minfos

Minfos 5.9.1

release notes

July 2019

Together we can

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Enhancements

Dispense

Minfos integrates with the MIMS Clinical Decision Support knowledge base

Minfos has collaborated with MIMS to incorporate their drug to drug and drug-allergy interaction alert modules into the Minfos Dispense workflow.

Using the MIMS up-to-date, evidence-based Clinical Decision Support modules, Minfos now provides pharmacists with clear warnings on interactions between drugs, and alerts for a patient's known allergy events directly from Minfos Dispense. Having direct access to this information can assist pharmacists in delivering more efficient patient care as well as helping to reduce the likelihood of medication errors.

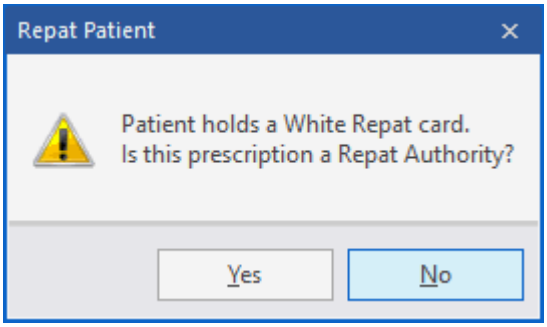
(**Note**: This is not a replacement for eMIMS)

For more information, please refer to this guide.

Improved workflow for White Repatriation card holders

Minfos will now display a prompt when dispensing an authority prescription to a patient holding a White Repat card, allowing you to dispense the prescription as a Repatriation Authority or a normal Authority.

This new option within the workflow reduces the need to manually change the patient's status to dispense the script as a Repatriation Authority.



When the prompt displays:

a. Selecting **Yes** will set the **Rx Type** to **1 Authority** and the **Form Type** to **8 V.A. Authority**. The price also adjusts to Repat Pricing.
b. Selecting **No** will dispense the prescription as a normal authority prescription.

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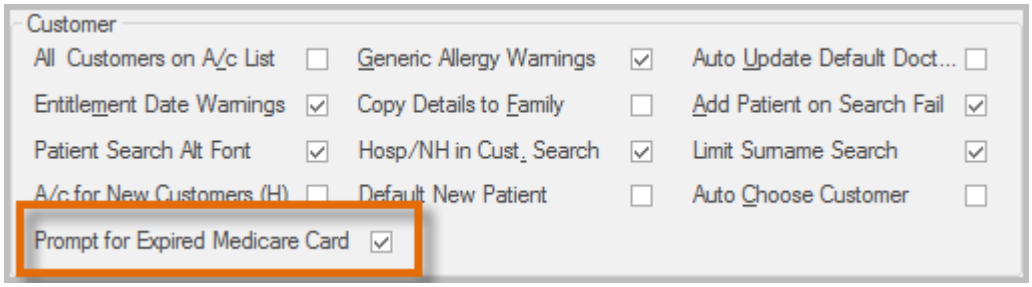
Control the Expired Medicare Card prompt in Dispense

Minfos Dispense displays a prompt when the selected patient's Medicare card is expired. A new configuration now allows you to switch off this prompt. By default, the configuration will be turned on, meaning the prompt will still display at the same times in the dispense workflow.

To turn the expired Medicare card prompt off, follow these steps:

1. Navigate to **Dispense Pro**.
2. Click the **Maintenance** menu and select **D. Configuration**.
3. Select the **Dispense/Customer** tab and navigate to the **Customer** groupbox.
4. Deselect the **Prompt for Expired Medicare Card** checkbox.



5. Click **Okay** to save.

+ As part of this enhancement, Minfos will now always automatically update Medicare card details when updated information has been returned by PBS Online.

Till

Add a note to a sales transaction

The Till now allows the option to add a text note or reference of up to 40 characters to a sales transaction. The note can be added before, during or after adding products to the sales basket or to an account payment.

This option is useful for purchase orders or other short references you wish to attach to a sale and is printed on the sales docket as well as other documentation such as Tax Invoices (from the Till,) Customer History Reports and monthly or interim statements.

For more information, please watch this video.

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Stock Manager

Product Quick Fix

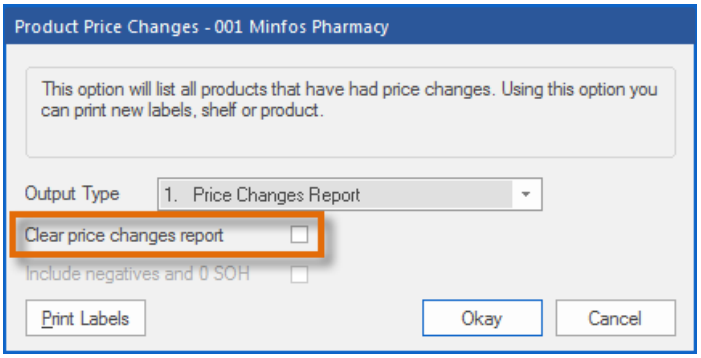
We have added new improvements to the recently enhanced Product Quick Fix. These include:

a. Ability to sort by **Generic** or **Manufacturer** (as per the **Stock Card** tab). These options will be helpful when wanting to categorise products by generic for reporting or updating the preferred supplier for a manufacturer.
b. New fix options: **Retail Price** and **Max. Shelf Hold**.

Watch these videos to learn about **Product Quick Fix**.

Updated text to the on the Product Price Changes dialog

The checkbox that was formally referred to as 'Reset Price Change Tags' has been updated to 'Clear price changes report' to better reflect the action that is performed when the checkbox is selected.



Print or queue selected products for Labels from Price Manager and Product Quick Fix

A subset of products can now be selected and actioned to queue or print labels from **Product Quick Fix** and **Price Manager**.

Previously all products in the list, regardless of the products selected, used to print or send to the queue.

Benefits of the ability to select a subset to print or queue include:

- Reduced time spent on scanning the products into the queue manually
- Reduced time removing the products from the queue that were unintentionally sent to the queue
- No more excess labels printing when you only needed a few from the list/function you are working in

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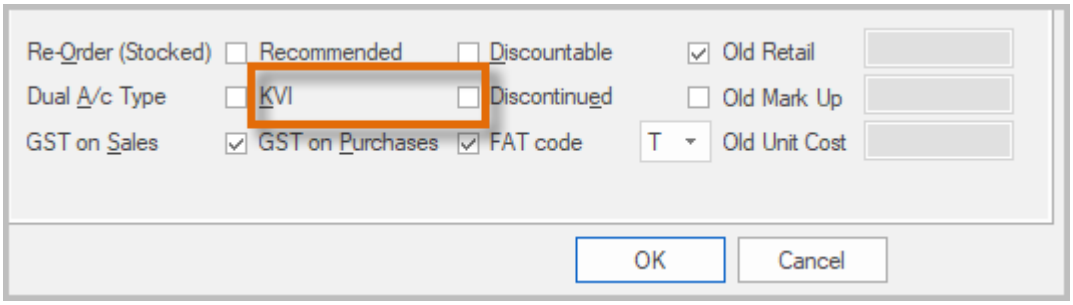
KVI checkbox has been relocated in the stock card

As a result of removing the **Serial Number** checkbox from the stock card, we have relocated the **KVI** checkbox.

The **KVI** checkbox is now located between the **Dual A/c Type** and the **Discontinued** checkboxes.

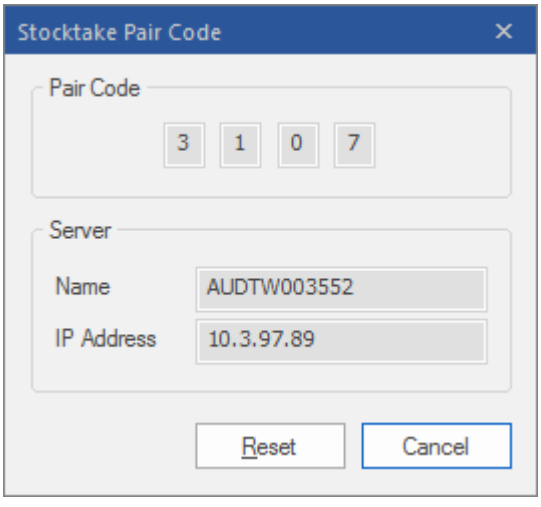


Minfos App

Server name and IP Address are now displayed in the Pair Code screen

To assist in easier pairing of your device when using **Minfos App**, the **Server Name** has been added to the **Pair Code** screen.

Now, when launching the **Pair Code** screen from **Stock Manager**, the **Pair Code** along with both the **Server Name** and **IP Address** will be displayed.



For more information on stocktaking using **Minfos App**, please read this guide.

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Multi-Store

Centrally approve and control the release of product changes from Head Office

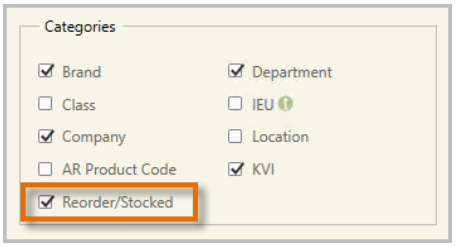
Head Office now have the option to control when product changes are released to subscribed stores. This allows you to review product data and make any additional changes before the store receives an update.

For more information, please watch this video.

Centrally control the Reorder/Stocked status

You can now manage the product's **Reorder/Stocked** status for subscribed stores from Head Office.

The ability to control the Stocked status will support your group strategies with stock compliance and ordering. The new checkbox **Reorder/Stocked** is located in the **Categories** groupbox in **Update Manager**. When selected, the **Reorder/Stocked** status of the associated store's product will update to reflect what is set at Head Office. As per other subscription options, a full or partial update is available to push down to subscribed stores.

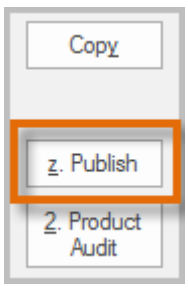


Send a full stock card snapshot to subscribed stores

There is now a **Publish** button in **Product Maintenance** that allows Head Offices to manually push a full snapshot of a product's stock card and supplier attributes to subscribed stores.

The exact content of the snapshot received by the store will depend on their **Publication** settings.

This option allows you to push an update to stores even if you are using the new feature to Centrally approve and control the release of product changes from Head Office, i.e. Minfos will not wait for the release time when **Publish** is selected.



+ **If there is a backlog of product updates at the store, the update will join the queue and apply in order.**

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Promotions

Changes to re-starting a completed promotion

To ensure reporting on past promotion is retained, we have made some changes to the way a completed promotion can be restarted. This means that the **Start** and **Stop** buttons are no longer available on the **Completed Promotion** list.

Please follow this procedure to re-start a completed promotion:

1. Navigate to the **Completed** promotions list in the **Promotions** module.
2. Highlight the promotion you wish to re-use/re-start.
3. Click the **Export** button.
4. When the **Promotion Maintenance - Export File** window opens click **Open**.
5. Navigate to the location where you wish to save your promotion.
6. In the file name path rename your promotion ***ensure the .xml extension remains in the file name,*** e.g. May Sale.xml.
7. Click **Save**.
8. The **Promotion Maintenance - Export File** window will display again click **Export**.
9. The **Promotion Setup** window will appear ensure **Manual Import** is selected and click **Next**.
10. The **Promotion Maintenance - Manual Import** window will display.
11. Click **Open**.
12. Navigate to the location you saved the promotion in Step 5.
13. Highlight the promotion and click **Open**.
14. The **Promotion Maintenance - Manual Import** window will display click **Import**.
15. From here follow your regular process, action any errors that are triggered or edit the promotion details, e.g. Promotion Name, Promotion dates.
16. Start the promotion from the **New Promotions** list.

Reporting

KPI Report GP$/Script now calculates on number of prescriptions

The GP$/Script values in the **KPI Report** have been changed to use actual number of prescriptions sold and not the number of units dispensed to more accurately reflect the **GP$** value across the dispensary.

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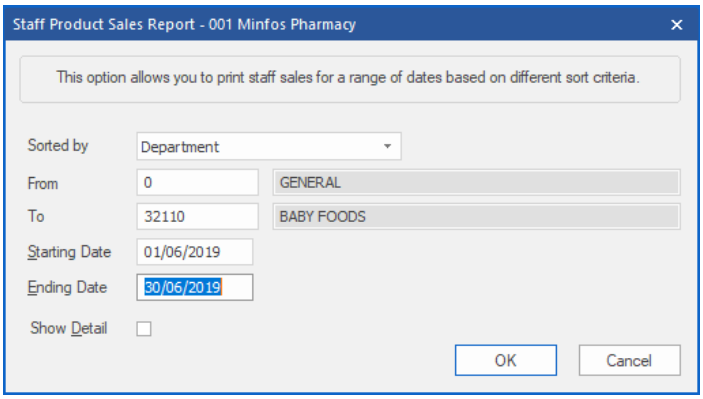
Enhanced sorting options for the Staff Product Sales Report

The available **Sort By** options in the **Staff Product Sales Report** have been increased to include IEU, Class, Location, Price Policy, Preferred Supplier and KVI.

We have also included a **Show Detail** option allowing the printing of a detailed list of each product sold within the **Sorted by** criteria.



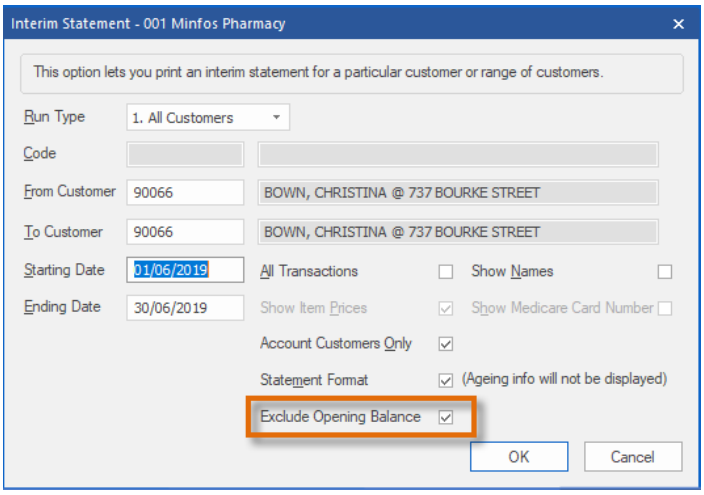
Customers

Interim Statements - Ability to exclude opening balance

A new checkbox option has been added to the **Interim Statements** dialog allowing Interim Statements to be printed without an opening balance.

This option allows generation of interim statements over a defined date range inclusive only of the transactions that have occurred within the date range.

As a result of running this format, the **Balance Due** and the **Pay this amount now** values are calculated based ONLY on the transactions that have been changed within this date range.



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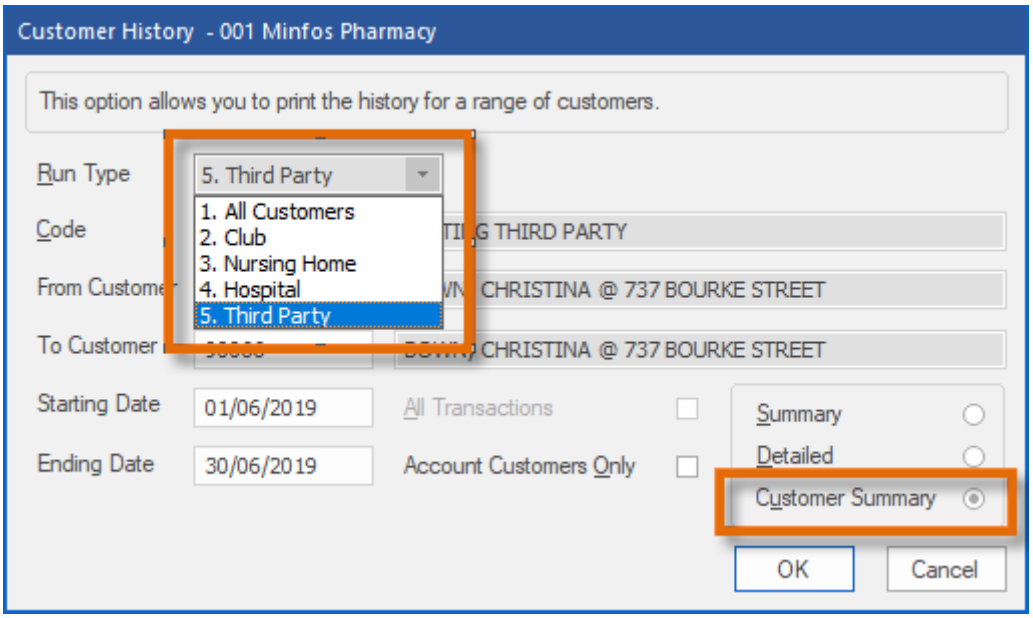
Print a Customer Totals summary by Date Range

The **Customer Account History Report** can now be run for a facility.

We have also included a new option to print a **Customer Summary** to display a list of customers within a range and their accumulated sales total over a selected date range *exclusive* of any opening balance they may have.

This summary when run for **Account Customers Only** will reconcile when running an Interim Statement without the opening balance displayed when run for the same date range.



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Resolved Issues

Dispense

- The keyboard **shortcut for PRF Links**, [Alt+L], has been fixed in the **Medicare Detail Editing** window.
- Dispensed items that have been edited to include GST, now send a reversal to the Till.
- Minfos no longer assigns the script to a carer when getting a repeat if the patient is no longer in a Carer group. Further fixes have also been made to avoid Minfos from retaining the details of the carer from the previous patient.
- Minfos will now populate a patient's date of birth correctly when using **Search** for the customer.
- Merging of patients will now merge Clinical Intervention records.

Reports

- Selecting Generics in the **Generic Drug Usage Report** no longer causes the window to loop continuously.

Ordering

- **Usage Only Order Generation** will now consider **Retail Units**.
- Minfos no longer changes the **Tote Number** to Multiple Totes in **Order Maintenance**.
- Minfos now uses the correct **Supplier Product Code** when changing **Preferred Supplier** in **Product Quick Fix**.
- Minfos no longer displays a random **Supplier Product Edit** window in **Order Maintenance**.
- Minfos now correctly displays the fields in **Order Maintenance** after making changes.
- Minfos will no longer create a **Backorder** when completing **Credit Invoices**.
- It is now possible to complete a different order on another workstation while having the **Order Confirmation** window opened on another order.
- The **Description** and **Sales Rep** field will no longer overlap in a Minfos purchase order.

Till

- Selecting **Manual Entry** for **Integrated EFTPOS** no longer resets a part payment.
- **Discounts** are now correctly applied at the **Till** when selecting a patient with a pre-set discount.

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Stock Manager

- **Third Party Packing** product categories no longer revert back to **General**.

Accounting

- Copying a cheque now copies the bank **G.L. Account** from the original cheque in **Minfos Payables**.

Multi-Store

- The **Category Sales Report** in the **Multi-Store** module is now sorted alphabetically.

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