

Click path for Inventory Module

NIMS eHMS



e-Sushrut G-5

An Advanced Hospital Management Information System

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Inventory Module

Click Path

1. Drug Inventory

Click on Inventory → Services → Query → Drug Inventory




- Click on Add button  placed on left hand side of the menu to add the drug details to the inventory.
- Select the group name from the drop down menu for which addition of drug is to be done in the inventory.
- Select from drop down menu relevant options of the fields namely: Generic Drug Name, Stock Status, Drug Name, Manufacture, Inhand Quantity Unit, Unit Name and Supplied By.
- Enter Manufacture Date, Inhand Quantity, Rack No., Purchase Rate/Unit, MRP, PO No., PO Date, Bill No., Bill Date and Received Date.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.




- Click on Modify button  placed on left hand side of the menu to modify the existing drug details to the inventory.
- Select the Stock Status from the main menu and then select the relevant record from the table to modify the record.
- On the recently opened page, modify the record on the field on which user wants to make the changes.

Save –Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Back -> It will bring user back to the main menu.


2. Item Inventory

Click on Inventory → Services → Query →Item Inventory

- Click on Add button  placed on left hand side of the menu to add the Item details to the inventory.
- Select the Store Name, Item Category and Group Name from the drop down menu for which addition of item is to be done in the inventory.
- Select from drop down menu relevant options of the fields namely: Generic Item Name, Item Name , Manufacture, Inhand Quantity Unit, Unit Name and Supplied By.
- Enter Manufacture Date, Inhand Quantity, Specification, Purchase Rate/Unit, Issue Rate and Received Date.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.

- Click on Modify button  placed on left hand side of the menu to modify the existing item details to the inventory.
- Select the Store Name, Item Category and Group Name from the main menu and then select the relevant record from the table to modify the record.

- On the recently opened page, modify the record on the field on which user wants to make the changes.

Save –Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Back -> It will bring user back to the main menu.

3. Item Locator

Click on Inventory → Services → Query →Item Locator

- Select the appropriate values for the drop down fields namely Store Name, Item Category and Item Name.

Search button

- Search -> Based upon the entered input criteria, search button displays the relevant result on the screen.
- Stock Details based upon the search criteria get displayed on the screen. Following attributes are obtained after the Search. Store Name, Item Name, Batch No, Serial No, Available Quantity, Expiry Date and Stock Status.
- Complete details about the Item can be obtained by hovering the mouse on the screen.
- Quantity Details (on hovering) shows Reserved Quantity and Blocked Quantity.

4. Drug Distribution Monitoring Detail

Click on Inventory → Services → Query → Drug Distribution Monitoring Detail

- Enter CR No. or Patient Name in the space provided. Select appropriate value in the drop down menus namely Department Name and Unit Name.
- Enter values for From Date and To date fields in the space provided.


Search –Clear–Cancel buttons

- Search -> Based upon the entered input criteria, search button displays the relevant result on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> Drug Distribution Monitoring Detail window will close and user will return to main menu of the module.
- Patient details tab containing the result based upon the search input criteria is displayed.
- Issued Drug containing details and quantity about the drug is displayed on the screen.

5. Indent Desk

Click on Inventory → Services → Demand → Indent Desk



- To generate new indent, click on the Generate button  placed on the left hand side of the menu.
- Select appropriate value for the drop down fields namely Store Name and Request/Indent Type, new page would open on the screen.
- Select applicable radio button for Indent Status.
- Select appropriate value for the drop down fields namely Issuing Store and Indent Period.

- Select the item to be indented from the Item Finder button. Select Group Name for the “Item Search for” new window.


OK –Close buttons

- OK -> Selected Details gets entered and newly opened window close automatically. Page displays selected value on the page.
- Close -> Newly opened window gets close and the application return to the parent page.
- Selected item gets displayed under Item Name. Enter Required Quantity and select Unit from the drop down menu.
- Approx cost gets automatically updated as per rate defined in the Rate contract for the selected item.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.




- To modify the existing indent, click on the Modify button  placed on the left hand side of the menu.
- Select appropriate value for the drop down fields namely Store Name and Request/Indent Type, new page would open on the screen.
- Indent Desk View contains detail about Indent that has already been created and Item details containing the indent.
- Modify the Required Quantity field and enter the desirable Quantity.

Save –Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.

- Cancel -> It will bring back user to the main level without saving the data entered on the field.




- To View the already created indent, click on the View button  placed on the left hand side of the menu.
- Indent Desk View contains all the details about the particular Indent that has already been created.
- Item details contain detail about the Item Name, Required Quantity, Approved Quantity and Rate/Unit for the item.
- Approved Details contains detail about the Authority Name, Level and Approved Date.


Back button

- Back -> It will bring user back to the main menu.



- To Print the already created indent, click on the Print button  placed on the left hand side of the menu.
- Indent is opened in PDF format on a new window of the screen. Report Date and Time is printed on the screen at the top right corner.



- To Cancel the already created indent, click on the Cancel button  placed on the left hand side of the menu.
- Enter the remarks for the cancellation in the space provided.
- Click on OK button to delete the selected corresponding record from the table.

6. Approval Desk

Click on Inventory → Services → Demand → Approval Desk


- Select the particular record from the table to which approval needs to be provided.
- Click on the Approval button  placed on left hand side of the menu to approve the indent.
- Enter the Approved Quantity in the space provided and select the unit name from the drop down menu.
- Select from radio button (Approved/Rejected) for the Approval status of indent.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.

- Select the particular record from the table to which approval needs to be viewed




- Click on the View button  placed on left hand side of the menu to approve the indent.
- Approval Desk View contains details about the indent created. Drug Details section would contain details such as Item Name, Available Quantity, Required Quantity, Approved Quantity and Rate/Unit details.
- Approval details would contain details for Authority Name, Level and Approval Date.

Back button

- Back -> It will bring user back to the main menu.


7. Issue Desk

Click on Inventory → Services → Issue → Issue Desk

- Select the particular record from the table and click on the Issue button  placed on left hand side of the menu.
- Select the appropriate Store Name and Status from the drop down menu.
- In the Item Details header, enter Issue Quantity in the space provided and select the Unit from the drop down menu.
- Enter Received By details from the drop down menu.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.


- Select the particular record from the table and click on the View button  placed on left hand side of the menu.
- Page displays complete details about Request Details regarding selected indent and details header containing Name of the item, Available Quantity (Issuing Store) and Required Quantity/Sanctioned Quantity.

Back button

- Back -> It will bring user back to the main menu.


8. Acknowledge Desk

Click on Inventory → Services → Receive → Acknowledge Desk

- Select the particular record from the table and click on the Acknowledge button  placed on left hand side of the menu.
- Select the appropriate Acknowledge By option from the drop down menu.
- Under Drug Details header, enter Received Quantity and Brakeage/Short Quantity against the selected drug name.
- Enter Remarks of the person acknowledging the drugs in the space provided.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.

- Select the particular record from the table and click on the View button  placed on left hand side of the menu.
- Acknowledge Desk contains the detail about the Indent and Drug Details header contains the detail of the Drug Name, Batch No, Issue Quantity and Received Quantity.


Back button

- Back -> It will bring user back to the main menu.

9. Challan Process

Click on Inventory → Services → Receive → Challan Process




- Select the particular record from the table and click on the Receive button  placed on left hand side of the menu.
- Select the appropriate Store Name, PO Status, PO No. and Challan Status from the drop down menu.
- When page opens, Click on the Go button to view the full page of the process on the screen.
- Enter Received Date and Challan / Invoice Date from the calendar. Also enter Challan / Invoice No. , Shell Life (in days), Number of packets and Delivery Mode.
- Under Item Details header, Enter Manufacturing Date, Expiry Date, Received Quantity and Unit Name for the selected corresponding drug.
- Select Received by from the drop down menu.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.



- To Verify the Challan process, select the record and click on the Verify button  on the left Hand side of the menu.
- Enter details for the Manufacturer Date, Expiry Date , Batch No, Accepted Quantity, Unit Name, MRP and Committee Type.
- Under reference Details, add File No/Page No and attach the relevant document.

Save –Clear–Back buttons


- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.

10. Challan Approval

Click on Inventory → Services → Receive → Challan Approval

- Select the appropriate values for Store Name, Status and PO No from the table to which approval of challan is to be done.




- Click on the Approval button  placed on left hand side of the menu to approve the indent.
- Enter Remarks of the approving authority in the space provided.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.



- Select the particular record from the table and click on the View button  placed on left hand side of the menu.
- Challan received Details section contains information about Challan No, Received Date, Supply Receipt No, Supply Receipt Date, Schedule Type and Delivery Mode.
- Received Item Details section contains the detail about Received Date, Drug Name, Received Quantity and Status.

Back button

- Back -> It will bring user back to the main menu.

11. Issue to Patient / Return Desk Lp

Click on Inventory → Services → Receive → Issue to Patient / Return Desk Lp

- Select the particular record from the table and select appropriate values for Store Name, Request From and Status from the drop down menu.



- Click on the Issue button placed on left hand side of the menu to issue the selected item on the table.
- Enter Issue Quantity in the space provided and also enter Received by details.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.

12. Receive From Third Party

Click on Inventory → Services → Receive → Receive From Third Party

- Select the appropriate value for the drop down fields namely Store Name, Item Category and Institute.
- Click on Go Button to expand the page.
- Select the appropriate values for the drop down fields namely Stock Status, Group Name, Generic Item Name, Item Name, Manufacture, Received Quantity Unit, Unit Name and Supplied By.
- Select Expiry Date, Manufacturer Date and Received Date from the calendar.
- Enter Rate / Unit for the Receiving Quantity.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

13. Miscellaneous Consumption

Click on Inventory → Services → Issue → Miscellaneous Consumption

- Select the appropriate value for the drop down fields namely Store Name and Item Category.
- Click on the Item Finder button to bring the desirable Drug/Item on the main page.
- Select Group Name for the “Item Search for” new window.

OK –Close buttons

- OK -> Selected Details gets entered and newly opened window close automatically. Page displays selected value on the page.
- Close -> Newly opened window gets close and the application return to the parent page.
- Enter the Consumption Quantity against the corresponding Item / Drug in the space provided and select Consumption Unit from the drop down menu.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

14. Issue to Substore Offline

Click on Inventory → Services → Issue → Issue to Substore Offline

- Select the appropriate value for the drop down fields namely Store Name, Item Category, Indenting Store, Indent Type and Received By.
- Enter Dates from the calendar for the following fields Issue Date, Indent Date, Approval Date and Verified Date.
- Select appropriate status for the radio button (Normal / Urgent)
- Enter Indent No and Approved Remarks in the space provided.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

15. Issue to Patient / Staff

Click on Inventory → Services → Issue → Issue to Patient / Staff

- Select the appropriate value for the drop down fields namely Store Name and Category.
- Click on Go button to expand the page with the selected input.
- If the CR Number is known, enter the same in the space provided to associate it with the patient / staff admitted in the hospital.

Clear–Cancel buttons

- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.
- Select the appropriate value for the drop down fields namely Department, Unit, Prescribed By and Prescription From.
- Enter Date in the Prescription Date field and Enter Number of Days in the Prescribed For field.
- Select Group Name for the “Item Search for” new window.

OK –Close buttons

- OK -> Selected Details gets entered and newly opened window close automatically. Page displays selected value on the page.
- Close -> Newly opened window gets close and the application return to the parent page.
- After selecting the item from Item Finder, enter the value in the Quantity. Net cost of the Entered Quantity gets calculated automatically as defined in the rate contract.
- Enter the details in the Receive By section.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.

16. Item Transfer

Click on Inventory → Services → Issue → Item Transfer

- Select the appropriate value for the drop down fields namely Store Name, Item Category and Sub Store.
- Transfer Date would be generated automatically as per System Date.
- Click on the Item Finder button to bring the desirable Drug/Item on the main page.
- Select Group Name for the “Item Search for” new window.

OK –Close buttons


- OK -> Selected Details gets entered and newly opened window close automatically. Page displays selected value on the page.
- Close -> Newly opened window gets close and the application return to the parent page.
- For the selected drug, enter the Transfer Quantity in the space provided and select appropriate Unit from the drop down menu for the entered Quantity.
- Cost would be calculated automatically as per rate contract defined. Available Quantity would also be displayed along the selected item. Transfer Quantity must be less than or equal to the issue quantity.
- Select Received By from the drop down menu and enter the remarks in the space provided.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

17. Third Party Issue

Click on Inventory → Services → Issue → Third Party Issue.


- Select the appropriate values on the drop down fields namely Store Name and Category.
- Click on Request Button  placed at left hand side of the menu to initiate Third Party issue request.
- Select Third party name from the drop down menu. Item category would be same as selected at the initial selection. Request Date and Time would be populated from the system.
- Click on the Item Finder button to bring the desirable Drug/Item on the main page.
- Select Group Name for the “Item Search for” new window.

OK –Close buttons


- OK -> Selected Details gets entered and newly opened window close automatically. Page displays selected value on the page.
- Close -> Newly opened window gets close and the application return to the parent page.
- For the selected drug, enter the Requested Quantity in the space provided and select appropriate Unit from the drop down menu for the entered Quantity.

- Available Quantity, Batch/Serial No. and Expiry date for the selected item would also be displayed. Requested Quantity must be less than or equal to the Available quantity.
- Enter Remarks in the space provided to complete the process.


Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.
- Select the appropriate values on the drop down fields namely Store Name and Category.
- Click on Cancel Button  placed at left hand side of the menu to Cancel Third Party issue request.
- Enter Remarks for the Cancellation in the space provided.

OK –Cancel buttons

- OK -> Selected Details gets entered and newly opened window close automatically. Page displays selected value on the page.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.
- Select the appropriate values on the drop down fields namely Store Name and Category.
- Click on View Button  placed at left hand side of the menu to View Third Party issue request.
- Item/Drug Details containing details for Item/Drugs Name, Batch/SI No., Expiry Date, Available Quantity, Req. Quantity, Sanctioned Quantity and Issue Quantity.
- Approval Details containing details for Authority Name, Level and Approval Date.
- Enter the Remarks in the space provided.

Print –Back buttons

- Print -> Already created indent is in Print ready format.
- Back -> It will bring user back to the main menu.
- Select the appropriate values on the drop down fields namely Store Name and Category.
- Click on Issue Button  placed at left hand side of the menu to view already Issued Third Party issue request. Please note that the Issue button would be activated only for already approved indents.
- Item/Drug Details contains details for Item/Drugs Name, Batch/SI No., Expiry Date, Available Quantity, Req. Quantity, Sanctioned Quantity and Issue Quantity.
- Enter Received By details and Remarks in the space provided.

Save –Clear–Back buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Back -> It will bring user back to the main menu.

18. Breakage Item Details

Click on Inventory → Services → Issue → Breakage Item Details

- Select the appropriate type of radio button for Type field (Breakage/Lost).
- Select the appropriate values on the drop down fields namely Store Name and Item Category.
- Click on the Item Finder button to bring the desirable Drug/Item on the main page.
- Select Group Name for the “Item Search for” new window.

OK –Close buttons

- OK -> Selected Details gets entered and newly opened window close automatically. Page displays selected value on the page.
- Close -> Newly opened window gets close and the application return to the parent page.
- For the selected drug/item, enter the Breakage Quantity in the space provided and select appropriate Unit from the drop down menu for the entered Quantity.
- Approx cost for the Breakage quantity would be auto calculated as defined in the rate contract.
- In hand Quantity and Batch/Serial No. for the selected item would also be displayed. Breakage Quantity must be less than or equal to the In Hand quantity.
- Select Approved By details from the drop down menu. Enter Approved date from the calendar and Approved remarks in the space provided.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

19. Return From Patient

Click on Inventory → Services → Return → Return from Patient

- Select the appropriate value in drop down fields namely Store Name and Item Category.
- Enter the CR No. of the corresponding patient so that inventory items could be associated to the respective Patient.
- Click on Go Button to expand the page.
- Select Issue Number from the drop down menu in Patient Demographic Detail section.


- For the selected Issue No, enter the Return Quantity in the space provided and select appropriate Return Quantity Unit from the drop down menu for the entered Quantity.
- Cost for the Return Quantity would be auto calculated as defined in the rate contract.
- Batch and Expiry Date for the selected item would also be displayed. Return Quantity must be less than or equal to the Balance quantity.
- Select Recommended By from the drop down menu. Enter Recommend Date from the calendar and Remarks in the space provided.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

20. Issue Details


Click on Inventory → Services → Issue → Issue Details

- Enter CR Number in the space provided.
- Click on the Add button  placed on the left hand side of the menu.
- Select the appropriate values on the drop down fields namely To Substore and Compilation Type.
- Click on the Go button to load the page based upon the above entered input criteria.
- Select the record from the Request Details table and click on the Compile button placed at the bottom of the page.
- A new table Item Details would appear containing details of Available Quantity, Compiled Quantity, Approximate Rate and Rate/Unit.

Save –Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.



- Click on the View button  placed on the left hand side of the menu.
- Compilation view contains detail about the Store, Category Type, Compilation No., Compilation Date and Sub Store.
- Indent details contains detail about the Request No., Request Date and Raising Store.
- Compiled Item Details contains detail about the Item Name, Approx Rate/Unit, Compiled Quantity, Sanction Quantity, Processed Quantity, Authority Name, Level and Approval Date.

Back button

- Back -> It will bring user back to the main menu.

21. Po Desk

Path: Inventory → Services → Order Management → Po Desk

- Click on Po Desk.
- Select the Store Name From the dropdown list
- Select the Item Category from the drop down list
- Select the PO type from the drop down list
- The following icons are available
- Generate, Cancel, View, Print, Finalize PO, Filter
- To generate the Po select the check box from the available list
- Select the Indent Details from the available list
- After selecting the record click on Compile button to compile the records
- Select the record from the available list & click on Proceed button
- Verify the drug item details & cost
- Select the Delivery Location & PO Raised By from the dropdown list & Enter File No
- click on Save Draft button
- Select the record and click on View button for PO Desk view
- The PO Desk view will visible as shown in below screen
- To check the Finalize PO Select the Draft Po No and click on Finalize PO icon.
- After checking the details click on Finalize button

- To check PO in in-Process, select the Po Status as In process and select Po No
- Click on print button
- Purchase order will generate
- For Unlocking Po select the Po Status as Po Locked and select Po No & click on Unlock button
- Enter the Reason for Po unlock

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

22. Rate Contract Details

Path: Inventory → Services → Order Management → Rate Contract Details

- Click on Rate Contract Details.
- Select the Item Category From the drop down list
- Select the Supplier Name From the drop down list
- Select the Contract Type From the drop down list
- Select the Status Type From the drop down list
- Select the Supplier Name and icons will appear
- Click on add icon to add the items
- Select the Contract from & to Date, Enter the Tender No, Quotation No & Select the tender date & Quotation date
- Click on Item Finder to select the items
- After clicking the Item Finder will obtain
- Select the Group Name from the Dropdown
- Select the records from left side to right side and click on ok button
- Check the selected item details and enter the Rate/unit, Rate Unit, Qty , Tax ,Security Amount and click on save button.
- Select the Level from the drop down list
- "Data Saved Successfully" Confirmation Message will obtain

Renew

- Select the Supplier Name to Renew & Click on Renew button

- Select & enter all Mandatory fields like Contract From Date & Tender No, Quotation No
- Enter the Rate & Security Amount Excl Tax. & click on save button
- After Saving the Rate Contract Details will available as View,RCExtn,Modify.

View Icon

- Click on View Icon to view Rate Contract Details.

RC EXTN

- Click on RC EXTN Icon for Rate Contract Extension Details
- Enter Letter No and Enter Rate Contract Extension Remarks and click on save button
- Modify
- Click on Modify icon to modify the Rate contract Details
- Modify the Required Fields and click on save button

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

23. Drug Profile

Path: Inventory → Services → Query → Drug Profile

- Click on Drug Profile .
- Enter the Drug Name to find the Drug Entire Profile
- It shows the Usage time and safety alert.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

24. Physical Stock Verification

Path: Inventory → Services → Query → Physical Stock Verification

- Click on Physical Stock Verification Details.
- Select the store Name and Category Name
- click on Go button
- Verify the Drug Details and click on New Batch Details
- Select all the mandatory fields
- Click on Final save button
- The Confirmation Message will generate

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

25. Return/Condemnation Order

Path: Inventory → Services → Return → Return Condemnation order

- Click on Return Condemnation Order Details.
- Select the Return Icon and select the store name, Category Name & Supplier name
- Click on Go button
- Select the Suggested drug /Item List
- Add the items from Add Item Field
- click on save button
- The Confirmation Message will generate

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

26. Return and Condemnation Register

Path: Inventory → Services → Return → Return and Condemnation Register

- Click on Return Condemnation Register Details.
- Select the Return Icon and select the store name, Category Name & Supplier name
- Click on Go button
- Click on the Order details
- click on save button
- The Supplier Debit note will generate

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

27. Return from Opd Patient

Path: Inventory → Services → Return → Return from Opd Patient

- Click on Return From Patient.
- Select the store name
- enter Cr no
- click on GO button
- Select the issue detail and enter the Return Quantity
- Select the Recommended by available dropdown
- click on save button

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

28. Po Status

Path: Inventory → Order Management → Po Status

- Click on Po Status.
- Select the Bulk PO details
- enter the Draft Po No
- click on search icon
- Bulk Po details will available
- Select the Final Bulk PO details
- enter the Draft Po No
- click on search icon
- Bulk Po details will available

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.
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29. Utility Generation Process

Path: Inventory → MISC → Utility Generation Process

- Click on Utility Generation Process.
- Select the Generation Type as shown in below
- Enter the Patient Cr No and click on Go
- Select the Indent No from the dropdown list
- Fill the all required fields and select the supplier & click on save button

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

30. Utility Desk

Path: Inventory → MISC → Utility Desk

- Click on Utility Desk.
- Select the store name and category
- Select the Utility No from the available list and click on print button.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

31. Item Inventory for Surgical Items

Path: Inventory → Query → Item Inventory for Surgical Items

- Click on Item Inventory for Surgical Items. Following
- Select the store name and item category & click on add button
- Enter the Item name in the Item name Field
- Enter all Mandatory fields and click on save button
- Item added.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.

32. Duplicate Return Voucher

Path: Inventory → Return → Duplicate Return Voucher

- Select the store name and item category & Patient Cr Number.
- click on Go button
- Select the return No from the drop down list for which drugs need to be returned.
- Click on print button to take the print out of the voucher.

Save –Clear–Cancel buttons

- Save -> Details gets submitted -> Confirmation message is displayed on the screen.
- Clear -> It will clear all the data entered on the field.
- Cancel -> It will bring back user to the main level without saving the data entered on the field.