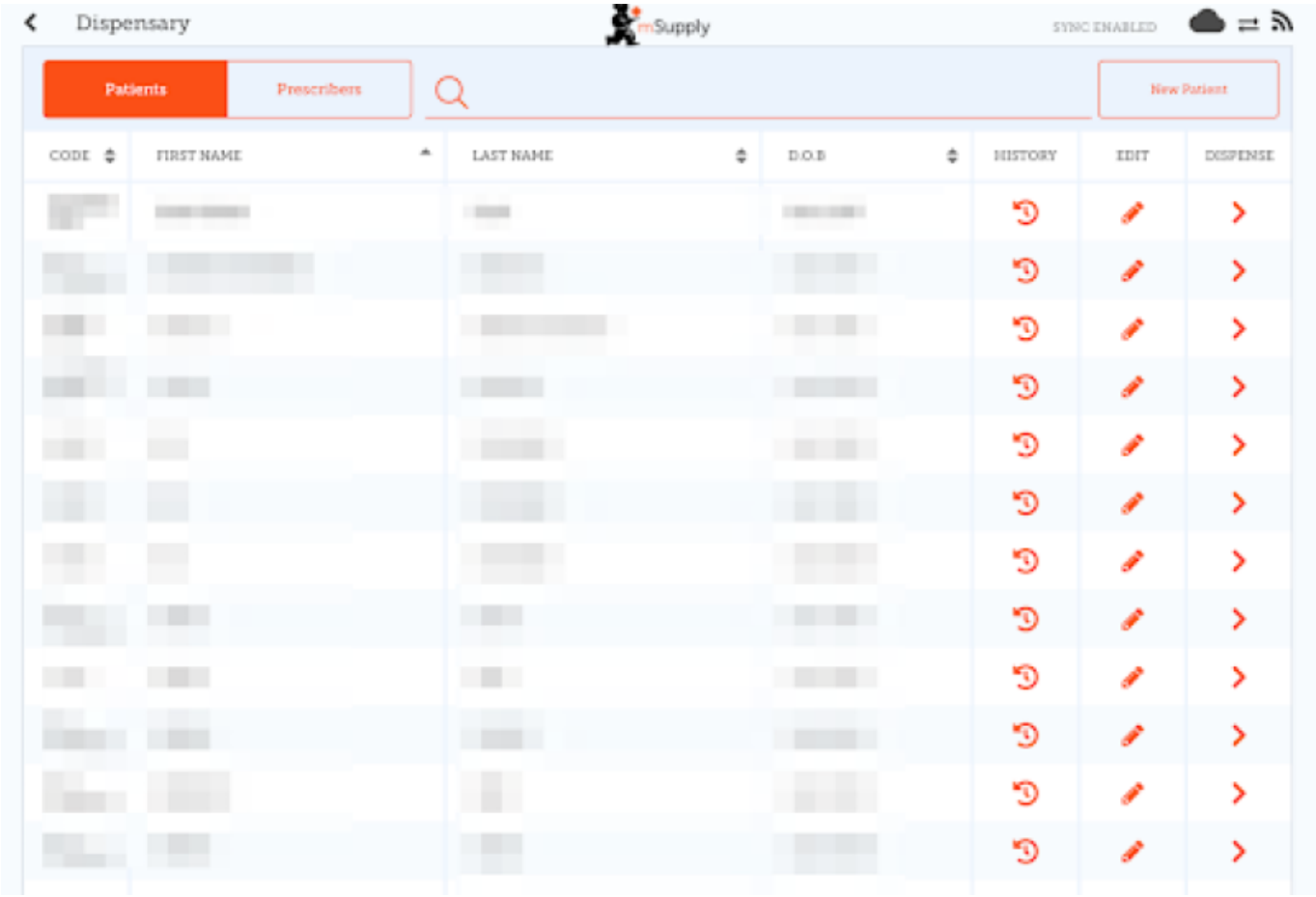
Dispensing

Dispensing mode only shows if the store is configured correctly on the server. Read how here

Patients

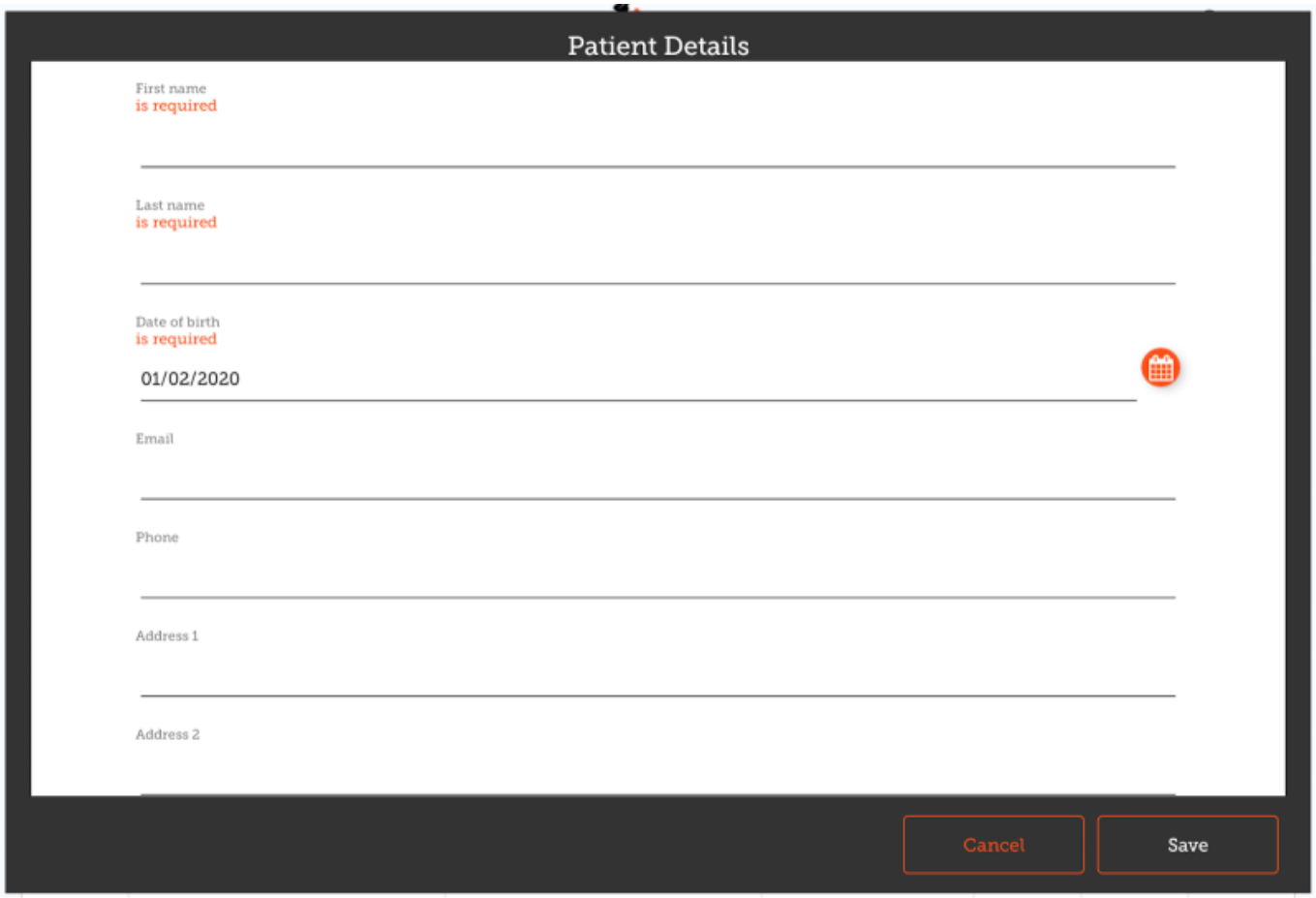
When you tap the **Dispensary** icon you will get a list of your patients. You can search for a particular patient using the field in the search bar.

TIP: you can search by first and last name by using a comma. For example: g, j will search for all patients whose last name starts with G and first name starting with J.

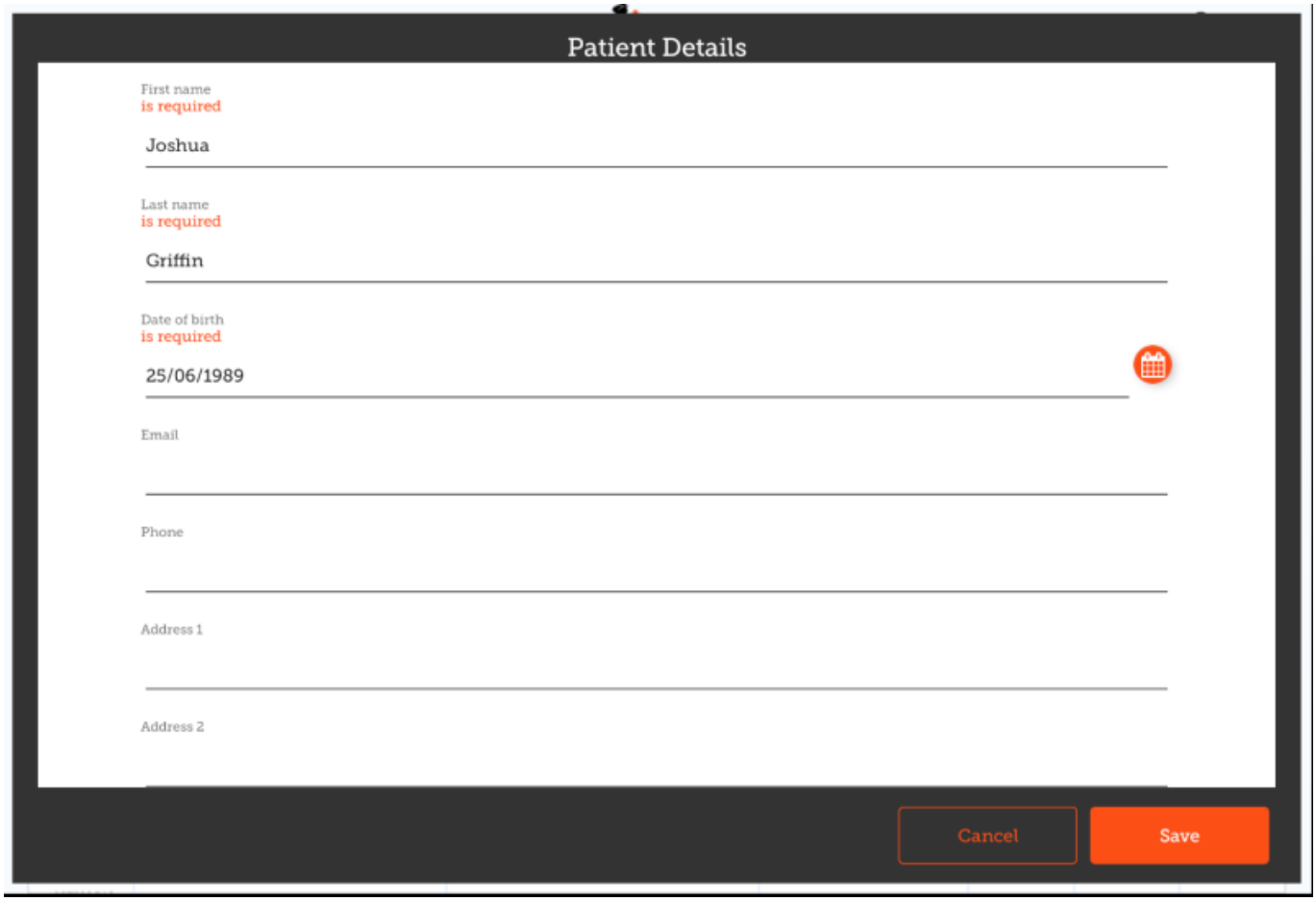


Adding a new Patient

- To create a new patient, tap the **New Patient** button.

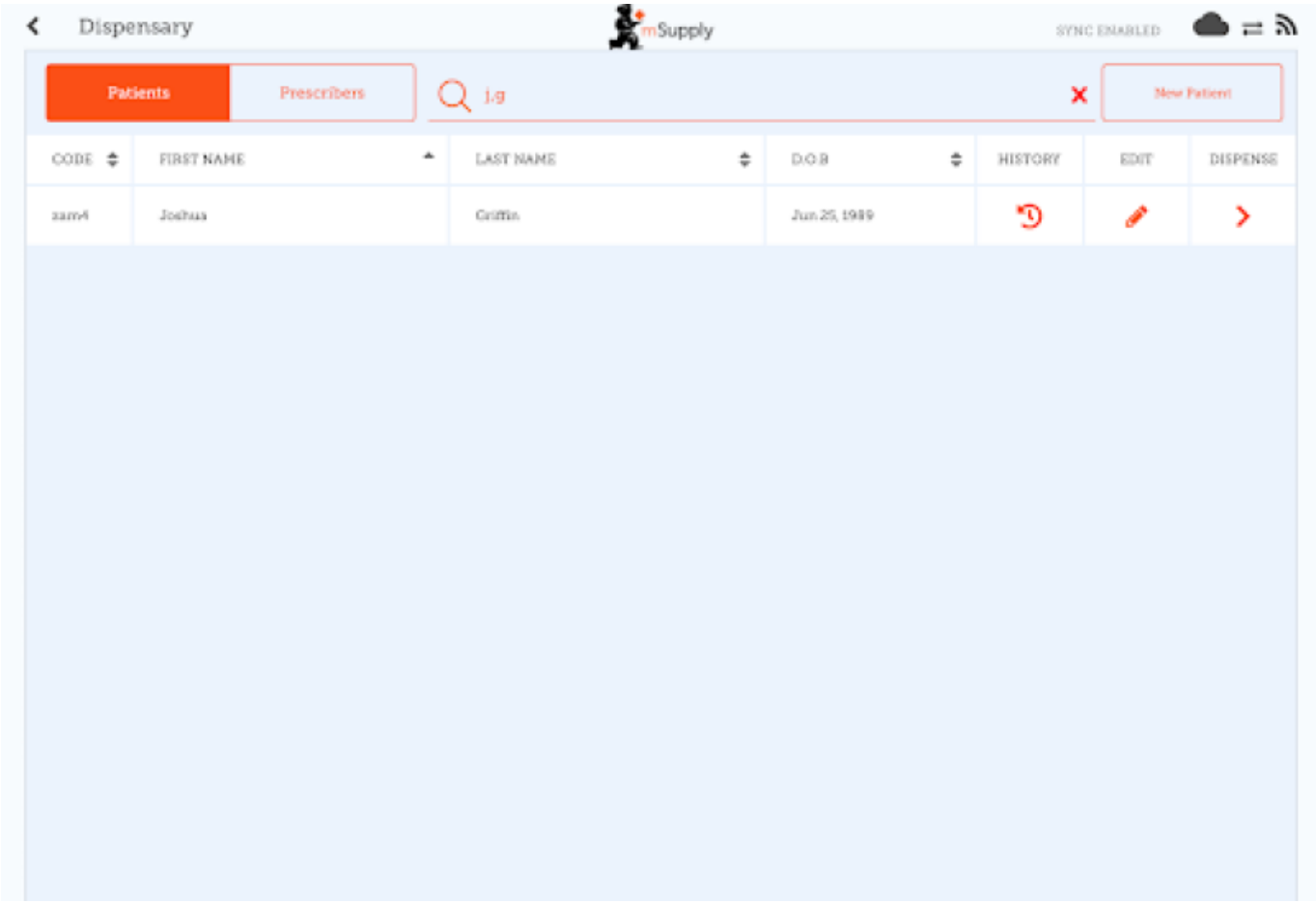


- You'll see a new window.
- The fields marked with IS REQUIRED are fields which must be filled in.
- The other fields are optional.
- The Save button will only be enabled if you have filled out all the required fields.
- Once you have entered all the details that are required, tap the **SAVE** button.



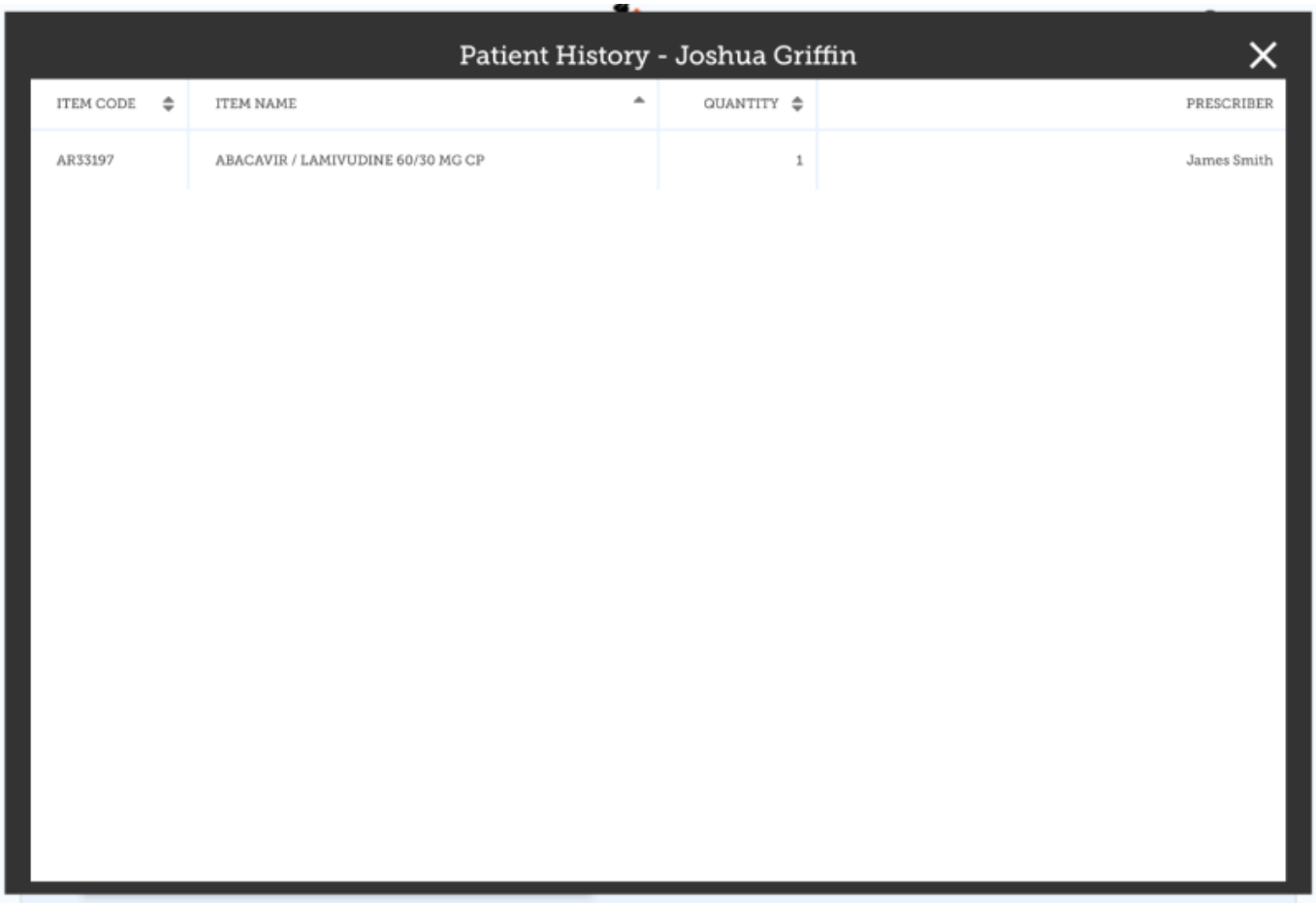
Editing a patient's details

To edit a patient's details, tap the **edit** button at the end of the row for that patient. Easy!



Viewing a patient's History

You can also view the history for a patient by tapping the **history** button.

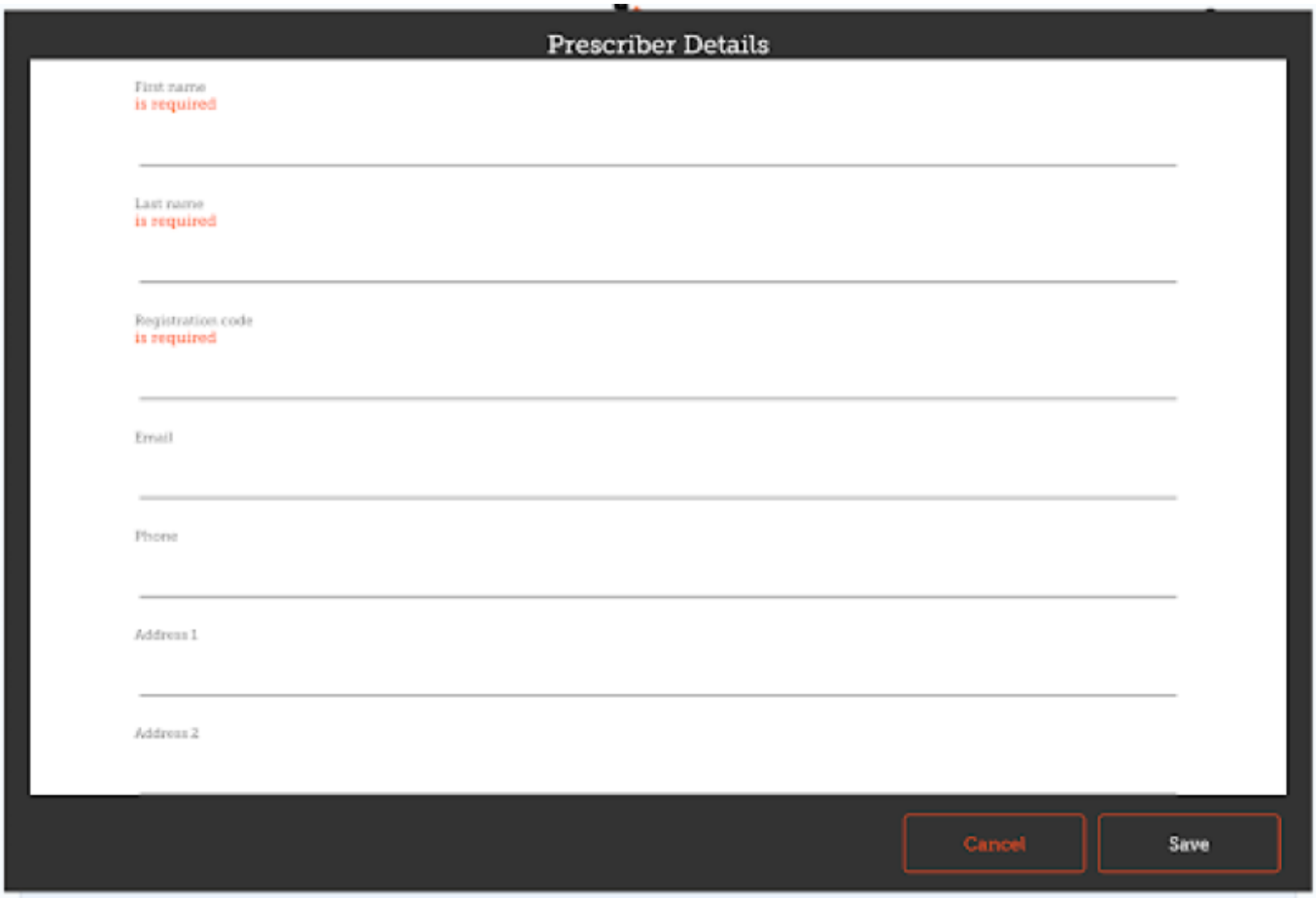


Prescribers

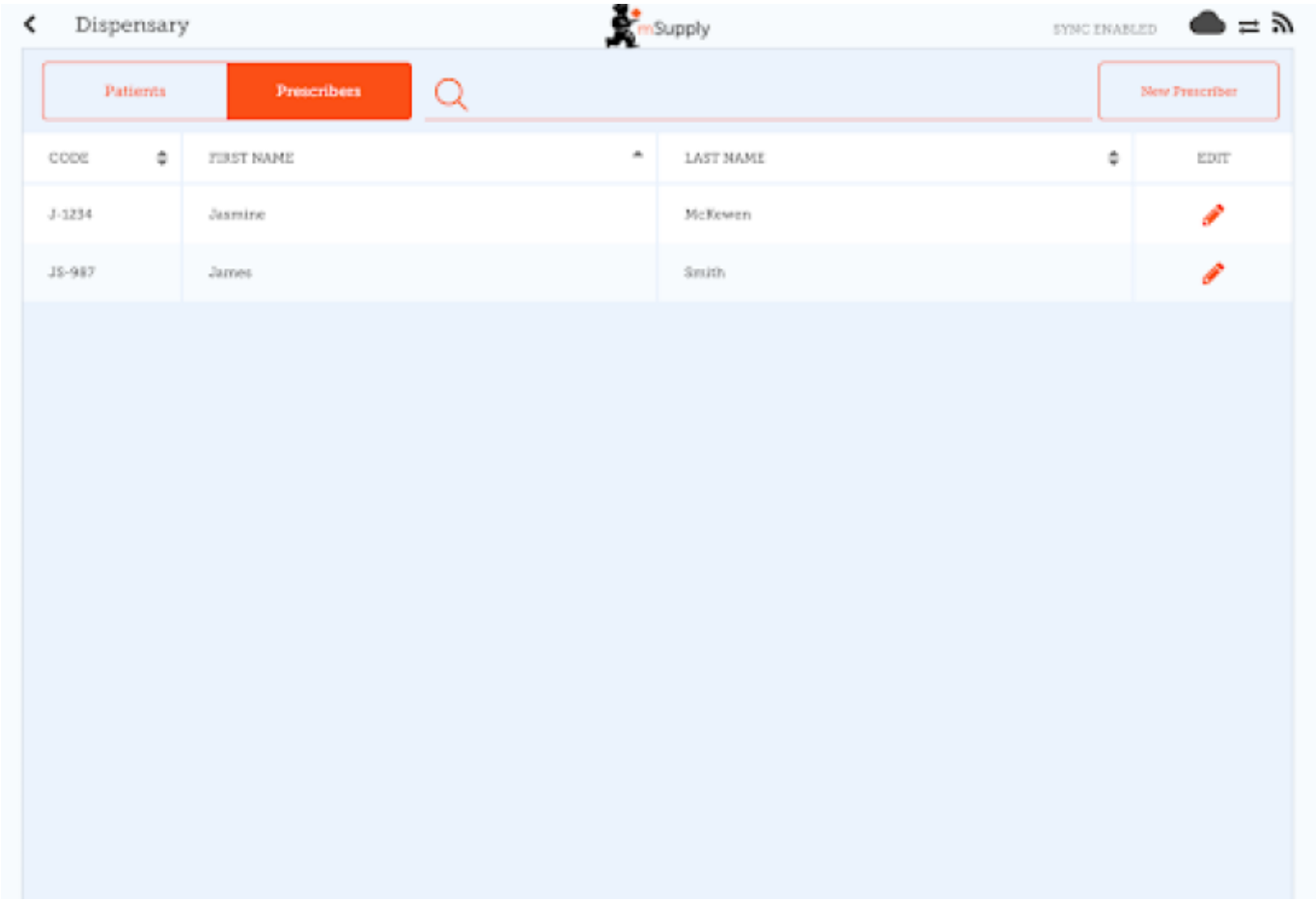
You can show, add and edit prescribers in just the same way as you do for patients.

Simply tap the “Prescribers” toggle button at the top of the window:

To edit a prescriber, tap the edit (pen icon) button for the row you wish to edit. You're then shown the prescriber's details:

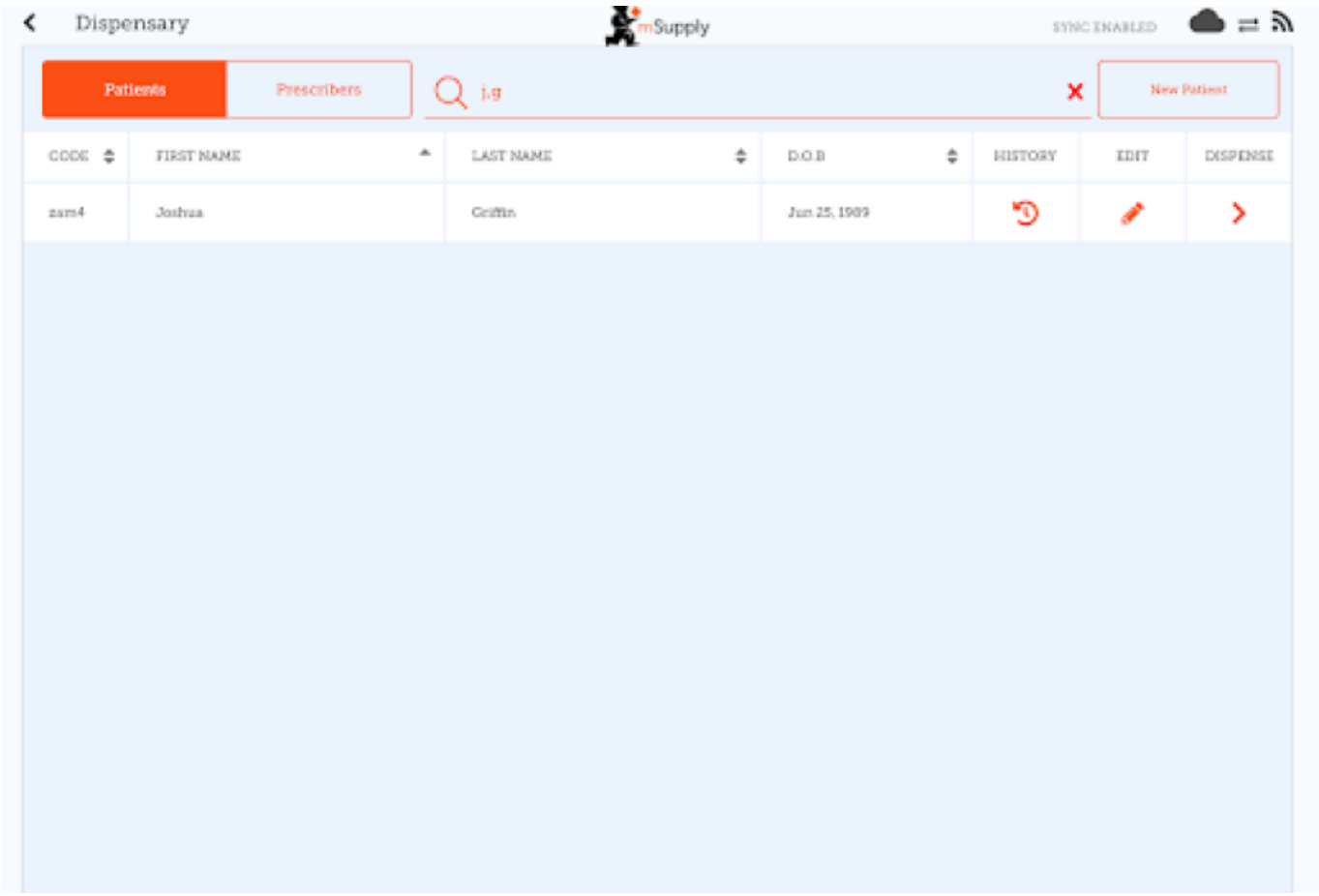


As for patients, only when you've entered all the required fields you'll be able to save the record.



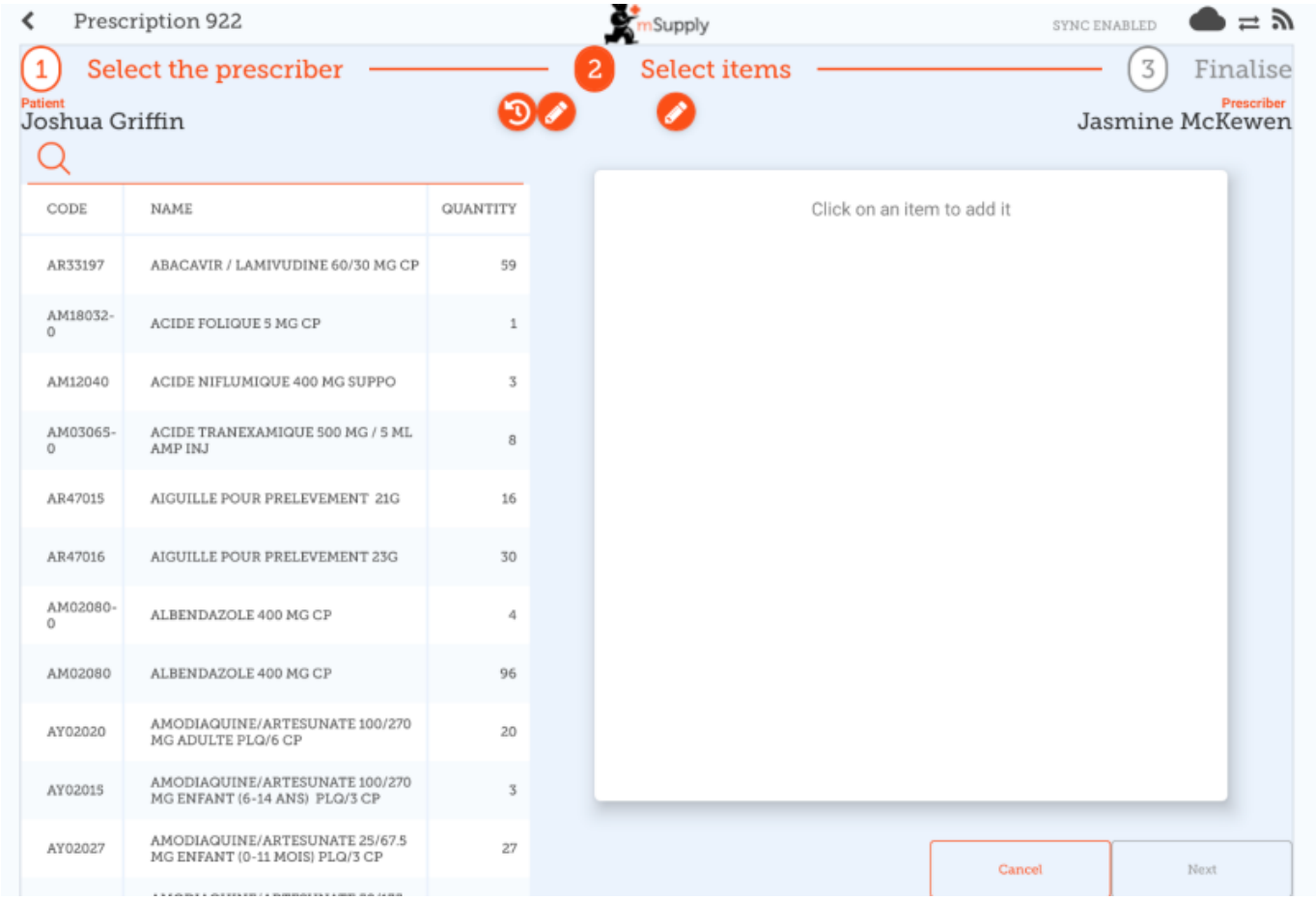
Dispensing to a patient

- Firstly, find the patient to dispense to (as above for viewing/editing a patient)
- Then click the **Dispense** button on that row.



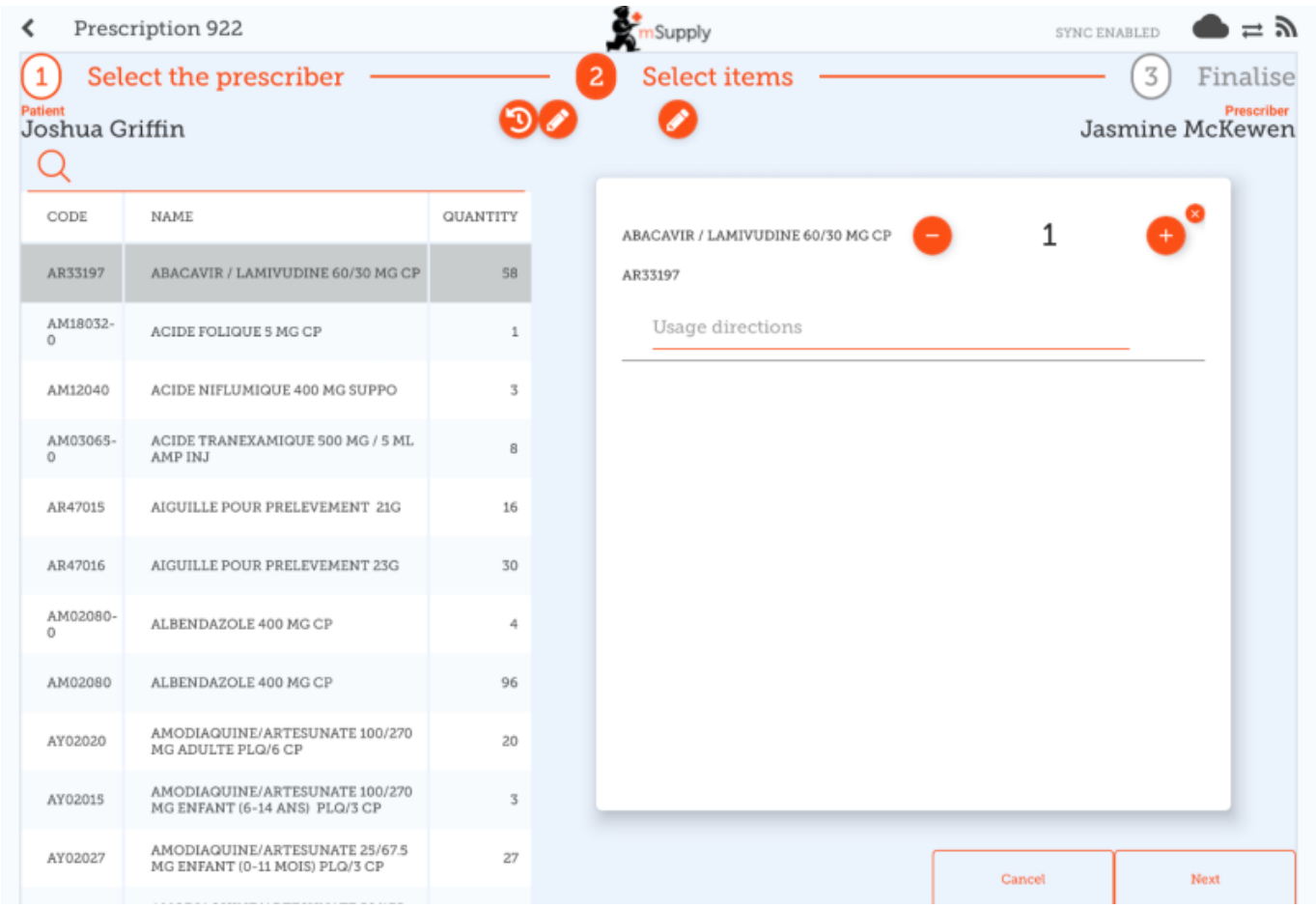
Dispensing is a three step process. Each step must be completed before you can move to the next step

1. Step 1 you must select a prescriber by clicking on the SELECT icon
    - NOTE: You can press the HISTORY and EDIT icons next to the patients name to edit the patients details or view their history at any time.
    - You can filter the list using the search bar
    - Once you have selected a prescriber, you can edit the prescriber at any time using the EDIT icon next to the prescribers name
2. Step 2: You must select an item to dispense by selecting the row on the left hand side. You can filter the items using the search bar



You must select at least one row to continue.

Once you select an item, you can adjust the quantity using the **+** and **-** buttons, or type quantity into the text area (tap first to bring up the keyboard).

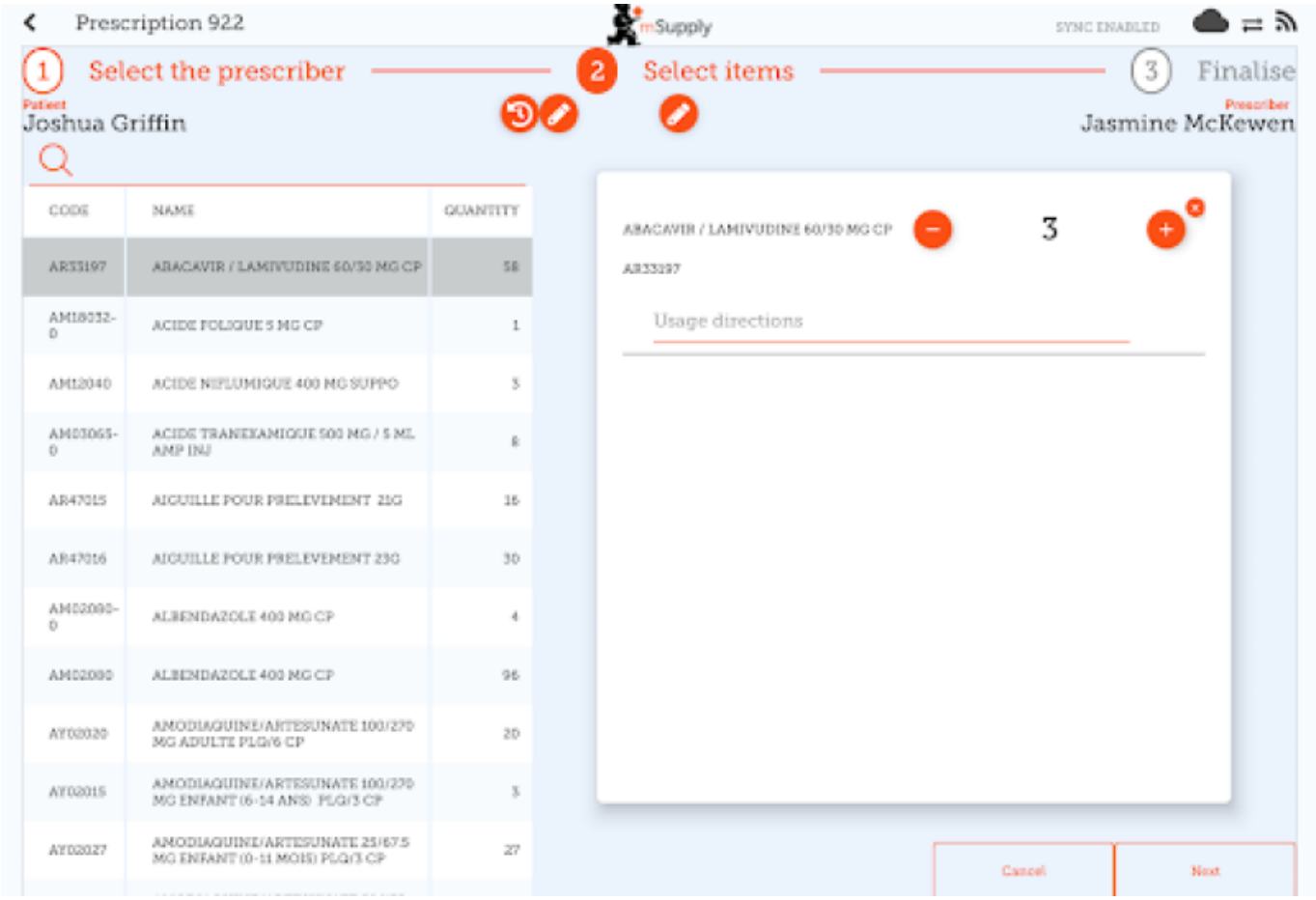


You can remove an item using the **X** button.

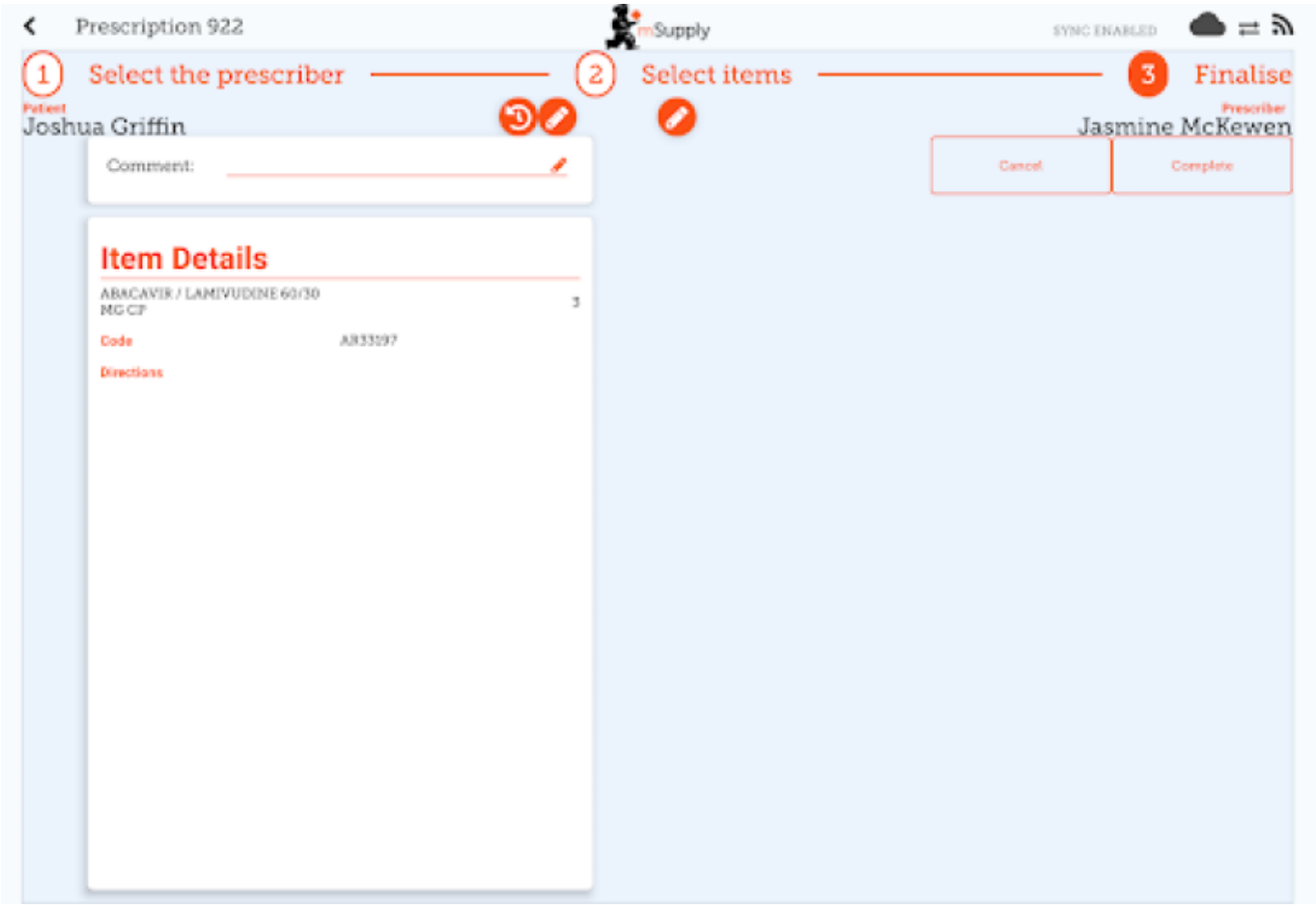
Type directions for the item into the directions text area.

Once you've updated the quantity, the Next button is available and you can continue to step 3.

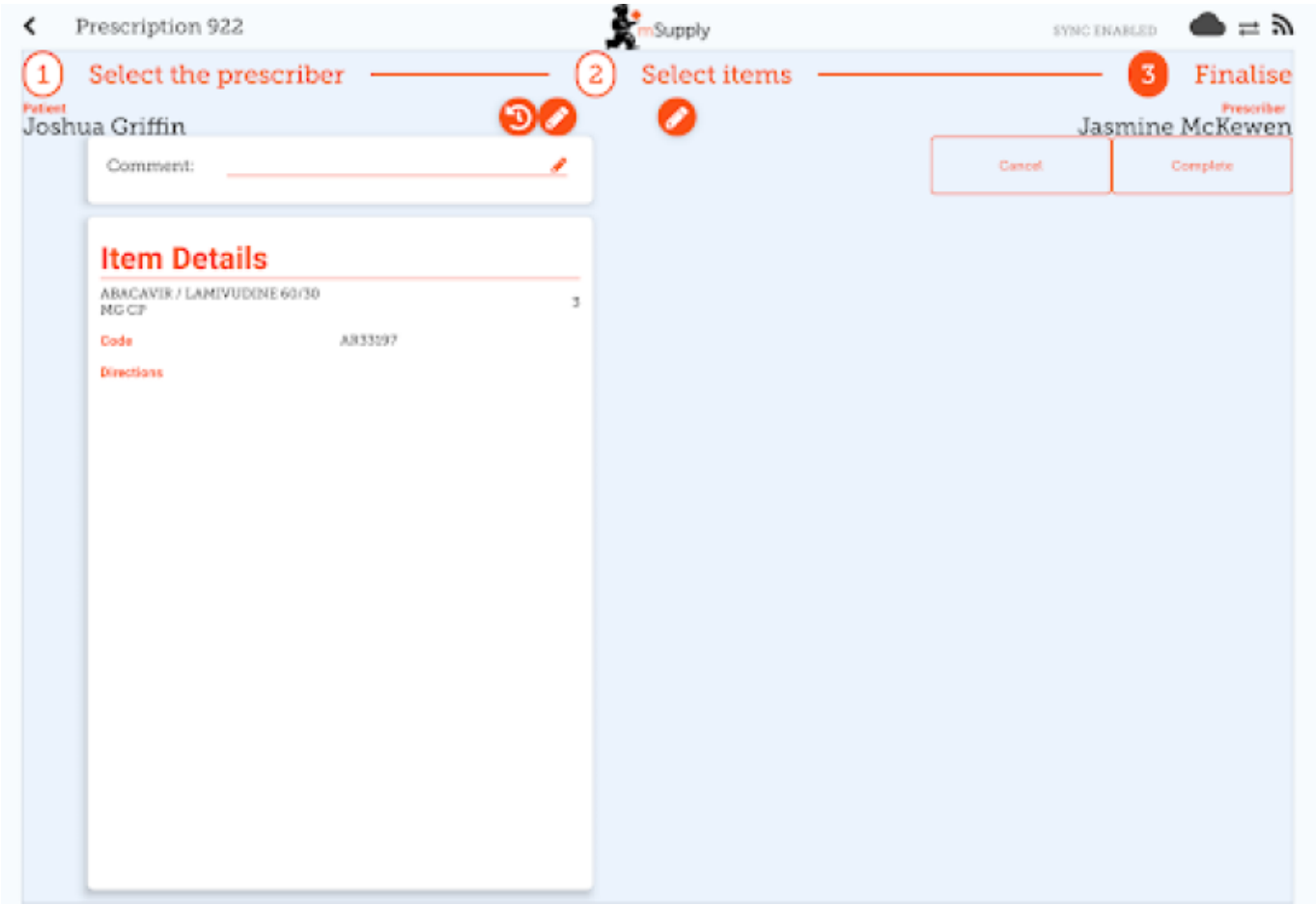
Note that clicking cancel, or navigating away from this prescription will **DELETE** this prescription



1. Step 3: You can view the final results of the prescription and add any other details such as a comment.



Tapping the **Complete** button will finalise the prescription. That means that it's locked- you can't edit it any more.



That was easy!. If you've enabled payments, you can go to the next step to receive payment. If not, you'll continue and dispense the next prescription.

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Last update: **2020/02/08 01:18**