PHARMHOS
medications management

MERLIN PHARMACY INFORMATION SYSTEM

INVENTORY DRUG ISSUES

Portable Data Entry (PDE)
Denso 300/600 Program
Version 2.0

USER REFERENCE

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Introduction

The Denso 300/600 is used to collect information relating to the issue of goods from one location, usually a store, to other locations. Most of the information is gathered by the use of barcodes although the keyboard on the unit plays a part in data entry. This information is sent to the main stores system via the optical interface unit simply by placing the unit into the Denso 300/600 optical interface cradle, or via wireless interface. Once the data has been sent and acknowledged the data is deleted from the Denso 300/600 automatically.

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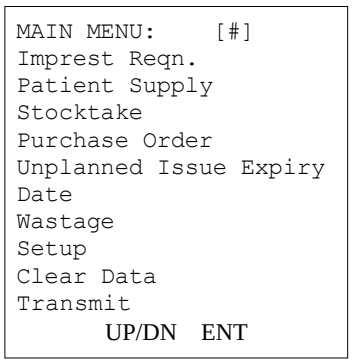
1 Overview

1.1 The Main Menu

The Main Menu may be viewed by pressing the [PW] (power) button, which turns the Denso 300 on. The options are displayed as a list and are selected by pressing the up and down arrows until the required option is highlighted. The function is selected by pressing the [ENTER] key.



1: Imprest Requisition

This is the imprest inventory supply option to request stock to be picked from an issuing site for supply to a receiving site. If Ward Direct Purchasing (Ward Box) is enabled, Purchase Orders are raised to be sent direct to the Purchase Vendor. The Purchase Order details and/or picking slips are produced automatically in the issuing store.

2: Patient Supply

This option is used to electronically send requests to the Dispensing screen. The entries require an issuing site, receiving site, the patient identifier (which may be configured to be the patient's medical record number or the episode/account number) and the inventory code & quantity in units. The data sent to the issuing site may be seen in the Dispensing Screen by entry of <?> in the Script No. field to select and process these items.

3: Stocktake

The stock take option permits sending data to an active stock take. The stock may be counted in either Packs or Units which the user is prompted for selection.

4: Purchase Order

The Purchase Order option enables creation of purchase orders via the Denso unit.

5: Unplanned Issue

The Unplanned Issue option allows the entry of an unplanned issue into Merlin via the Denso 300/600 unit.

7: Expiry Date

Functionality is not enabled.

8: Wastage

Functionality is not enabled.

9: Clear Data

Clear all data from the Denso 300 unit.

10: Setup

The manager options to configure the Denso 300 unit.

11: Transmit

Transmit the collected data to Merlin.

[#] This displays the number of entries that are currently stored in the Denso 300 unit. This is also shown in almost all other screens.

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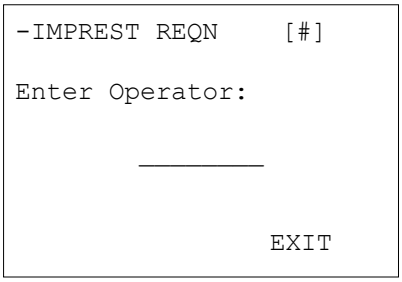
2 To place an Imprest Order

Turn the scanner on and scroll to Imprest Reqn using the up and down arrows.
Select the function by pressing the [ENTER] key.

2.1 Enter the Operator:

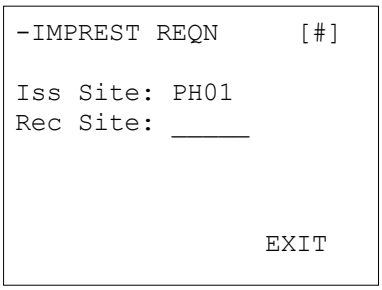


1. Scan a Barcode:

Scan the operator's barcode by pressing one or both buttons on the side of the scanner and scanning the appropriate barcode.

| | | |

2.3 Enter the Receiving Site:



1. Scan a Barcode:

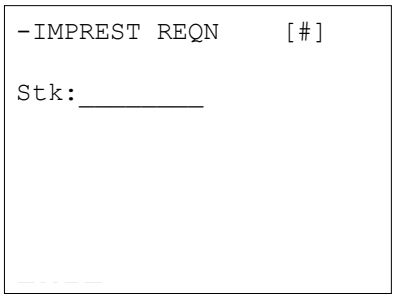
Scan the Receiving Site's barcode by pressing one or both buttons on the side of the scanner and scanning the appropriate barcode.

2. Enter the receiving site barcode number manually:

ABC123...	Enter from Keypad	Same as above only entered by the keyboard (followed by the [ENTER] key).

Once the Receiving Site has been entered and validated the Stk (Stock or Inventory Code) prompt will appear.

2.4 Enter the Stock or Inventory Code:



1. Scan a Barcode:

Scan the Stock or Inventory Code's barcode by pressing one or both buttons on the side of the scanner and scanning the appropriate barcode.

2. Enter the barcode number manually:

ABC123...	Enter from Keypad	Same as above only entered by the keyboard (followed by the [ENTER] key).

Once the Stock or Inventory Code has been entered and validated the Qty (Quantity) prompt will appear.

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2.5 Enter the Stock Quantity:

```
-IMPREST REQN     [#]

Stk: STOK01

Qty: ___

                  EXIT
```

Enter the quantity required by entering a number from the keypad followed by the [ENTER] key. Once the quantity has been entered and validated the Stk (Stock or Inventory Code) prompt will appear.

Note: At this point the data entered for this entry will be saved and the entry indicator ("[0]") in the top right of the screen will increment by 1.

Continue entering the Inventory Codes and quantities required until the imprest order is complete.

2.5.1 Adjust the Stock Quantity

If an item has already been recorded for distribution to the same site the user will be asked if they wish to adjust the quantity. This reduces the chance of a double recording of an issue. This may be used to check on the quantity entered and allows a quantity of zero to be set if the item is no longer required. The prompts are as follows:

```
-IMPREST REQN     [#]
    ITEM EXISTS!
Stk: STOK01
Qty: 1
Adjust Qty: YES

    YES        NO
```

```
-IMPREST REQN     [#]
    ITEM EXISTS!
Stk: STOK01
Qty:


                EXIT
```

If "Yes" or the [ENTER] key is selected, the quantity you enter next will overwrite the current quantity using the keypad. If "No" is selected, you will return to "Stk:" prompt.

Once the order is complete, press EXIT [M2] and the operator is taken back to the main menu. The number of items in the order will appear in brackets at the top right of the screen.

2.5.2 Wireless downloading of the order

Select Transmit from the menu and press the [ENTER] key.
A message will appear "Sending data" followed by "Transmit succeeded".

2.5.3 Manual downloading of the order

Place the scanner in the cradle and the order will download. The number of items in brackets will return to zero once the orders have been downloaded.

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3 How to Set Up a New Denso Machine

1. Charge the unit;
2. Setup date/time. Remember it is YY/MM/DD HH:MM;
3. Copy the pharmhos.pd4 from the demo unit on to the new one;
4. Either a) copy the configuration data from a deployed unit onto the new unit; or b) Scan "Operators", "Iss Sites", and "Rec Site" into the unit (see section 3.1.3).
5. Set up the unique "PDE Unit ID" for each Denso at the site
    a. Go to Main Menu → Setup → Pg 2/X PDE Unit ID
6. Setup FTP information
    a. Go to System Menu → Set System → TCP/IP → Set FTP → Server
7. Setup Wireless if necessary (See section 3.1.2)
8. Adjusts download setting (See section 3.1.1)
9. Always test each and every unit you have deployed on-site.

3.1 To configure the Scanner Download Settings

- To configure the download setting for the denso scanner, go to the main menu setup option.
- Arrow up to page 4 to Download Settings and use the up and down arrows to scroll between Ethernet (wired) and RF (wireless).
- If you are using the scanner as a wired one, you have completed the set-up process.
- If you plan to use the denso scanner wirelessly, see section 3.1.2 below for further instructions.

3.2 To configure the Scanner to Wireless Mode

a) Go to "Main Menu";

b) Select "Setup" (you will need to enter the admin password);

c) Go to "Setup Pg 4/7" using the UP arrow keys;

d) Select "4: Download Setting" by entering “4” on the keypad.

e) Use the arrow keys to change the current setting. "RF" for

    a. wireless, and "Ethernet" for wired (don't worry about "PDE Comm");

f) Press enter to confirm your selection; and

g) Press "EXIT/M2" twice to go back to the main menu.

    a. For a full explanation of the (RF) Radio Frequency Menu, see the next page.

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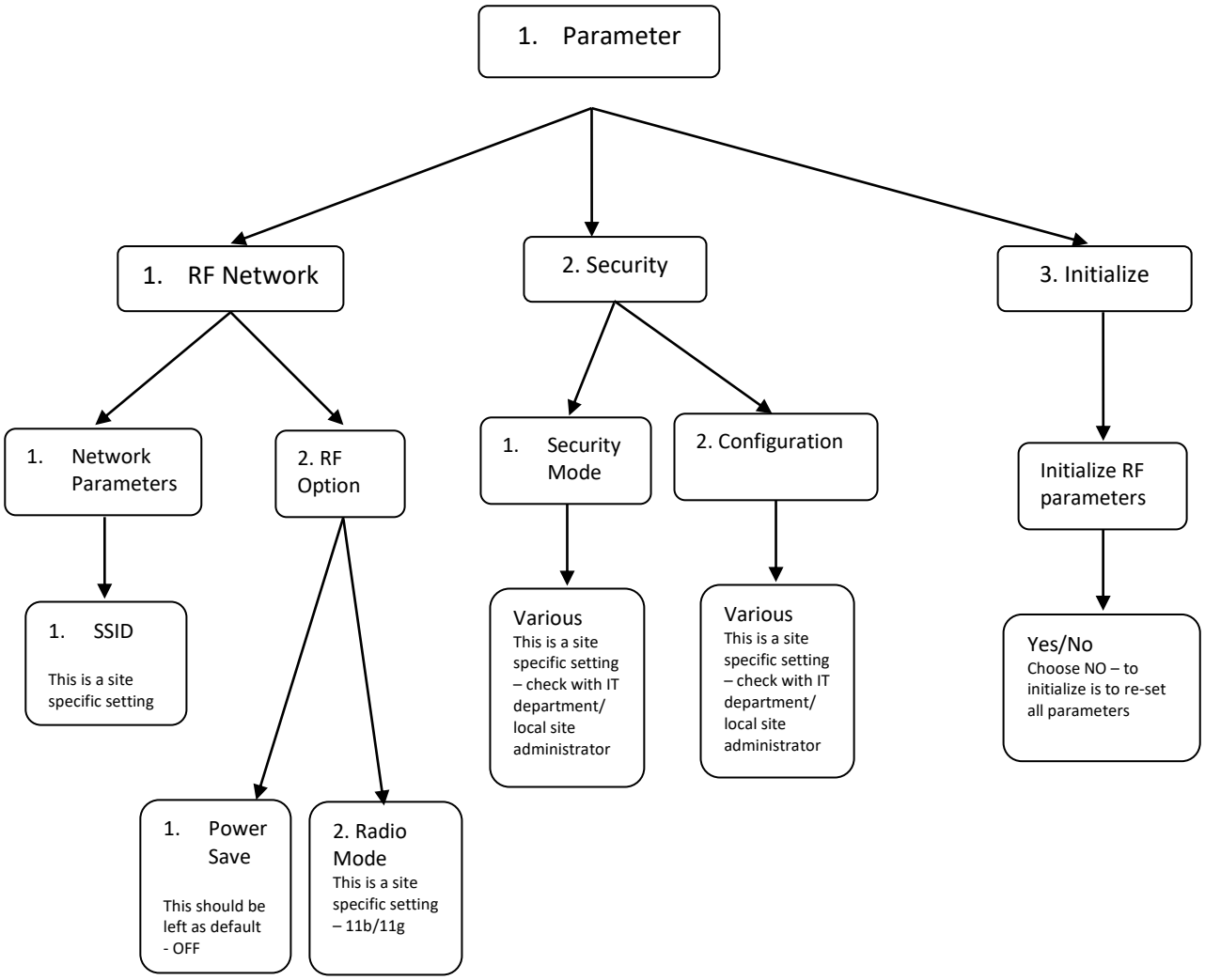
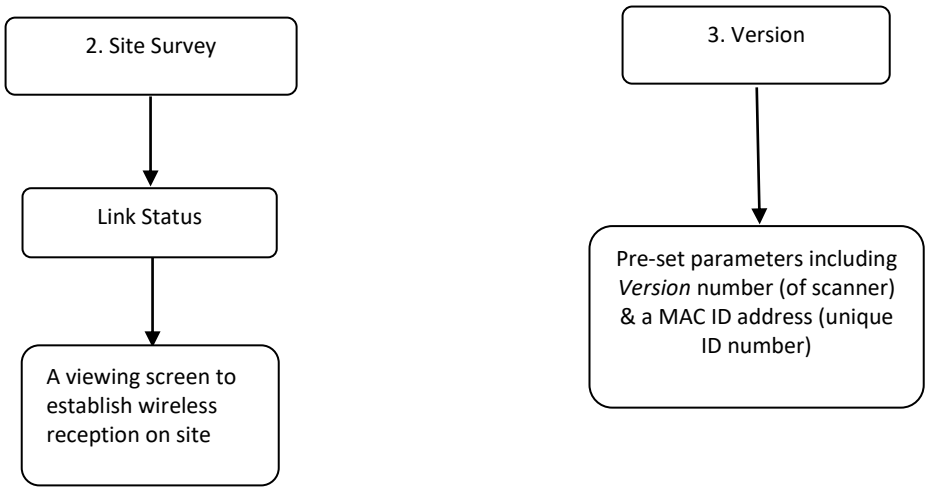
RF (Radio Frequency) Menu

(This menu is located within the system menu – accessed by holding down SHIFT+ 1 and POWER at once from the powered-off position)





Note: Once this configuration has been set, you also need to go into the Setup Menu (just POWER on), into Download settings, and select RF as the current mode (see previous page).

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3.3 To add an Operator, Receiving or Issuing site

As part of the denso scanner set up process, operators, issue sites, and receiving sites need to be entered.
The easiest way to go about this process is to scan all the information in. To do this, print up barcode labels from Merlin (Inventory → 1. Maintenance Procedures → 6. Barcode Label Printing).
On the denso scanner, go to the setup menu. Entering one group of data at a time, scan in the operators, issue sites, and receiving sites.

When using the denso scanner, you can then scroll through the list to find the relevant site or operator code, or alternatively, when you scan the barcode, it will be recognized.

Go to "Main Menu"
Select "Setup"
Enter 1. Operator
Scan the Operator's barcode
EXIT back to the Main Menu

Go to "Main Menu"
Select "Setup"
Enter 2. Iss Site
Scan the Issuing Site barcode
EXIT back to the Main Menu

Go to "Main Menu"
Select "Setup"
Enter 3. Rec Site
Scan the Receiving Site barcode
EXIT back to the Main Menu

3.4 To configure a scanner to always scan Wardbox orders

Go to "Main Menu"
Select "Setup"
Press up arrow "^" to go to next page
Select 3: Ward Box Active

```
-SETUP              [#]

Ward Box ?
Current ALWAYS NO

<Up>/<Dn> to scroll
```

If this is the first screen that opens, enter "^" the up arrow to go to the next screen:

```
-SETUP              [#]

Ward Box ?
Current ALWAYS YES

<Up>/<Dn> to scroll
```

Press M2 to confirm.
All orders will scan as wardbox orders.

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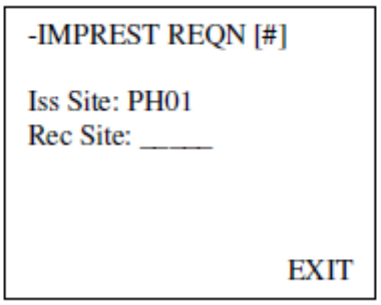
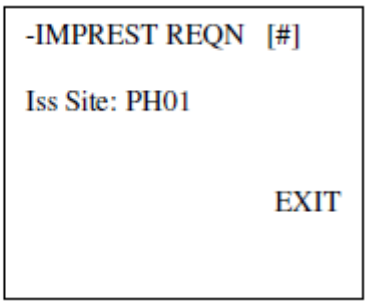
3.5 To delete an Operator, Receiving or Issuing site

Select the operator, receiving or issuing site that is to be deleted.
Press M1 to delete.





4 Troubleshooting

4.1 Data failed to download:

a) Write down the error number and the error line number and *report it to Pharmhos*

b) If the denso cradle is connected to a PC, have a look at the error message on the PDEComm program.
Report this message to Pharmhos.

c) If the denso scanner is connected to the network without a host PC, check network connectivity.

For wireless connection, check the wireless signal strength
(Go to "System Menu" using SF+1+POWER -> "RF" -> "Site Survey").

For wired connection, check the cable/wall sock and see if it is active.
Try to resend.

<u>If the unit doesn't respond at all it needs to be restarted.</u>

Restart the application by doing the following:

1. Power off the unit
2. Hold down "1" and "SF", as well as the Power button on the unit
3. Select "1" and then "Ent" in System menu
4. Select "PHARMHOS.PD4" and then "Ent"; and
5. Try sending the file again.

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5 To copy a file from one scanner to another

Go into the System Menu which is accessed by holding down SHIFT+ 1 then POWER all together when the unit is off position in both scanners.

```
SYSTEM MENU:
1:Execute program
2:Downlaod
3:Upload
4:Set System
5:Test
6:Version
7:FTP
8:RF
```

The scanner which is uploading the file to the other scanner:

Select 3:Upload then press the [ENTER] key

```
SYSTEM MENU:
1:ONE FILE
2:ALL FILES
3:HT←>HT COPY
```

Select 1:One File then press the [ENTER] key

```
UPLOAD FILE

PHARMHOS.PD4
CONFIG.DAT
DATAFILE.DAT
```

Select the required file to upload then press the [ENTER] key

```
UPLOAD FILE

**Waiting**
```

The scanner which is downloading the file:

Select 2:Download then press the [ENTER] key

```
DOWNLOAD:
1:FILE
2:HT←>HT COPY
```

Select 1:File then press the [ENTER] key

```
DOWNLOAD FILE

**Waiting**
```

Align the scanners so that the ends with the infrared ports are facing each other (approximately 1cm apart).If the file does not transfer the following message will appear on both scanners:

```
DOWNLOAD FILE
Communication error

Retry?
1:Yes       2:No
```

Select 1: Yes to try copying the file again.

Once the file has successfully transferred the message COMPLETED will appear in both scanners.

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