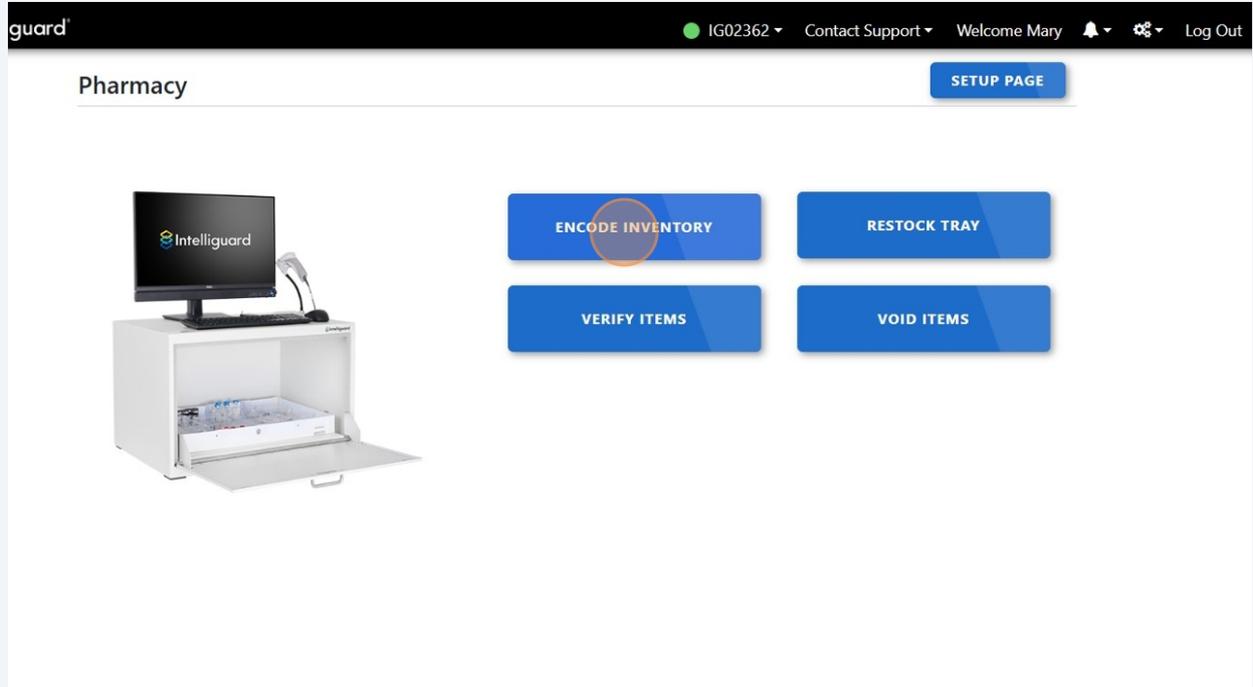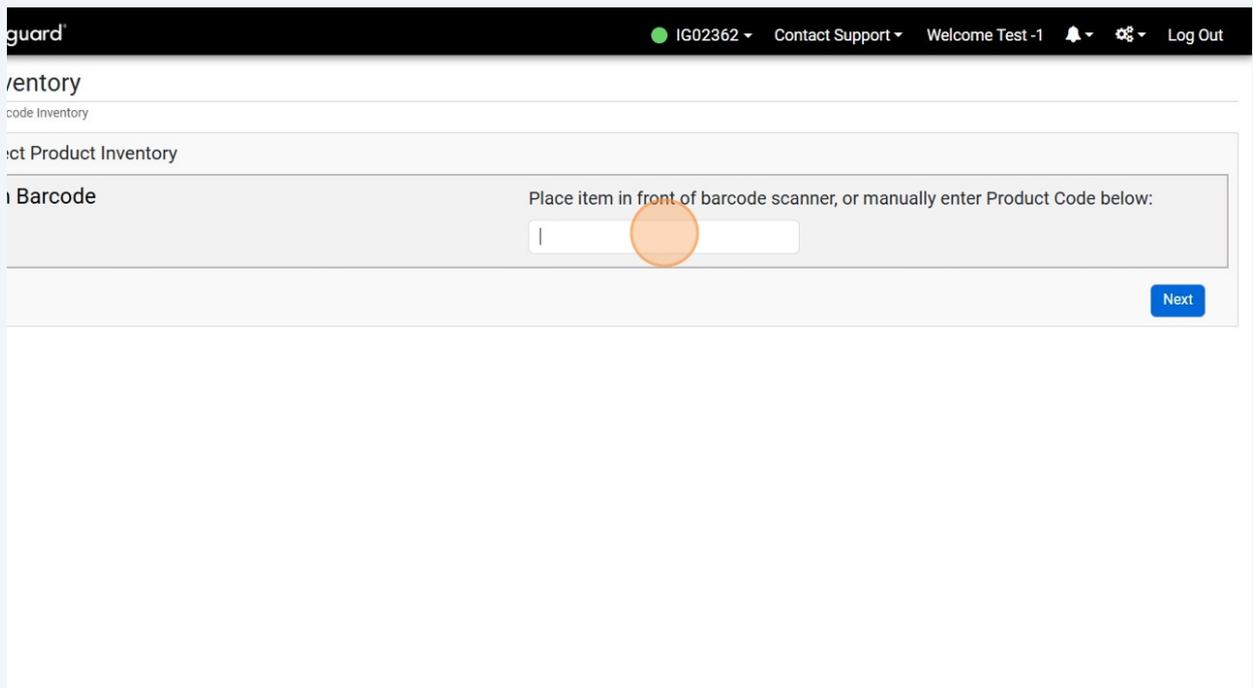# How to Encode Pharmacy Inventory

1 Click "Encode Inventory"

2 Click this field, then Scan the barcode on the medication.

3 Type the Lot number into the field and then it will have you confirm it and type the lot number in again.

entory

e Inventory

Confirmation

Product Code: 00143-9924-90
Item Type: Medication
Item: ceFAZolin 1 GM Inj (West-Ward Pharmaceuticals Corp.)
Manufacturer: West-Ward Pharmaceuticals Corp.
Package Type: Vial

Back

umber and Expiration

Lot Number: ZP521

Confirm Lot Number: |

Expiration Date: mm/dd/yyyy 📅

Confirm Expiration Date: mm/dd/yyyy 📅

Place items inside of enclosure, close and secure the door, then press scan.

Items Scanned: [ ] Scan

w and Save

Undo all fields and clear form.
Clear

Acknowledge and clear form.
Accept

---

4 Click the "mm/dd/yyyy" field and enter in the expiration date

e inventory

Confirmation

Product Code: 00143-9924-90
Item Type: Medication
Item: ceFAZolin 1 GM Inj (West-Ward Pharmaceuticals Corp.)
Manufacturer: West-Ward Pharmaceuticals Corp.
Package Type: Vial

Back

umber and Expiration

Lot Number: ZP521

Confirm Lot Number: ZP521

Expiration Date: mm/dd/yyyy 📅

Confirm Expiration Date: mm/dd/yyyy 📅

Place items inside of enclosure, close and secure the door, then press scan.

Items Scanned: [ ] Scan

w and Save

Undo all fields and clear form.
Clear

Acknowledge and clear form.
Accept

5 It will have you confirm and type in the expiration date again

:onfirmation

Product Code: 00143-9924-90
Item Type: Medication
Item: ceFAZolin 1 GM Inj (West-Ward Pharmaceuticals Corp.)
Manufacturer: West-Ward Pharmaceuticals Corp.
Package Type: Vial

Back

umber and Expiration

Lot Number: ZP521

Confirm Lot Number: ZP521

Expiration Date: 5/31/2025

Confirm Expiration Date: mm/dd/yyyy

Place items inside of enclosure, close and secure the door, then press scan.

Items Scanned:

Scan

w and Save

Undo all fields and clear form.
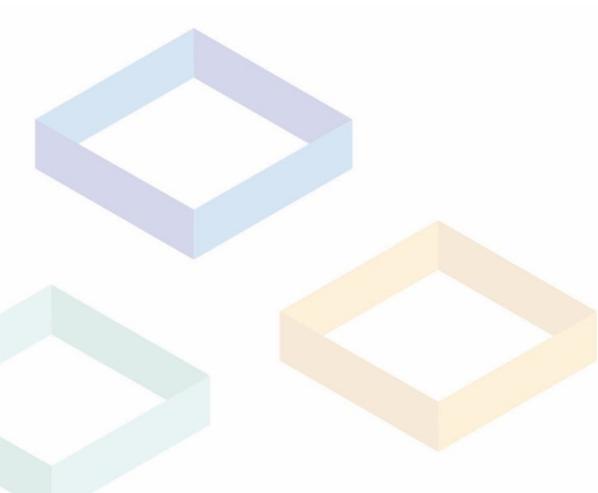
Clear

Acknowledge and clear form.

Accept

guard

6 Place all of the same medications with the same lot number inside the enclosure

ⓘ Be sure you know how many medications are being put inside of the enclosure and that the Lot number and expiration date are the same on all of them.

7   Click "Scan"

Confirmation

Product Code: 00143-9924-90
Item Type: Medication
Item: ceFAZolin 1 GM Inj (West-Ward Pharmaceuticals Corp.)
Manufacturer: West-Ward Pharmaceuticals Corp.
Package Type: Vial

Back

mber and Expiration

Lot Number: XP523

Confirm Lot Number: XP523

Expiration Date: 5/31/2025

Place items inside of enclosure, close and secure the door, then press scan.

Items Scanned: Scan

v and Save

Undo all fields and clear form.

Clear

Acknowledge and clear form.

Accept

guard

---

8   The number of items scanned will populate, double check that this number matches what you originally counted.

---

9   Click "Accept"

Confirmation

Product Code: 00143-9924-90
Item Type: Medication
Item: ceFAZolin 1 GM Inj (West-Ward Pharmaceuticals Corp.)
Manufacturer: West-Ward Pharmaceuticals Corp.
Package Type: Vial

Back

mber and Expiration

Lot Number: XP523

Confirm Lot Number: XP523

Expiration Date: 5/31/2025

Place items inside of enclosure, close and secure the door, then press scan.

Items Scanned: 1   Scan

v and Save

Undo all fields and clear form.

Clear

Acknowledge and clear form.

Accept

guard