



**MODEUS**

# **HS8 Cheat Sheet**

## **Stock In**

Version: 1.0  
06 / May / 2020

# Function Summary

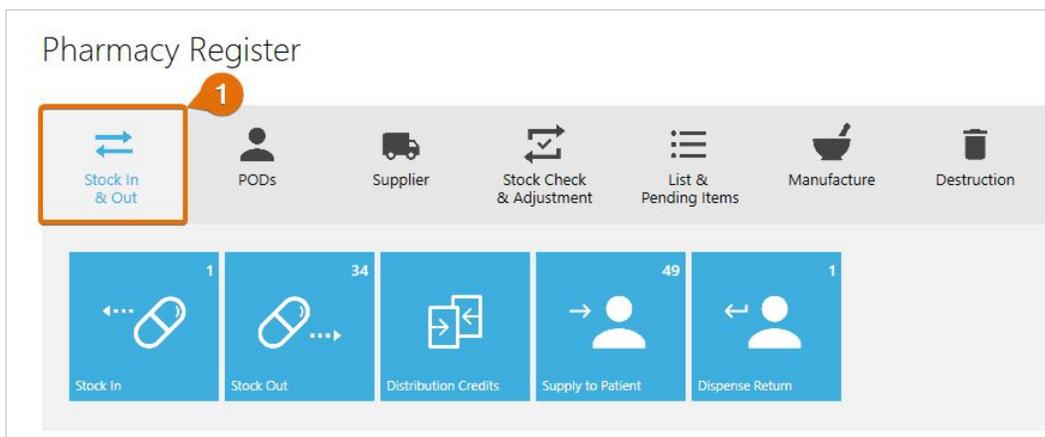
The **Stock In** function is used to receive medication from another location to the current register location you work from.

## Integrated Stock In

The typical usage is to process an **Integrated Stock In** that has come through from your dispense software or from a corresponding **Stock Out** transaction.

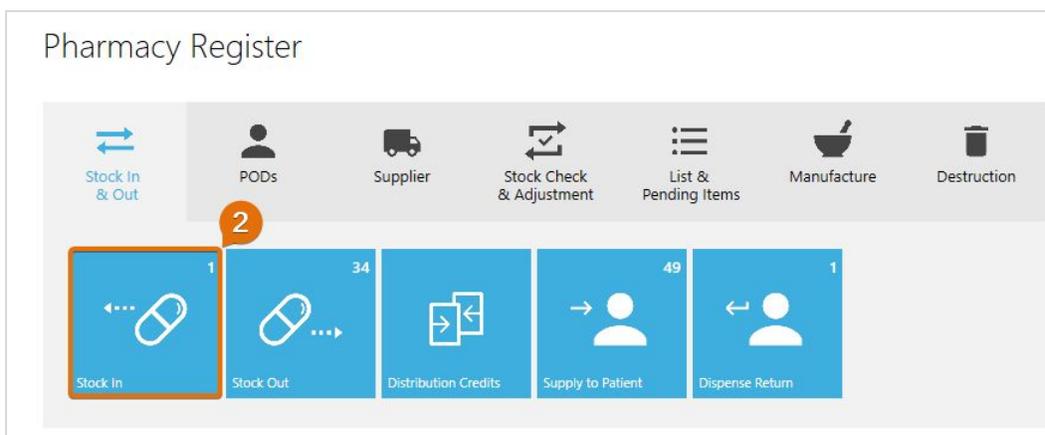
### Step 1

1. **Stock In & Out:** Start by going to the 'Stock In & Out' tab as per the image below:



### Step 2

2. **Stock In:** Select the 'Stock In' button.



## Step 3, 4 and 5

To action a pending import entry that came through from your integrated dispensing software or from a corresponding HS8 **Stock Out** transaction, follow the steps below:

- 3. Pending Imports:** Select the relevant item from the Pending Imports Panel on the right-hand side.
- 4. New Balance:** Confirm transfer of medications by ticking the boxes, checking the quantities and entering New Balances (if required). Please note that the boxes will get ticked automatically when New Balances are entered.
- 5. Entered By & Password:** Enter your username (or select from the Recent User list), enter your password and select OK to save the entry.

Pharmacy Register - Stock Transfer In

Reference

Received from Ward A (14-Apr-2020 12:25)

1 Items: Search:

<input type="checkbox"/>	Medication	Schedule	Dispatched	Received	Returned	New Balance	
<input type="checkbox"/>	oxycodone hydrochloride 5 mg tablet	8	5	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text"/>	Tablet(s)

Note

**5**

Entered By

Password

Pending Imports

**3**

**Ward A**  
Ext. System Ref:  
Items: 1  
Date: 14-Apr-2020 12:25

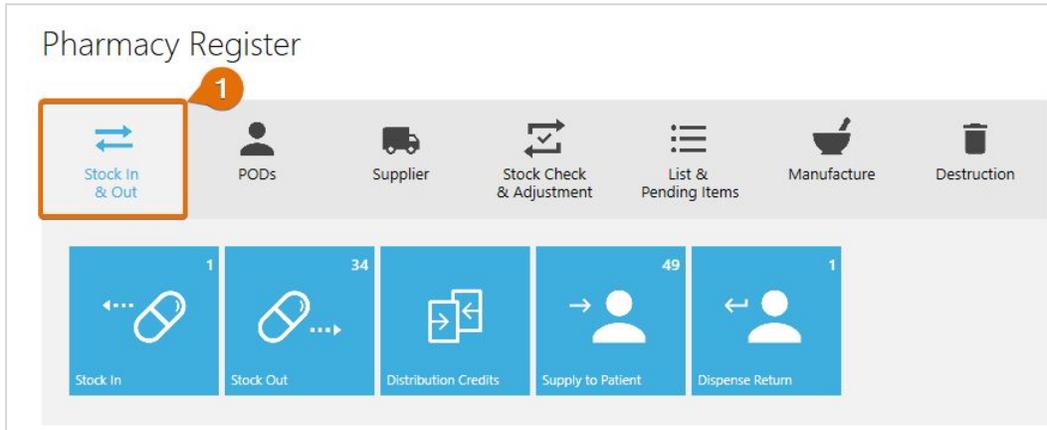
**4**

# Manual Stock In

The alternate usage of the Stock In function is to process a **Manual** entry.

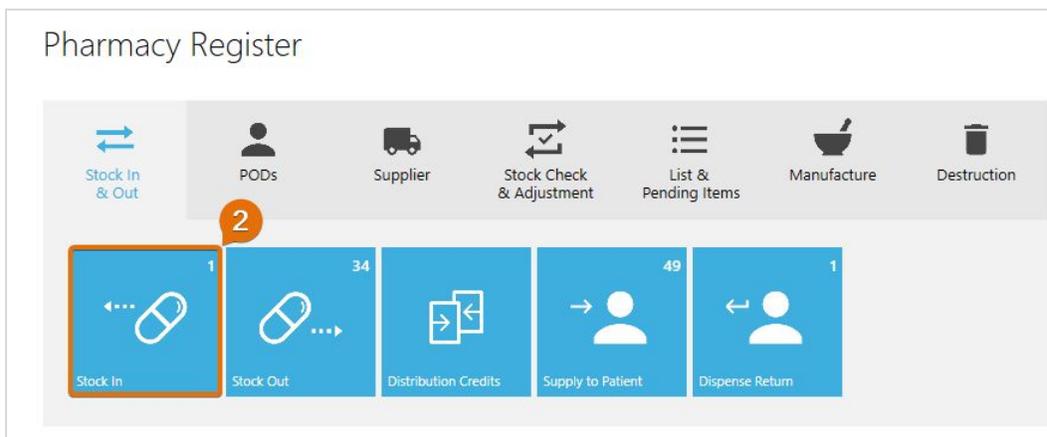
## Step 1

1. **Stock In & Out:** Start by going to the 'Stock In & Out' tab as per the image below:



## Step 2

2. **Stock In:** Select the 'Stock In' button.



## Step 3, 4 and 5

For a **Manual (non-integrated) Stock In** you will have to fill the transfer and drug details manually.

- 3. Entry Details:** Enter all relevant details of the Stock In entry (Location, Reference, Drug and Drug Quantity).
- 4. Add Item:** To add the previously selected drug to your 'Stock Transfer In' list, press the 'Add Item' button. Repeat step 3 and 4 as many times as necessary to add multiple drugs to the transfer list.
- 5. Entered By & Password:** Enter your username (or select from the Recent User list), enter your password and select OK to save the entry.

### Pharmacy Register - Stock Transfer In

← Pending Imports

3

Reference   
Distribution Return No

Drug     4

0 Items Search:

Medication	Schedule	Dispatched	Received	Returned
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Note

5

Entered By

Password