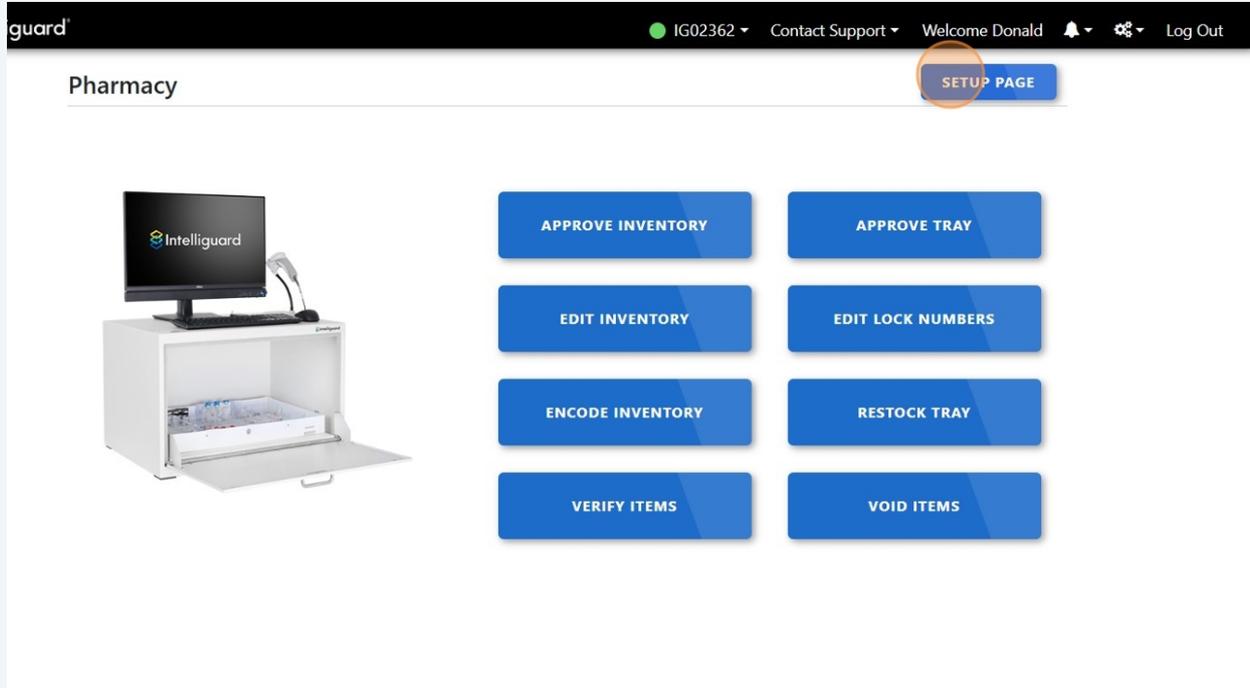
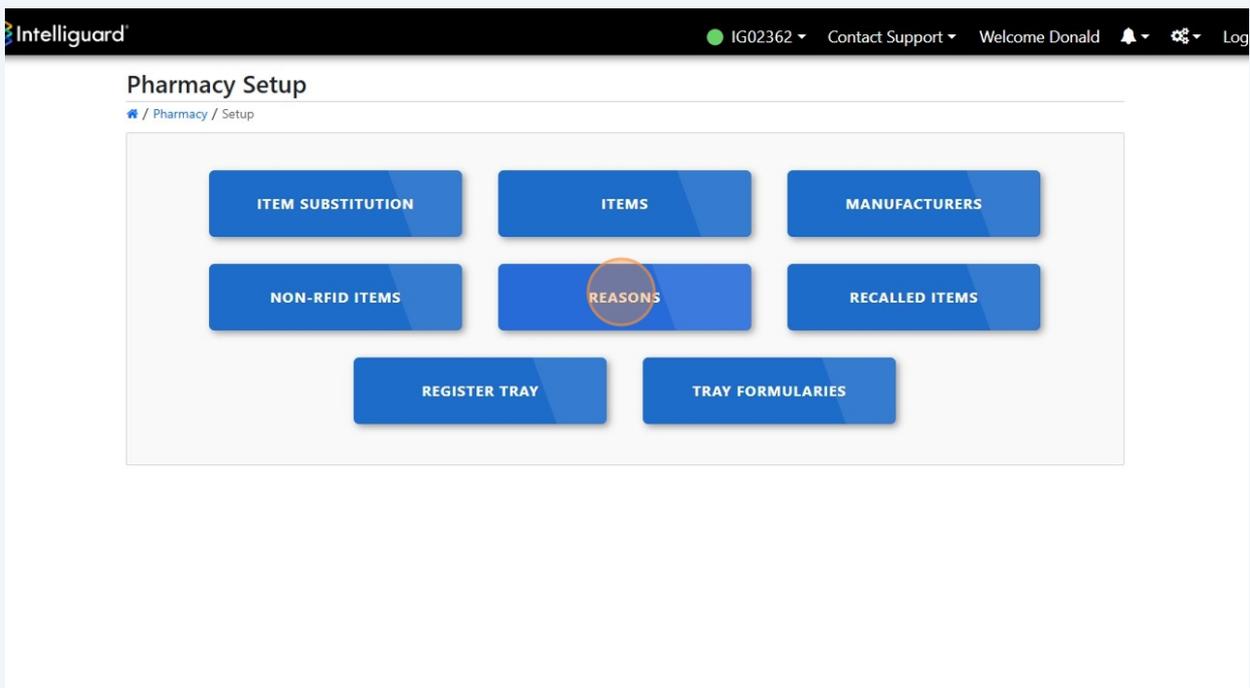


# How to Add a Reason

1 Click "Setup Page"



2 Click "Reasons"



3 Click "Add New Reason"

The screenshot shows the 'etup' application interface. At the top, there is a navigation bar with the 'guard' logo, a user profile 'IG02362', 'Contact Support', 'Welcome Donald', and a 'Log Out' button. Below the navigation bar, the page title 'etup' is displayed, along with a breadcrumb 'tup / Reasons Setup' and an 'Add New Reason' button circled in orange. The main content area features a table with the following columns: 'Name', 'Type', and 'Action'. The table contains several rows of reasons, including 'Par Quantity Override' and 'Void Item'. At the bottom of the table, there is a pagination control showing 'Items per page: 10' and '1 - 9 of 9'.

4 Click and add in a new reason in the box.

The screenshot shows the 'Reasons Setup' application interface. At the top, there is a navigation bar with the 'Intelliguard' logo, a user profile 'IG02362', 'Contact Support', 'Welcome Donald', and a 'Log Out' button. Below the navigation bar, the page title 'Reasons Setup' is displayed, along with a breadcrumb 'Pharmacy / Setup / Reasons Setup'. The main content area features a table with the following columns: 'Name', 'Type', and 'Action'. The table contains several rows of reasons, including 'Backorder', 'Damaged Item', 'Expired Item', 'Need Extra Medication', 'Other Reason', 'Out of Stock', 'Recall', 'Voided', and 'Voided'. An 'Add Reason' modal dialog box is open in the center of the screen, containing a text input field with the placeholder text 'Add Reason', a 'Type\*' dropdown menu, and 'Cancel' and 'Save' buttons. The 'Add Reason' button in the modal is circled in orange.

5 Choose a reason type from dropdown.

Reasons Setup

/ Pharmacy / Setup / Reasons Setup

Name	Type	Action
Backorder	Par Quantity Override	
Damaged Item		
Expired Item		
Need Extra Medication		
Other Reason		
Out of Stock		
Recall		
Voided		
Voided	Void Item	

Items per page: 10 1 - 9 of 9

6 Click "Save"

Reasons Setup

Name	Type	Action
Backorder	Par Quantity Override	
Damaged Item		
Expired Item		
Need Extra Medication		
Other Reason		
Out of Stock		
Recall		
Voided		
Voided	Void Item	

Items per page: 10 1 - 9 of 9

elliguard

# How to Edit a Reason

1 Click the "Edit" button under actions.

The screenshot shows the 'Reasons Setup' page in the Intelliguard system. The page header includes the Intelliguard logo, user ID IG02362, 'Contact Support', 'Welcome Donald', and 'Log Out'. The breadcrumb trail is 'Pharmacy / Setup / Reasons Setup'. A table lists various reasons with their types and actions. The 'new reason' row is highlighted, and its 'Edit' button is circled in orange.

Name	Type	Action
Backorder	Par Quantity Override	[Edit] [Delete]
Damaged Item	Void Item	[Edit] [Delete]
Expired Item	Void Item	[Edit] [Delete]
Need Extra Medication	Par Quantity Override	[Edit] [Delete]
new reason	Void Item	[Edit] [Delete]
Other Reason	Void Item	[Edit] [Delete]
Out of Stock	Par Quantity Override	[Edit] [Delete]
Recall	Void Item	[Edit] [Delete]
Voided	Void Item	[Edit] [Delete]
Voided	Void Item	[Edit] [Delete]

Items per page: 10 1 - 10 of 10

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2 You can now edit either the name or the type of reason

The screenshot shows the 'Reasons Setup' page with an 'Edit Selected Reason' modal dialog open. The modal contains fields for 'Reason\*' (new reason) and 'Type\*' (Void Item). The 'Type\*' dropdown is highlighted with an orange circle.

Name	Type	Action
Backorder	Par Quantity Override	[Edit] [Delete]
Damaged Item	Void Item	[Edit] [Delete]
Expired Item	Void Item	[Edit] [Delete]
Need Extra Medication	Par Quantity Override	[Edit] [Delete]
new reason	Void Item	[Edit] [Delete]
Other Reason	Void Item	[Edit] [Delete]
Out of Stock	Par Quantity Override	[Edit] [Delete]
Recall	Void Item	[Edit] [Delete]
Voided	Void Item	[Edit] [Delete]
Voided	Void Item	[Edit] [Delete]

Items per page: 10 1 - 10 of 10

3

Click "Save"

Top / Reasons Setup

Type	Action
Par Quantity Override	 
Void Item	 
Void Item	 
Void Item	 
Void Item	 
Void Item	 
Void Item	 
Void Item	 
Void Item	 
Void Item	 

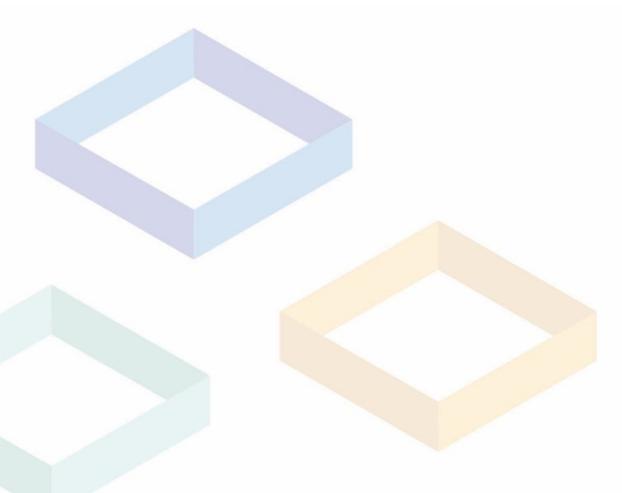
**Edit Selected Reason**

Reason\*  
new reason

Type\*  
Par Quantity Override

Items per page: 10 1 - 10 of 10

elliguard



# How to Delete a Reason

1 Click the "trash can" item under actions.

The screenshot shows the 'Reasons Setup' page in the Intelliguard system. The page header includes the Intelliguard logo, user ID 'IG02362', 'Contact Support', 'Welcome Donald', and 'Log Out'. The breadcrumb trail is 'Pharmacy / Setup / Reasons Setup'. A table lists various reasons with their types and actions. The 'new reason' row has its delete icon circled in orange.

Name	Type	Action
Backorder	Par Quantity Override	
Damaged Item	Void Item	
Expired Item	Void Item	
Need Extra Medication	Par Quantity Override	
new reason	Par Quantity Override	
Other Reason	Void Item	
Out of Stock	Par Quantity Override	
Recall	Void Item	
Voided	Void Item	
Voided	Void Item	

Items per page: 10 1 - 10 of 10

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2 Click "Delete"

The screenshot shows the 'Reasons Setup' page with a 'Delete Reason' dialog box open. The dialog box asks 'Are you sure you want to delete this reason?' and has 'Cancel' and 'Delete' buttons. The 'Delete' button is circled in orange.

Reasons Setup

Type	Action
Par Quantity Override	
Void Item	

Items per page: 10 1 - 10 of 10

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