MANUFACTURING/ REPACKAGING

USER REFERENCE MANUAL

Contents

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1   MANUFACTURING/REPACKAGING

The Manufacturing/Repackaging menu offers access to the maintenance and entry screens associated with the manufacturing and repackaging of stock.

The manufacturing/ repackaging menu can be found on the Inventory menu, position 7.
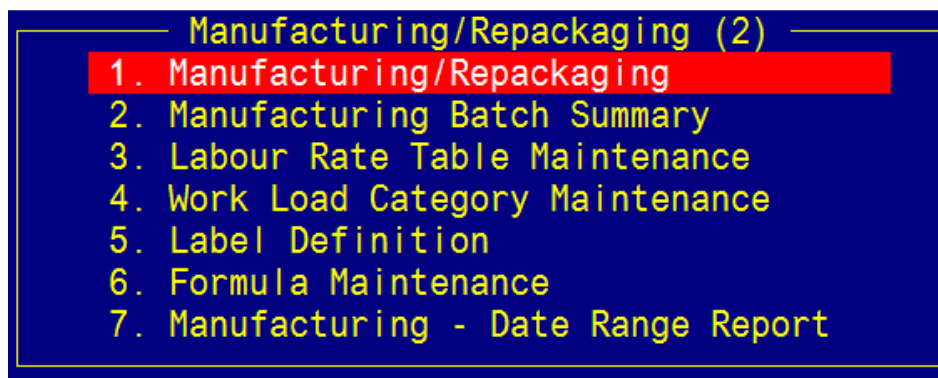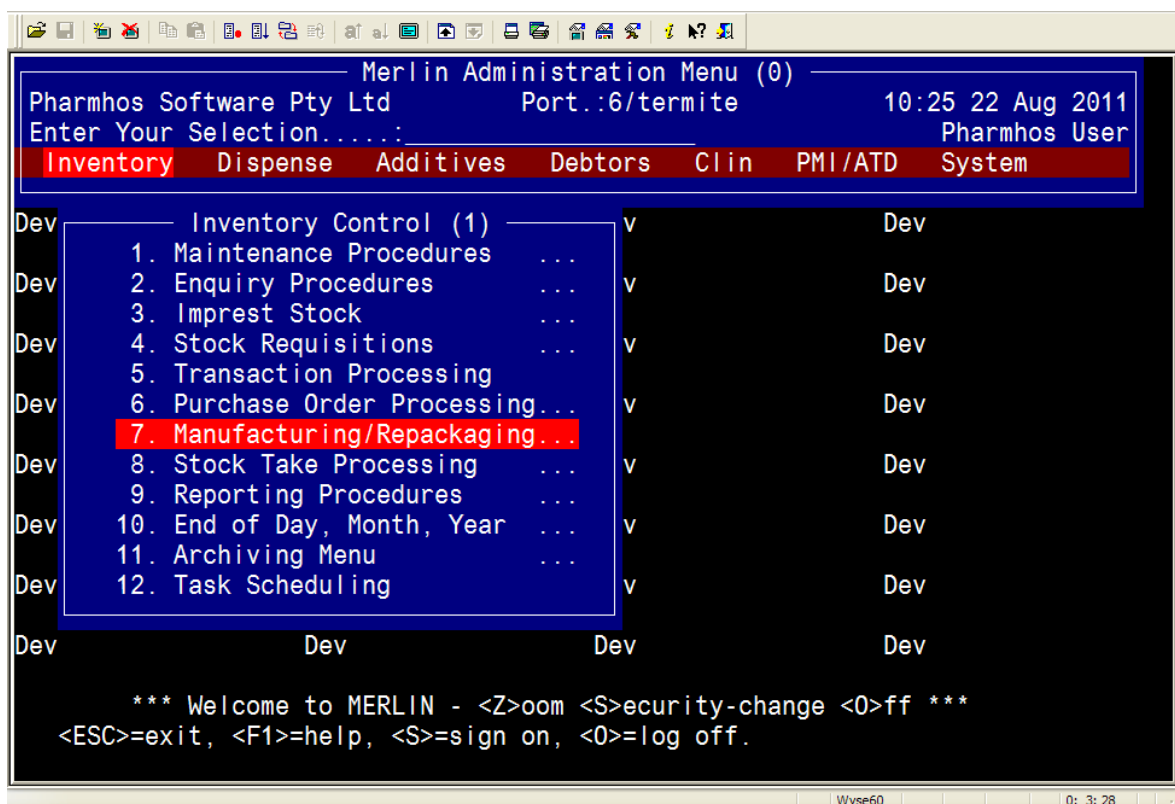
1.1 Manufacturing / Repackaging

The following screen allows entry of manufacturing and repackaging information for inventory items.


```
Pharmhos Software Pty Ltd            Port:termite/6         10:26:17 22 Aug 2011
                            Manufacturing / Repackaging
   1. Manuf Site ......: PH36      PHARMACY - REPACK/MANU 2: B/No .: NEW
   3. Ordering Site ...: PH01      PHARMACY - MAIN STORE  4. Sched.: 22/08/2011
   6. Manuf Inv Code ..: AMOX4     AMOXYCILLIN            5. Time .: 12:00
                        250mg/5mL (100mL) SUSPENSION, BOTT
   7. Quantity Reqd ...:    10                        9<Preparation>
                   8. FORMULA .: TEST    A TEST FORMULA
  10. W/Load Cat .: WLU1      Repackaging
  11. Inv Code & Descn       12.Str/Size 13.Vol 14.Man B/No15.Unit 16.F 17.P
   1 AMOX14    AMOXYCILLIN    250mg                 PF,1234    1.0000   N    Y
   2
   3
   4
        AMOXYCILLIN, 250mg CAPSULES, BOX/C (20)

  18.Qty Made.:           21.Made By....:PHU     24.Labels    26<Print Label>
  19.Exp Date.: 23/08/2011    Pharmhos User         1         27<Status   >
  20.Exp Time.:    10:00 22.Released By:PHU         2         28<Requisition>
                           Pharmhos User     25<Comments>     29<Cost     >
    Last Maint
Enter OPTION, <F1>=help....:_____                       (ICT.MAN,M)
<F>=file, <ESC>=exit, </D>=delete, <#>=field no
```

DATA FIELDS:

1. **Manuf Site** *(Manufacturing Site)*:

- Enter the Manufacturing site code, or use *?*look-up and select from the list of options.
- The site entered must be established first in the Site Maintenance, and must be flagged as a manufacturing store.

2. **B/No** *(Batch Number)*:

- Enter <RTN> for New batch, or the Batch number.
- To find an existing batch number, use *?*look-up and select from the list of options.

3. **Ordering Site:**

- Enter the Ordering site code, or use *?*look-up and select from the list of options.
- The site entered must be established first in the Site Maintenance.

4. **Sched.** *(Scheduled Date)*:

- Enter the Scheduled Date (dd/mm/yy) the manufacturing is to occur on.

5. **Time :**

- Enter the Scheduled time (hh:mm) the manufaring is to occur on.

6. **Manuf Inv Code** *(Manufactured Inventory Code)*:

- Enter the Code of the Inventory item being Manufactured (NB. You can do an inventory search in this field).
- If the inventory item you entered does not exist, the following message will appear: "Create NEW Inventory Item (Y/N)". If you select Yes, the system will invoke the 'Create Inventory Details' screen, where new inventory items are created.

7. **Quantity Reqd** *(Quantity Required)*:

- Enter the Quantity required to be made.

8. **FORMULA:**

- Enter the Formula code, use *?*look-up and select from the list of options. The formula must exist on file.
- Once a code is selected, the system will open up the "Preparation Instructions" window; (field 9) a text processing window where you can manually edit the instructions
- Alternatively, press <RTN> if not standard formula.

9. Preparation - (Window)

- This is a window field, which presents the Preparation Instructions.
- To pop open this window simply press <spacebar> when the cursor is at this field, or type <9> at the OPTION Line and press <RTN>.

10. W/Load Cat *(Workload Category)*:

- Enter the Workload Category, or use *?* look-up and select from the list of options. The value must be predetermined.

11. Inv Code & Descn *(Inventory Code and Description)*:

- Enter the (Component's) Inventory Code. (NB. You can do an inventory search in this field).
- NB: If a formula exists, details will automatically appear in this field.

12. Str/Size *(Strength or Size)*:

- Enter the Strength and size of the inventory item, or <RTN> to accept the default.
- NB: If a formula exists, details will automatically appear in this field.

13. Vol *(Volume)*:

- Enter the Volume of the inventory item.
- NB: If a formula exists, details will automatically appear in this field.

14. Man B/No *(Manufacturer Batch Number)*:

- Enter the Manufacturer's code and Batch Number, separated by a comma. E.g. code,batch #.
- NB: If a formula exists, details will automatically appear in this field.

15. Unit:

- Enter the number of units to use.
- NB: If a formula exists, details will automatically appear in this field.

16. F *(Fluid)*:

- Is this inventory item a fluid? Enter 'Y' if a inventory item is a Fluid otherwise enter 'N' if the inventory item is a solid.
- NB: If a formula exists, details will automatically appear in this field.

17. P *(Print on Label)*:

- Enter 'Y' for the line to appear on Label.
- NB: If a formula exists, details will automatically appear in this field.

If the product that is being manufactured contains more than one component, complete fields 11 to 17 until all components have been added to the screen.

18. Qty Made *(Quantity Made)*:

- Enter the actual number of Stock (pack size) produced (NB. This may be less or more than Field 7-Quantity Required).

19. Exp Date *(Expiry Date)*:

- Enter the Expiry date of the batch being produced.

20. Exp Time *(Expiry Time)*:

- Enter the Time on the expiry date that the batch will expire.

21. Made By:

- Enter the User ID of the person making the batch.

22. Released By:

- Enter the User ID of the person that Checked the Batch.

23. Last Maint *(Last Maintained)*:

- This field displays details of when the information in this screen was last updated, including date, time, user ID and port number. No data can be entered into this field, as it is display only.

24. Labels:

- Enter the Product Label ID, or use *?* look-up and select from the list of options.

25. Comments - *(Window):*

- This is a window field which when opened presents the Relevant Comments Entry screen.
- To pop open this window simply press <spacebar> when the cursor is at this field, or type <25> at the OPTION Line and press <RTN>.

26. Print Label - *(Window)*:

- This is a window field which when opened presents the Label Printer screen.
- To pop open this window simply press <spacebar> when the cursor is at this field, or type <26> at the OPTION Line and press <RTN>.

27. Status - *(Window)*:

- This is a window field which when opened presents the Manufacturing Status screen. This can be used if the item manufactured needs to be suspended or terminated.
- To pop open this window simply press <spacebar> when the cursor is at this field, or type <27> at the OPTION Line and press <RTN>.

28. Requisition - *(Window)*:

- This is a window field which when opened presents the Stock Requisition Entry screen. This can be used if the item being manufactured needs to be requisitioned to a different store or imprest site.
- To pop open this window simply press <spacebar> when the cursor is at this field, or type <28> at the OPTION Line and press <RTN>.

29. Cost - *(Window)*:

- This is window field which when opened presents the Manufacturing Cost screen.
- Inventory costs are calculated based on purchasing data.
- Labour details can be ammended in field 12 and 13.


When all fields are complete, enter <F> at the option line to file the batch. A batch number will be assigned. A message will then appear with the option to print a copy of the Manufacturing Worksheet. Enter Y to print this.

```
┌──────────────────── Message ────────────────────┐
│   Print Manufacturing Worksheet Y/N              │
└──────────────────────────────────────────────────┘
```
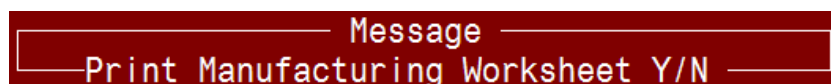
1.2   Manufacturing Batch Summary

The Manufacturing Batch summary report lists any manufacturing batches in the system.
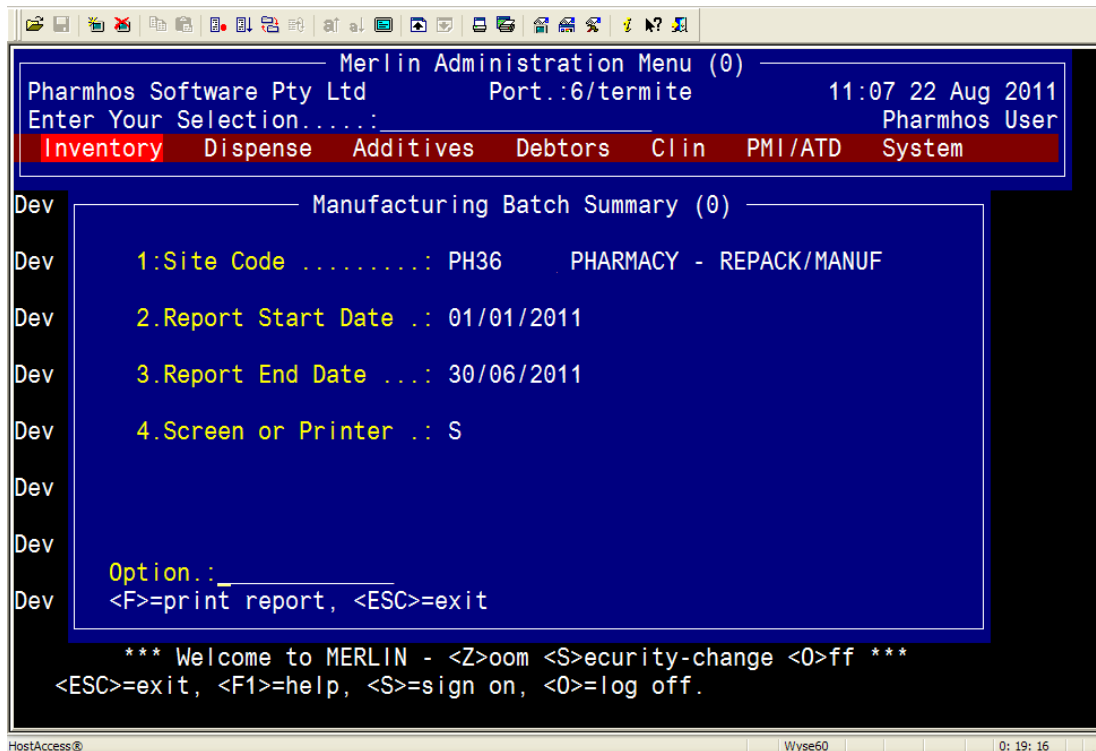
DATA FIELDS:

1. Site Code:

- Enter a valid Manufacturing Site, or use *?* look-up and select from the list of options.

2. Report Start Date:

- Enter the date from which to report.

3. Report End Date:

- Enter the date on which to end processing the report.

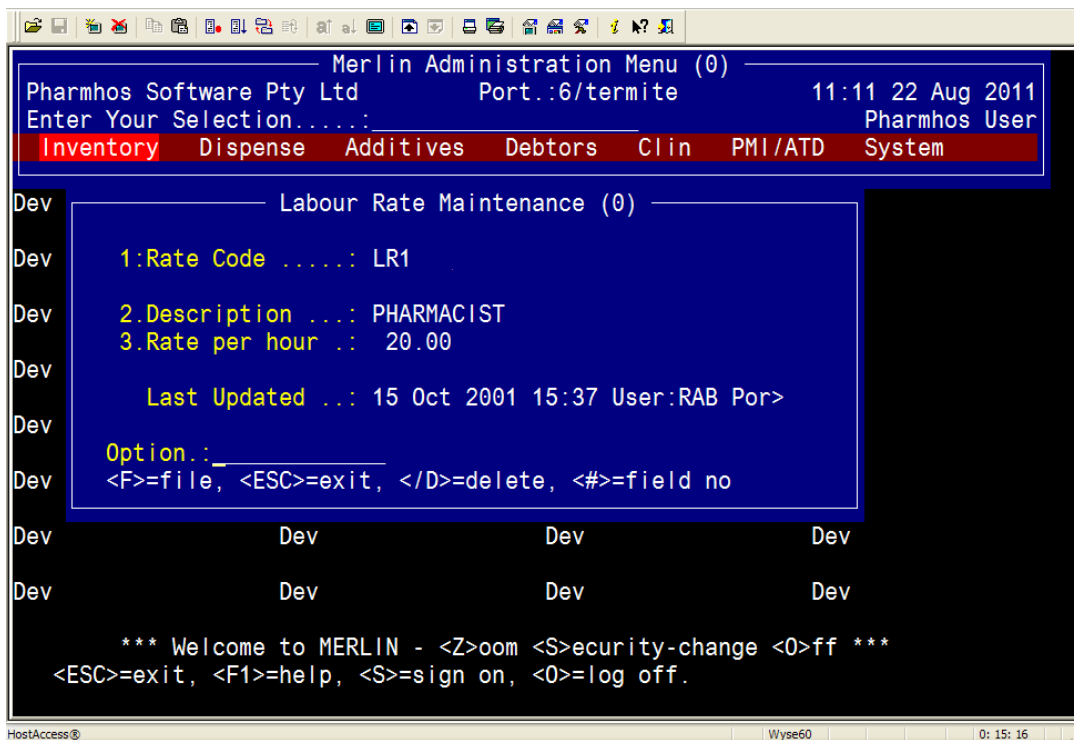**4. Screen or Printer:**

- Enter either <S> to display to screen or <P> to send the report to the printer.

At the option line, enter <F> to run the report.

1.3   Labour Rate Table Maintenance

The Labour Rate Maintenance screen allows you to update or maintain the various rate codes, descriptions and hourly rates.

DATA FIELDS:

1. **Rate Code:**

- Enter the labour rate code, or use *?*look-up and select from the list of options.

2. **Description:**

- Enter the description for the labour rate.

3. **Rate per hour:**

- Enter the hourly rate ($$.cc).

At the option line, enter <F> to file and save changes.

1.4   Work Load Category Maintenance

Through this screen you can maintain the work load category codes used throughout the system, along with their associated labour rate.
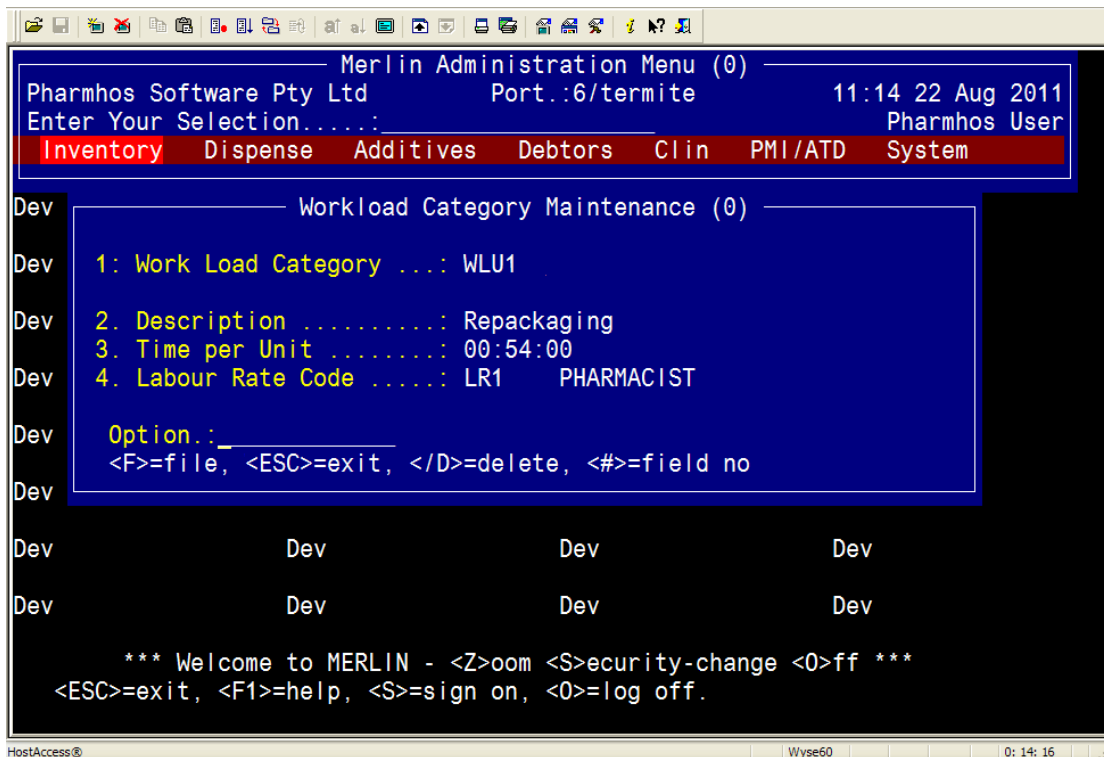
DATA FIELDS:

1. **Work Load Category:**

- Enter the Work Load category code, or use **?** look-up and select from the list of options.

2. **Description:**

- Enter the description of the work load category.

3. Time per Unit:

- Enter the time per unit (HH:MM:SS) for work load category.
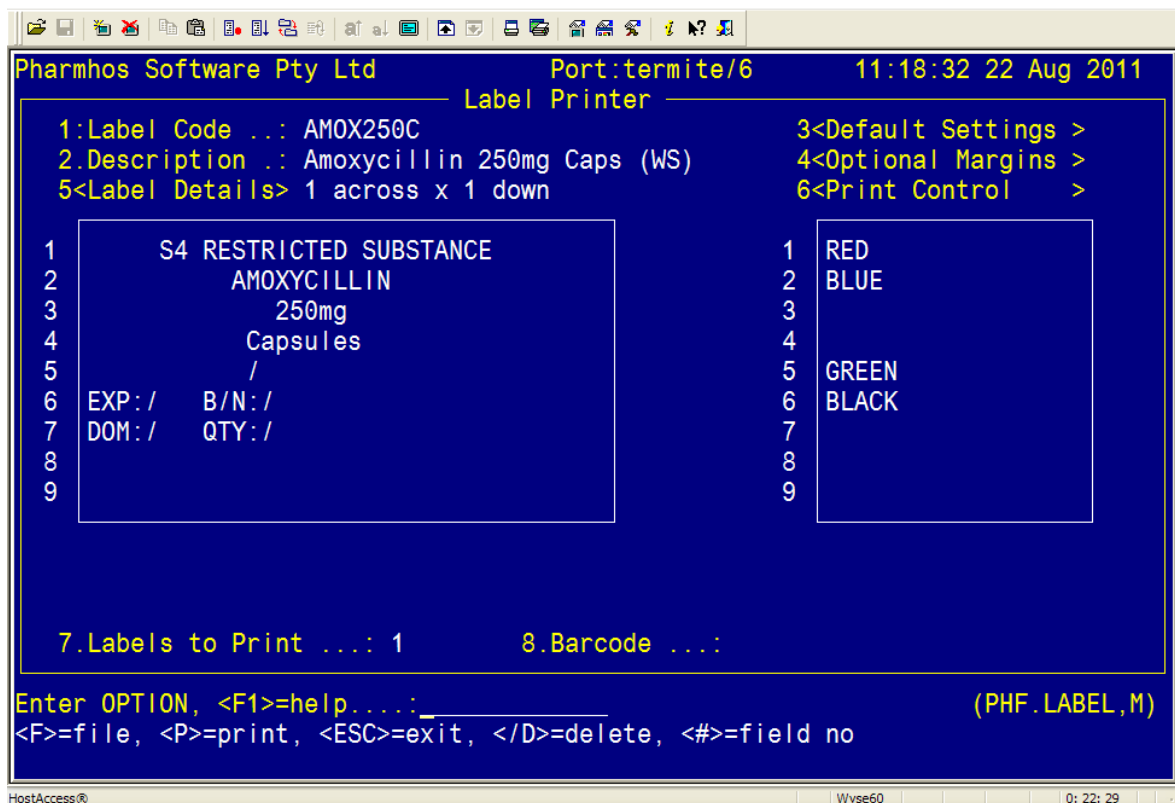
4. Labour Rate Code:

- Enter the labour rate code, or use *?* look-up and select from the list of options.

At the option line, enter <F> to file and save changes.

1.5   Label Definition

The Label Printer screen facilitates the setting of the print commands for printing labels. It also provides you with the ability to set margins and label details.


```
Pharmhos Software Pty Ltd          Port:termite/6          11:18:32 22 Aug 2011
                              ─── Label Printer ───
    1:Label Code ..: AMOX250C                    3<Default Settings >
    2.Description .: Amoxycillin 250mg Caps (WS)  4<Optional Margins >
    5<Label Details> 1 across x 1 down            6<Print Control    >

  1      S4 RESTRICTED SUBSTANCE          1  RED
  2           AMOXYCILLIN                 2  BLUE
  3              250mg                    3
  4            Capsules                   4
  5               /                       5  GREEN
  6  EXP:/    B/N:/                       6  BLACK
  7  DOM:/    QTY:/                       7
  8                                       8
  9                                       9



    7.Labels to Print ...: 1        8.Barcode ...:

Enter OPTION, <F1>=help....:_____          (PHF.LABEL,M)
<F>=file, <P>=print, <ESC>=exit, </D>=delete, <#>=field no
```

DATA FIELDS:

1. Label Code:

- Enter a short code for this label Eg. AMOX250C
- The following message will appear: "Create New Record? <Y>=yes". Enter <Y>es or <N>o
- Alternatively, use *?* look-up and select from the list of options.

2. Description:

- Enter a description for the labels being created. This description will be used for the label lookup.

3. Default Settings - *(Window):*

- This is a window field which when opened presents the "Label Printing Default Settings" screen.
- This window should not be adjusted; contact Pharmhos for further information.

4. Optional Margins *- (Window)*:

- This is a window field which when opened presents the "Label Printing Optional Settings" screen.
- This window should not be adjusted; contact Pharmhos for further information.

5. Label Details *- (Window)*:

- This is a window field for the Label Details; include all drug details that are to print on the label
- Variable input may be inbeded in a template label using an open & close pointed brackets '<>'. This permits recall of the label and automatic positioning of the cursor for entry eg date or batch number details.

6. Print Control *- (Window):*

- This is a window field to control the width, depth, labels across & down the label.
- This window should not be adjusted; contact Pharmhos for further information.

7. Labels to Print:

- Enter the number of Labels to print.

8. Barcode:

- Enter Y to include a Barcode String on the printed label (Thermal printer only).

1.6   Formula Maintenance

The Formula Maintenance screen allows you to maintain formula codes and descriptions for a particular inventory code.


```
Pharmhos Software Pty Ltd          Port:termite/6        11:27:12 22 Aug 2011
                            Formula Maintenance
 1: Formula Code .......: TEST

 2. Description ........: A TEST FORMULA
 3. Workload Category .: WLU1    Repackaging

  4. Inv Code             5. Strength/Size  6. Vol  7. Units  8. F  9. P
   1 CEF02     CEFOTAXIME      1g                    1.0000    N     Y
   2
   3
   4
   5




  11<Preparation Instructions>
  12.Label Code .:


Enter OPTION, <F1>=help....:_____             (ICF.FORMULA,M)
<F>=file, <ESC>=exit, </D>=delete, <#>=field no
```

DATA FIELDS:

 1.   **Formula Code:**

- Enter the FORMULA Code, or use *?*look-up and select from the list of options.

 2.   **Description:**

- Enter the description of the Formula.

 3.   **Workload Category:**

- Enter the Workload Category, or use *?*look-up and select from the list of options.

4. Inv Code *(Inventory Code)*:

- Enter the Inventory code as part of the Formula (NB. You can do an inventory search in this field).

5. Strength/Size:

- Enter the strength and size of the inventory item.

6. Vol *(Volume)*:

- Enter the volume of the inventory item.

7. Units:

- Enter the number of units required.

8. F *(Fluid)*:

- Is the component a fluid? Enter 'Y' if component is a fluid, or "N" if the component is not a fluid

9. P *(Print on Label)*:

- Enter 'Y' if the item is to appear on the printed labels.

11. Preparation Instructions - *(Window)*:

- This is a window field which when opened presents the Manufacturing Instructions Entry window.
- To pop open this window simply press <spacebar> when the cursor is at this field, or type <11> at the OPTION Line and press <RTN>.
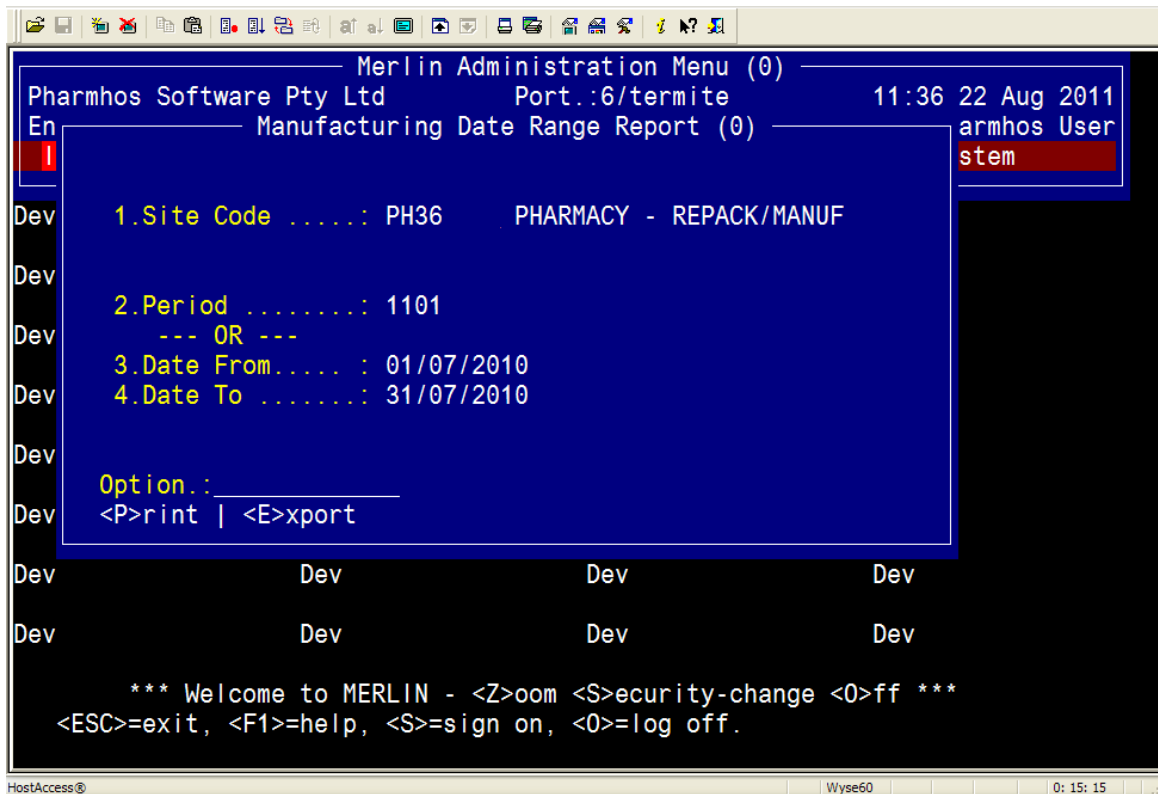
12. Label Code:

- Enter the label code to use, or use *?* look-up and select from the list of options.

1.7 Manufacturing - Date Range Report

The title of the screen is Manufacturing Date Range Report.

DATA FIELDS:

1. Site Code:

- Enter a valid manufacturing site, or use **?** look-up and select from the list of options.

2. Period:

- Enter the Period (YY##) or 'C' for current period.

3. Date From:

- Enter the date from which to report.

4. Date To:

- Enter the date on which to end processing the report.

At the option line, enter <P> to print the report, or <E> to export the report.