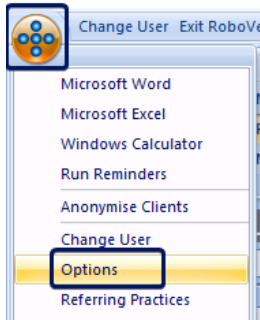


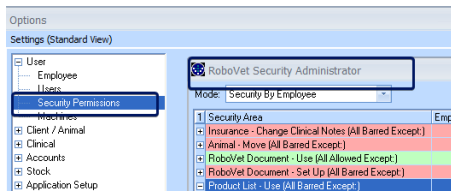
How to Add New Wholesaler Stock Items to RoboVet

RoboVet

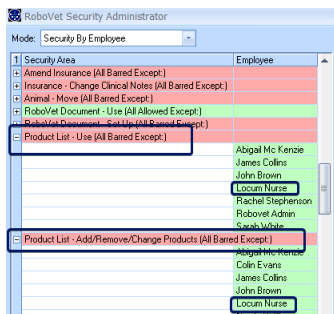




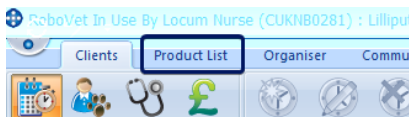
- We will look at adding stock items from your wholesaler library, so you are able to add them to electronic orders.
- This is a permission-based area. To add a user to this permission, click on the RoboVet button, then **Options**.



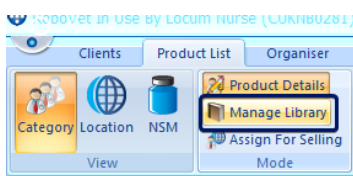
- Click **User**, then **Security Permissions**. The RoboVet Security Administrator window will appear.



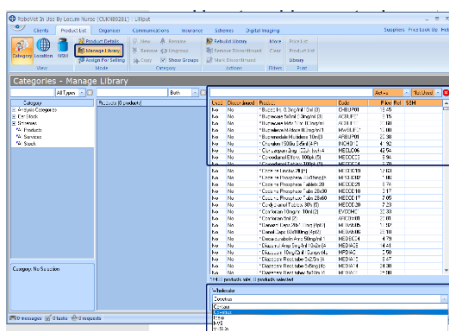
- The user will need to be added to the following two security areas:
- **'Product List – Use'** and **'Add/Remove/Change Products'**.
- Get the user to re-login to pick up the new permissions.



- Got to the **Product List** tab.



- From the **Category** view, click on **Manage Library**.



- In **Manage Library** mode, the right-hand side section displays the library list.
- If this is not shown, click on the dropdown below the section, to select the wholesaler library you wish to see.

Used	Discontinued	Product	Code	Price Ref	SSM
No	No	Bupaq Inj. 0.3mg/ml 10ml (3)	CHBUP01	19.45	
No	No	Bupropion 67.5mg/100mg/100mg	AFB11801	9.16	

- The library list shows all stock items available from the selected wholesaler. You should ensure you update this list regularly.
- We'll cover this process in a separate document.
- You will see **Active** and **Not Used** fields. These filters mean only available stock items and what is not already in your practice product list, are displayed.

Active Not Used

Both Discontinued Active

- You can adjust these filters if necessary.

Used	Discontinued	Product	Code	Price Ref	SSM
No	No	Noroclav Blist Pk 100x500mg	NBNOR93	86.57	
No	No	Noroclav Blist Pk 10x500mg	NBNOR95	10.51	
No	No	Noroclav Blist Pk 25x500mg	NBNOR94	22.89	
No	No	Noroclav Blister Pk 100x50mg	NBNOR1A	21.73	

- In the search box type in the name of the stock item you need to add to your practice's product list.

Use Product Mark Discontinued More Price List

Rebuild Library Clear Product List

Remove Discontinued Filters Print

Actions

noroclav

Used	Discontinued	Product	Code	Price Ref	SSM
No	No	Noroclav Blist Pk 100x500mg	NBNOR93	86.57	
No	No	Noroclav Blist Pk 10x500mg	NBNOR95	10.51	
No	No	Noroclav Blist Pk 25x500mg	NBNOR94	22.89	
No	No	Noroclav Blister Pk 100x50mg	NBNOR1A	21.73	
No	No	Noroclav Blister Pk 250x250mg	NBNOR55	112.06	
No	No	Noroclav Blister Pk 500x50mg	NBNOR56	94.12	
No	No	Noroclav Chewable Tabs 250mg X	NBNORE3	158.72	

- Highlight the required item
- Click on **Use Product** on the **Actions** toolbar.

New Product

Name: Noroclav Blister Pk 100x50mg

Category: Analysis Categories, Cat Stock, Schemes

Cost: 21.73

Mark up %: 0.00

RRP: 0.00

Use RRP: 0.00

Min sale: 0.00

VAT: Standard (20.00%)

Units per pack: 1

Unit type:

Selling code: Auto create

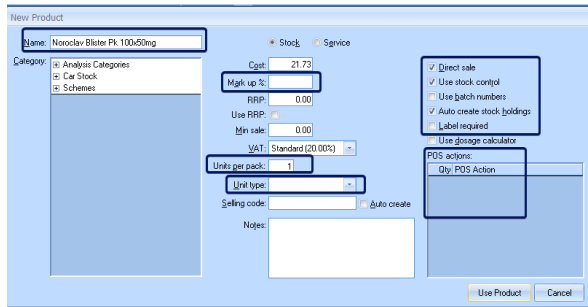
Notes:

Direct sale
Use stock control
Use batch numbers
Auto create stock holdings
Label required
Use dosage calculator

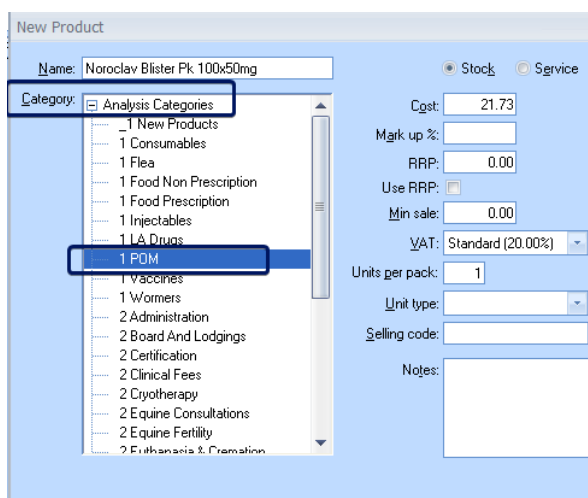
POS actions:
Qty, POS Action

Use Product Cancel

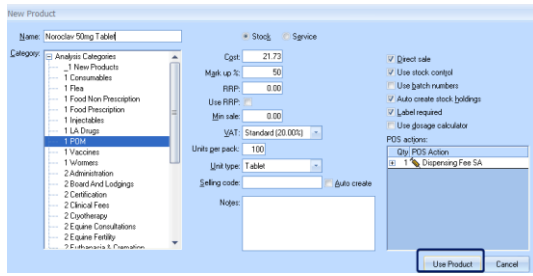
- The **new product** window will appear.



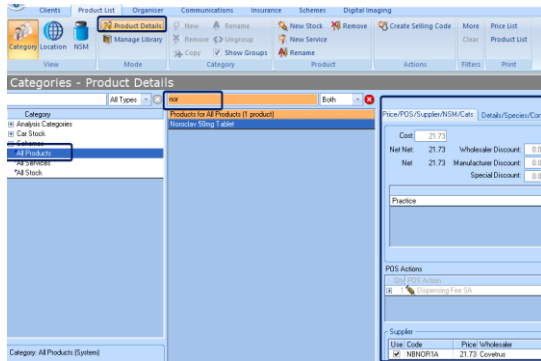
- You can edit the product name (e.g. if dispensing per tablet rather than per pack it is helpful to name it accordingly).
- Add the **Mark up %**.
- Set the **Units per Pack**. So, in this example if you dispense per tablet change the units per pack to 100. If you dispense the whole pack leave Units per pack as 1.
- The **unit type** can be set – this can help the person selling the item to know if it is per tablet or pack for example.
- Leave **Direct Sale** ticked.
- If you use **stock control** leave this ticked, otherwise untick this.
- Decide if you will be **batch tracking** the item.
- If using stock control leave the **Auto create stock holdings** ticked.
- Tick the **Label** box if a dispensing label is required.
- You may wish to add a **POS action** such as a dispensing fee.



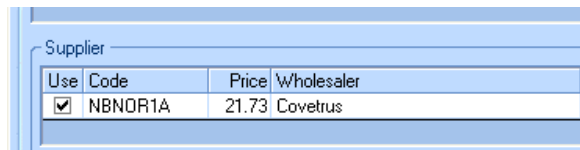
- Put the item into a product category.
- Click on the plus next to the **Category**.
- This will show you the product categories under that group.
- Highlight a product category.
- You may have to put items into multiple product categories depending how your practice is set up.



- When you have finished, click on **Use Product**.



- If you go back to the **Product Details** mode, then you can search for the item and define this further.



- Under the **Supplier** section you will see the link to the Wholesaler code.
- You will now be able to electronically order this item via RoboVet, from your wholesaler.