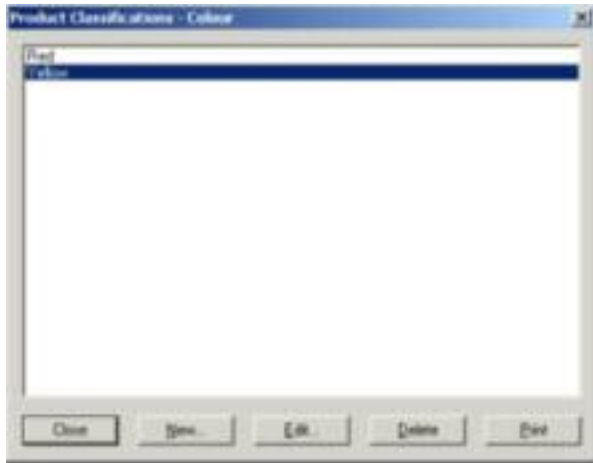


By default the classes are named "User Class 1" to "User Class 8", these can be changed in the **Class Titles** option.



Give the class a full title and a shortened title. If you require any keyboard shortcuts, prefix the character you wish to be the **ALT+** shortcut with an **&** (ampersand). **&Colour** will have the shortcut **ALT+C**, **Si&ze** will be **ALT+Z** and **St&yle**, **ALT+Y**.

Define the contents of the user classes by selecting them from the **Setup, Product Groupings, User Classes** menu, which will now bear the titles defined in the above section.



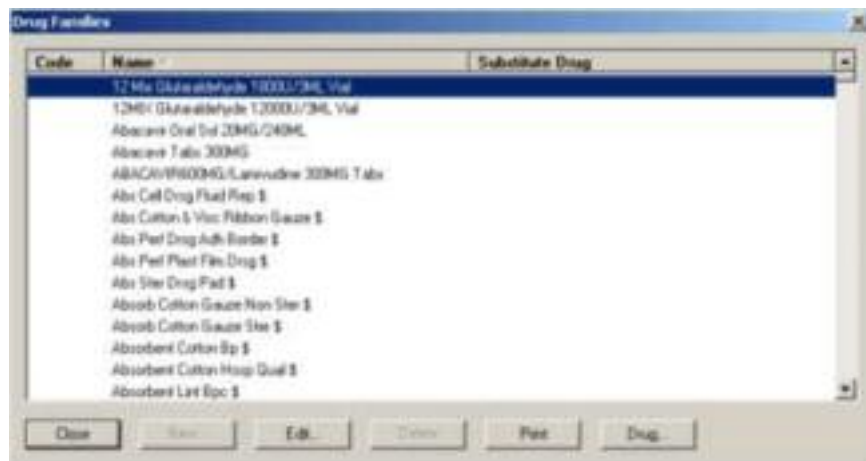
Use the buttons at the bottom of the window to build up and modify the contents of the user class. Each entry can have associated **Web Waffle** and an image for use with the [web tab](#) and its function.



Drug Family Setup

The drug families are maintained by the weekly Drug File Update and are linked to the dm+d (Dictionary of Medicines and Devices). These were once modifiable but since their link to the dm+d has been established this is no longer possible.

These are accessible for review from Analyst PMR, **Setup, Product Groupings and Drug Families**. The drug families are listed alphabetically with a Hit Code column on the left and a column on the right indicating which drug, if any, has been specified as a substitute if that family is selected during dispensing.



Some of the names contain a \$ (dollar) symbol. This is a place holder for the pack size of the drug dispensed.



The **Family code**, **Short name** and **Long name** are maintained by Positive Solutions and cannot be changed. If you prefer your own text on labels for this family type it in the **Label text** field. A family **Hit code** can also be assigned in the top right of the window.

The bottom option on the left relates to robot dispensing. With the **Always dispense alternative brands** option checked the brand selection window will appear for any item in this drug family which is dispensed.

Substitute Drugs

This family can be substituted for a product using the **Product Substitute** section. This is used to greatest effect for compliance so the same item within this family is dispensed every time the family is selected. Click the find button (the binoculars) to search for the specific product to dispense when this family is selected.

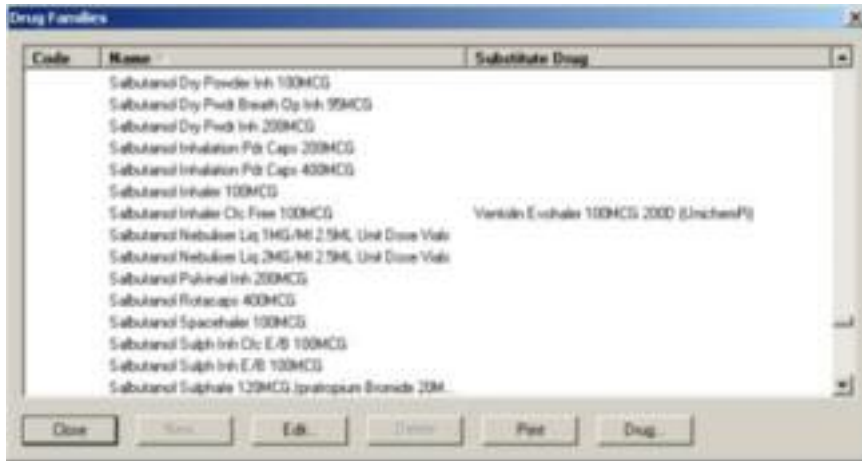


If the "Limit to restricted products initially when dispensing" option in the Options Tab of the PMR system configuration is selected then the contents of this drug family will not be displayed initially and upon the family's selection the substituted product will be dispensed.

Another way to select a substitute product is to highlight the family in the main list and click the **Drug** button. This will display all items associated with that family.



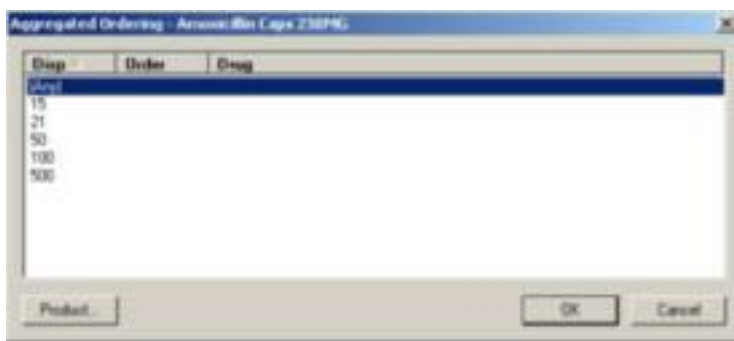
Select the item from the list and click **OK**. The main drug family window will now display with the selected items listed next to the family it is to substitute.



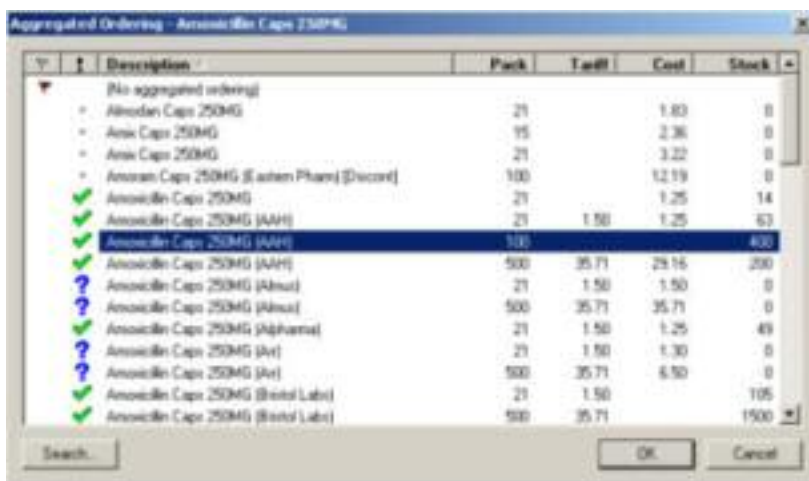
Aggregated Ordering

By using the **Ordering** button at the bottom left of the drug family screen the aggregated ordering feature can be configured for this family.

Click on the **Ordering** button to open the pack size dialogue.



Highlight the pack size and click the **Product** button to open the drug selection window.



Select the pack to be ordered to replace usage of that pack size of that drug and click **OK**. Repeat with as many pack sizes as required and/or set a reorder product against the '(Any)' pack size at the top of the list. Note that any other drug in the family regardless of pack size can be added to replace any pack size in the list. When this drug is dispensed the following will happen:

If a replacement product is chosen for the specific pack size of the drug used, that replacement will be ordered.

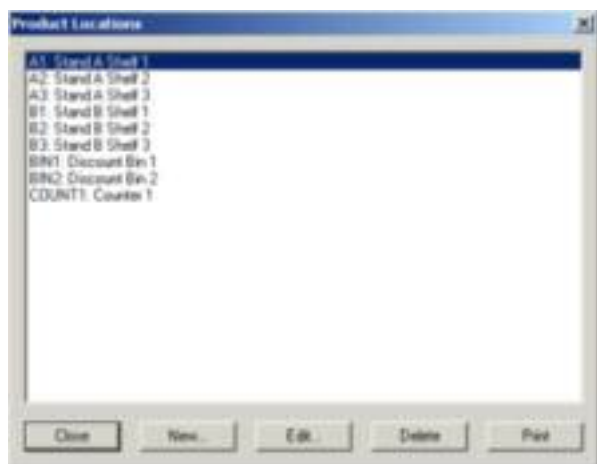
If no pack size specific replacement has been chosen, but there is an '(Any)' replacement defined, the '(Any)' replacement product will be ordered.

If no pack size specific replacement or '(Any)' replacement has been chosen then the exact product dispensed will be ordered.

Location Setup

The location of an item on the shop plan can be recorded and used to analyse how the layout of your shop is performing.

Initially you need to assign codes to the areas of you shop you wish to track. It is best to do this on paper before entering it into Analyst. When you are ready select **Setup** from the menu bar, then **Product Groupings** and **Locations**.



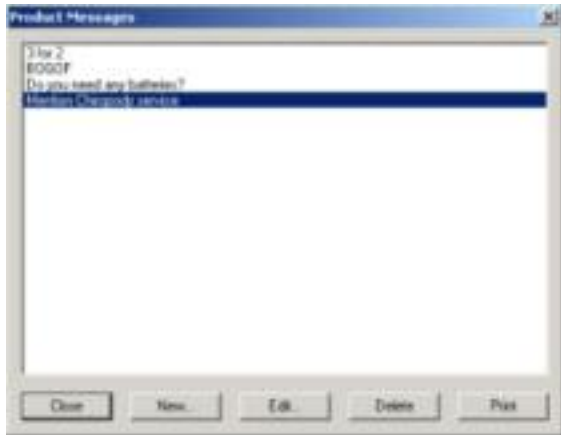
Locations can be added, edited or deleted from here by using the buttons at the bottom of the window. Each location is assigned a code in the **Location** field and optionally a **Description**.



Product Message Setup

Product messages can be used as a grouping as much as a source of information to staff and customers. Messages can either display on-screen to the staff when associated products are sold or dispensed or on be printed on the receipt for the customer to view, or both. In addition, different messages can be set to appear to the staff than are printed on the receipt.

To setup Product Messages select **Setup** from the menu bar, then **Product Groupings** and **Product Messages**.



Departments can be added, edited or deleted from here by using the buttons at the bottom of the window. Each message can provide a screen message and or a receipt message, the text for which can be typed in the appropriate pane. To save typing the same message twice, the Copy buttons can be used duplicate the text from one pane to the other.



An action can be associated with the message by selecting the Play Sound option and selecting a WAV file from your system, or the Speak Message option and type the message for the synthesised voice to speak.

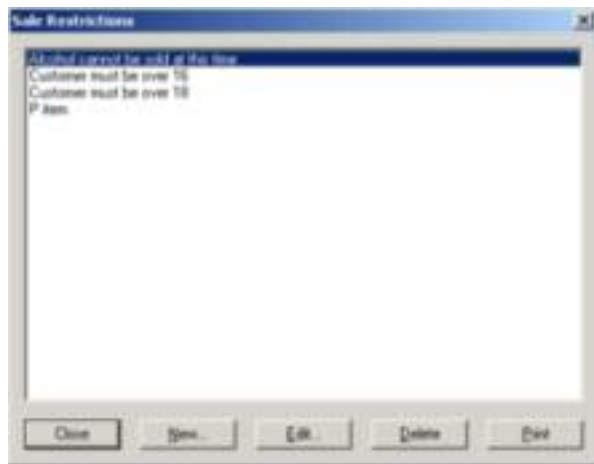
There are two checkboxes at the bottom right of the window to allow the message to be enabled/disabled when in the EPoS or PMR. If a PMR label template is used however, the label will always print on the PMR when this item is dispensed.

The Event Monitor section of the window is for use with the remote shop monitor package.

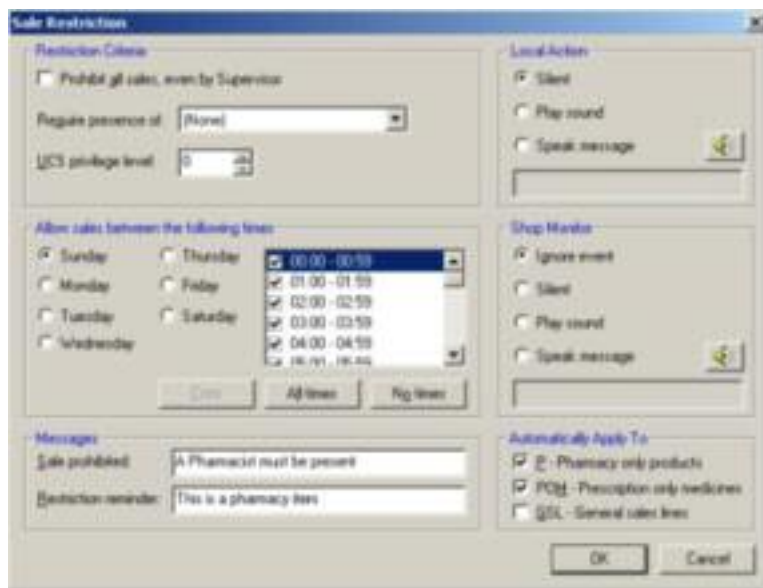
Sale Restriction Setup

This option is only available to Analyst PoS users. Warnings can be presented for associated products under certain conditions defined here.

To setup sale restrictions select **Setup** from the menu bar, then **Product Groupings** and **Sale Restrictions**.



Restrictions can be added, edited or deleted from here by using the buttons at the bottom of the window. Two types of restrictions can be setup. Time based or assistant based restrictions are setup in the top left and second left boxes respectively.



Creating GSL, P and/or POM Item Restrictions

The restriction can be setup to act directly on GSLs, P items, POMs items or all by selecting the 'Automatically Apply To' section so specify which.

A restriction will also need to be applied, so select the responsible pharmacist or supervisor in the 'Require presence of:' field or select a time slot which will not interfere with sales.

Under normal circumstances the restriction will merely provide a warning to the user which must be cleared before the sale progresses. To prohibit the sale completely change the **UCS**

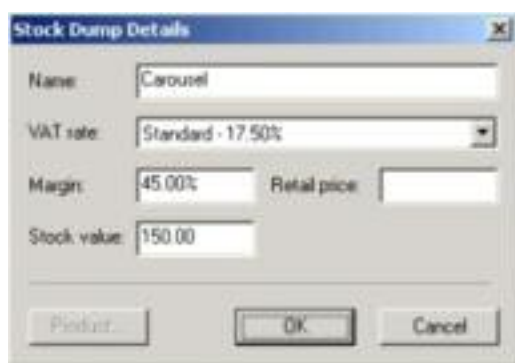
privilege level to 9. This will restrict all users with a privilege level of 8 or less to receive only the warning. To prohibit absolutely all sales under the restriction, click the top box **Prohibit all sales, even by Supervisor**.

Using Stock Dumps

The idea behind a 'Stock Dump' is for ranges of products that may not be of high value and are difficult to control the stock of because of the sheer number of codes involved, or when you are not interested in tracking specific lines within the range. An example use for this feature might be a carousel of hosiery or hair accessories that are filled by a rep every week or so.

Straightforward Uncoded buttons can be used for this purpose, but provide limited reporting and absolutely no stock control, whereas a Stock Dump provides an overview of sales and stock value.

To create a Stock Dump, in the PoS software, select Setup, Product Groupings, then Stock Dump. Click on the New button and give the Stock Dump a name, such as 'Carousel'. Select a VAT rate and enter the margin that you are making on the range. If the range is all one price, enter the Retail Price, otherwise leave the field blank so the system will prompt you each time you use the facility. Finally enter the stock value at cost of the items in the Stock Dump and press OK. *This stock level once entered cannot be changed in this screen - you must subsequently use the Stock Dump Topup facility.*



Close the setup screen and return to the main screen. Now setup an Uncoded button by selecting Setup, Uncoded Buttons and then New. Select the Sale Type of Stock Dump, enter the Text you would like on the button (such as Carousel) and select the Stock Dump in the bottom right of the screen. Alternatively, if you have defined a number of stock dumps, you may wish to leave the Stock Dump combo-box set to "(Prompt)". Analyst will then display a list of stock dumps for you to select from when you use the Uncoded button.

The button can then be assigned to a Speed Sales button if you wish, or is otherwise available under the Uncoded button when in a sale.

As you sell items in a Stock Dump the VAT and margin are deducted from the Retail price to infer the cost value of the item. This value is deducted from the overall value of the Stock Dump and is reflected in the sales reports.

To accept deliveries of items within your Stock Dumps, on the Purchases screen choose the Stock Dump Topup option to enter the cost value of stock delivered.

Updates

Database Updates

To eliminate the need for you to update all of your prices manually you will receive, as part of your SureCover agreement, regular Database updates. Which updates you receive will depend on your shop type and affiliations to other organisations such as Numark, Londis etc.

The main updates are described in the following pages but tend to be downloaded and applied automatically.

- OTC Database
- Drug File Update
- Numark Update
- Health Food Update

Each of the updates will change the prices of items as specified in your setup. To check which prices have changed run the Price Changes reports and in particular the [Batched Price Changes](#) report from which you can make changes and print [product labels](#).

PSL Data Exchange

A PSL Data Exchange is the method by which most Analyst users receive database updates and software updates. The updates can be invoked manually by selecting **Exchange** and **PSL Data Exchange** or more usually it is configured to initiate automatically in the [Exchange Tab](#) of the system configuration. This allows the system to update when your system and phone line/internet connection are at their quietest.

During the exchange your Analyst system identifies itself to our server and requests any outstanding updates. Our server will determine which databases updates you normally receive and will issue you with the appropriate incremental updates or full updates (whichever is smaller) to bring your system up-to-date. These are automatically applied to the system when the exchange has been completed.

If a new release of the software has been released you will be issued with the patch or patches to update the system. These will only be applied with your consent. See the section on Applying Software Patches.

Also during the exchange you will notice several files, especially if you are a data provider, being transmitted and received. These are requests from our server for data files from your system. All systems are required to send any error logs that may have been generated and system statistics which help us monitor the general health of your system. All statistics are combined to provide nationwide reports for support purposes and are used to monitor trends and avert problems before they become a problem. None of these files contain any sensitive or personal information. Nor is any information shared with any third party unless by your consent as part of a Data Collection Agreement.

Data providers supply their stock, sales and purchasing information as part of a data collection agreement and in return we refund a portion of the SureCover premium. The amount refunded depends on the number of terminals in your system and type of Analyst being used (PoS, PMR or IPS).

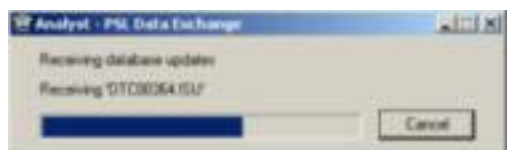
We cannot automatically guarantee a place in the data collection scheme due to the requirements of the marketing agencies we collect on behalf of, but if you would like to

register your interest to join a scheme should a vacancy in your area become available read the Data Collection Schemes topic and call the Sales department on 01257 275800.

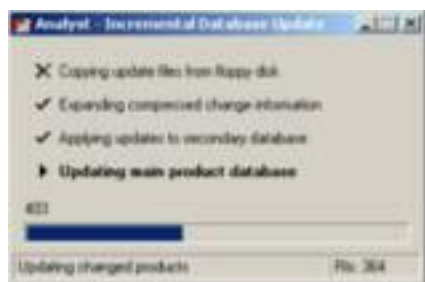
OTC Database

The OTC database update is a weekly incremental update delivered either directly by modem or over the internet and contains the changes to codes and prices of products in the Chemist & Druggist (C&D). You might alternatively receive a DFU which contains OTC information. Both systems largely contain the same data run in parallel with each other. Which OTC update mechanism is used depends on when your system was installed.

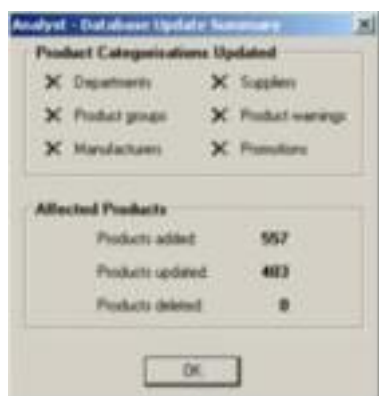
In either case the update is available each week* on Fridays from 16:00 by performing a PSL Data Exchange. The contact details for the Data Exchange are stored on the [Exchange Tab](#) of the system configuration.



When the ISU (Incremental Secondary Update) has been downloaded it is opened and automatically applied to your system.



When complete, a summary is displayed.



The update of certain fields can be prevented by selecting the appropriate options on the [Updates Tab](#) of the system configuration but new items are added to the system with the information contained within the update.

*Bank holidays can affect the weekly schedule of the update and may not even be released during the Christmas period. This depends entirely on the delivery of the update from the C&D to Positive Solutions. The PSL Newsletter should inform you of any change in schedule, or alternatively call the CareDesk.

OTC+ Database

The OTC+ database is a master file of over 80,000 lines with prices and codes from the Chemist and Druggist (C&D), Mawdsleys, Unichem, AAH, Enterprise, Phoenix, Norchem, Doncaster Pharmaceuticals and Waymade. As this is a 'plus' database though, it has enhancements that its predecessor didn't have.

Incremental updates are available each week* on Fridays from 16:00 by performing a PSL Data Exchange. The contact details for the Data Exchange are stored on the [Exchange Tab](#) of the system configuration.

Interactions

This OTC+ database is enhanced with the inclusion of some interaction data. Where available and appropriate the active ingredient(s) of the item is included. When a quantity or a combination of items are sold in a single sale these ingredients are checked against the interaction table in the British National Formulary (BNF).

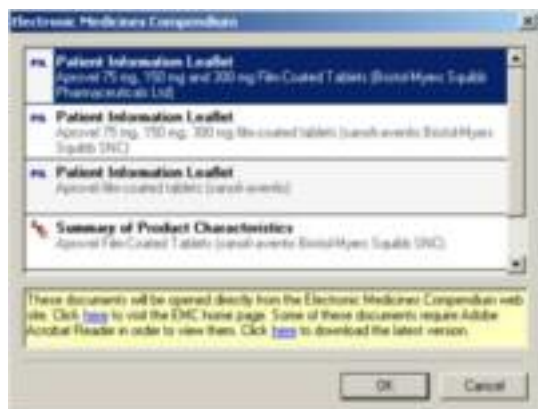
Electronic Medicines Compendium

The OTC+ file also contains links to the Electronic Medicines Compendium (EMC). This is a separate organisation who collect and publish on line many Patient Information Leaflets and Summaries of Product Characteristics. Where available a link will be available from the product editor to appropriate pages of their website.

The link is viewable in the product information panel of the Product Editor or Product Lookup screen. If commonly used an 'EMC' button can be defined as a Speed Sale button. When an item with an EMC link is sold the button will become available.



Click the EMC button to display what information is available.

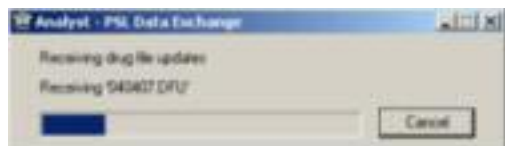


Highlight the leaflet required and click **OK**. An internet browser will then open and navigate directly to that page, or open Adobe Reader, depending on the format of the document.

Their website can be visited directly at <http://emc.medicines.org.uk/>

Drug File Update

The Drug File Update (DFU) is an incremental update for use with Analyst PoS, PMR and IPS which created at Positive Solutions. There are a small number of different types of update depending on which Analyst system you run. The updates are available each week* on Fridays from 16:00 by performing a PSL Data Exchange. Your system automatically determines which of the updates to download. The contact details for the Data Exchange are stored on the [Exchange Tab](#) of the system configuration.



Once downloaded the update(s) will check that it is updating in sequence and that Analyst has not missed any updates. If so it will automatically be applied to the system.



The DFU contains code and price information (where available) from:

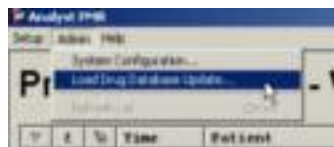
- Mawdsleys
- Doncaster Pharmaceuticals
- Phoenix
- Unichem
- AAH
- Waymade (Order codes only)

All codes and prices are extracted from the update and placed on the Buying Tab of the product editor. The Cost field on the Details tab can be kept up-to-date with a supplier's prices by shuffling the order around in the price source sections of the Updates tab the System Configuration. The update of certain fields can also be prevented by selecting the appropriate options on the same tab in the system configuration but new items are added to the system with all the information contained within the update.

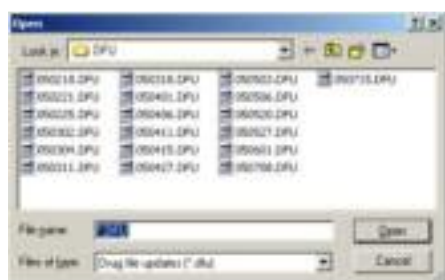
Each of the above suppliers must be setup on your system (see Supplier Setup) and must have the PSL Source field set to extract their information from the update.

Manually Applying a DFU

If a DFU has been downloaded but for whatever reason has not been applied it can be applied manually. From the file menu in Analyst PMR select **Admin** and then whilst clicking **Load Drug Database Update** press and hold the CTRL button.



This displays a window which contains all of the database updates you have received. The file names are the dates of release (usually Fridays) backwards (YYMMDD.DFU). Select the one to be applied and click **OK**.



Caution: Do not apply old DFUs unless specifically asked to by the CareDesk. Applying DFUs changes cost, retail and drug tariff prices in addition to interaction triggers, cautions, warnings, indications, etc.

Requesting a Full Update

Incremental updates are based on changes to the full file from the last update. In very rare and unusual circumstances it might be required to download the full file rather than any incremental ones. If advised to do so, open the Analyst PoS System Configuration and click on the Updates Tab. In the 'Miscellaneous options' section in the top left there is a check box to 'Request full update'. Select this to download the full DFU of the appropriate type the next time a PSL Data Exchange is performed. It will take longer to download than a normal incremental DFU but will apply automatically as normal when the download is complete.

This option is not required simply if a number of updates have been missed. The data exchange mechanism will determine which updates are required to bring the system up-to-date and if the size of all if the incremental updates is larger than the full file, a full file will automatically be downloaded instead.

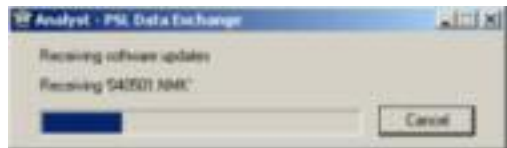
Failure to Regularly Update

To maintain the integrity of the data used to dispense to patients Analyst requires regular updates to the database. If for some reason the database has not been updated for four weeks a warning will start to appear at the start of each dispensing session. To download the latest update perform a data exchange and allow the update to apply. If that still doesn't work call the CareDesk who will investigate the problem further.

*Bank holidays can affect the weekly schedule of the update and may not even be released during the Christmas period. This depends entirely on the delivery of the data from our various sources. The PSL Newsletter should inform you of any change in schedule, or alternatively call the CareDesk.

Numark Update

Numark members can receive a monthly update of prices and promotions. The update is delivered directly from Numark to our Data Exchange server roughly two weeks in before the price changes should become effective.



Once downloaded the update is stored on the system and will only be applied on the day the price changes are to become active. The changes the update will make to the system can be viewed by running the Impending Price Change report.

Price Updates

The prices of items will be maintained for those items which have a [price source](#) set to a [supplier](#) who in turn has a PSL Source set to Numark. All of the prices can be changed by the import by selecting the **Force Prices** option in the [system configuration](#). Any changes which might occur however can be viewed in the [Numark reports](#) and you can choose to ['Opt Out'](#) of certain changes in a line-by-line basis.

Supplier Update

The products in the Numark update can be set to be ordered from your preferred Numark supplier in the [system configuration](#) by using the **Force Supplier** option.

New Products

Products can be created by selecting the **Create New Products** option on the [system configuration](#) but at this time the file supplied by Numark does not contain all the information required by Analyst to enter a complete product record. If this option is selected we recommend vigilant use of the New Products report to locate items created by the import so they can be manually completed.

Applying the Update

When Analyst is started on the morning the prices changes are effective the Daily Initialisation of the system processes the update file and applies the changes as configured. This can take up to an hour as the Daily Initialisation runs slowly in the background to minimise disruption to the general operation of the system. Systems which are left on overnight will have no problems, but systems which are switched on manually each morning will require some time before all changes have been applied.

Health Food Update

The health food sector is not quite as coordinated and as up-to-date with electronic files and updates as some of the pharmaceutical wholesalers. That said we maintain a database of health food items where we can and release updates on a monthly basis on the 1st of the month, or the next working day after that (except January where the update will be released in the second week). As this release might not fall on the day of the week for your normal PSL Data Exchange a Task Reminder can be used to invoke a data exchange on the first of the month.

The current list of suppliers/wholesalers who provide data to us are:

- Suma
- Tree of Life
- Goodness Foods
- The Health Store
- Solgar
- Health & Diet

And for each of item the following data will be included:

- Full Description
- Till Description
- Department
- Manufacturer
- Retail barcode
- Order code (for each supplier who offers it)
- Recommended Retail Price
- Case size
- Cost Price (for each supplier who offers it)

We are continually in contact with suppliers and working with them to provide more items in the database.

Some suppliers simply don't update their files often enough to be of use in a centralised database though so we have provided 'import filters' to make use of the data disks which they provide from time-to-time. We already have import filters for:

- Brewhurst
- Nature's Store

More filters can be created but the supplier must provide the data in fairly standardised format in order for Analyst to be able to use it. The data must be in a single file and in CSV format. Apart from the column headers at the top of the file there must be no breaks, section headings or changes in format throughout the file. Once we have agreed to write the import filter which might take a number of weeks, the supplier must always provide the data to you in the format we have agreed to work with. A change in format will cause an import filter to fail, or worse still, import corrupt data into the Analyst database.

Printing Following Updates

The updates which are applied to your system will change the cost and retail prices of your items if you have configured them to do so. Following an update you should check which prices have changed and update your shelf edge labels as soon as possible. This can be done either by using the Batched Price Changes report which will display all changes affected by a particular database update or the "Changes on or Since; Retail Changes" which will display all retail prices changed on or since a specified date. This will include all updates, price overs and any other changes made to the retail price.

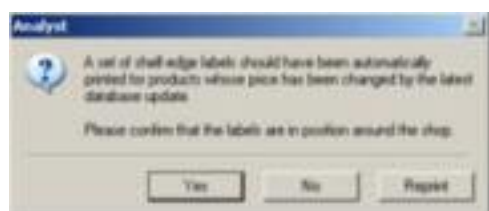
As both reports differ in formats the method to print labels differs slightly. The Batched Price Changes report will require lines to be Multi-Selected whilst the Changes on or Since report will use the Tagging method. The procedure for printing labels is identical.

Automatic Printing of Labels

Certain updates can be configured to have the price change labels automatically printed after the update has been applied. The option to activate this feature is in the Options Tab of the system configuration. The price behaviour is also controlled from these options. The option to "Automatically print labels after batch price updates" can only be selected on one terminal which should be the one with the printer attached. Attempting to select this option on a second terminal will de-select the option on the first, effectively changing which terminal will print the labels.

Analyst must be left running on the terminal designated to print the labels when the update is being applied although it need not be the terminal which applied the update. The printer must also be left in a ready state with sufficient paper/labels in the tray to complete the job. Before the first update is applied the label configuration must be set to confirm the style of label to be printed. Press the [No Sale](#) button and select **Automated Label Configuration** to set your preferred style.

In order to comply with pricing regulations there are a number of options in the system configuration relating to the prices and confirmation of the labels. If the "Seek confirmation that labels have been printed and deployed". If this option is selected, each time a New Sale is started the assistant will be prompted to confirm whether the labels have been deployed or not.



If they have not the prices behave according to the option selected in the system configuration.

- Always sell at the new price, whether or not the labels have been deployed.
- Always sell at the old price if the labels haven't been deployed.
- Sell at the lowest of the new or old price if the labels haven't been deployed.

If the Labels have been confirmed as not yet deployed and the second or third option is selected when an affected line is sold the assistant is warned that the price should have changed, but the old price is still being charged.



Printing a Report Instead of Labels

If labels are not required from Analyst and report can still be very useful to check which items the update has affected. A setting in the System Configuration will opt to print a text report on the receipt printer rather than labels. Otherwise the above settings to print automatically should still be used.

Reprinting Labels

In the event of a printer problem the labels which should have been printed automatically can be re-printed either by clicking the **Reprint** button on the deployment confirmation pop-up or by clicking **No Sale** and selecting the **Automated Labels Reprint**.

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