

# System Management Training

Get the most from your system, training for existing users and new users.

## How can System Management Training help you?

- Refresher training for existing managers
- New training for new system managers
- Maximise benefits of the system
- Ensure the system is configured to your needs
- Optimise the system and speed up processes

Ensure that you have all the information you need to keep up to date and manage your system.



**At  
your premises**  
1-4 people

# System Management Training

## Label and Stationery Design

- How to modify labels and order forms
- Implications of modifying JAC default reports

## Structure of System

- Order Points
- Locations
- Cost Centres (inc. False Issues)

## File maintenance Programs

- Drug file maintenance
- Cost centre file maintenance
- Supplier file maintenance
- Contract file maintenance

## Ward Profiles

- Ward profile building
- Bulk Issues
- Issues using hand held devices

## Manufacturing and Trading

- Formula Building and Maintenance
- Manufacturing
- Sales (with MTA)
- Adjustments
- Returns

## Order Algorithm

- How the system generates orders
- Setting ordering parameters
- Preventing ordering
- Scheduling ordering
- Price mechanism

## Movement of Stock

- Ordering
- Delivery
- Requisitioning
- Transfers
- Return to Supplier

## Stock Issues

- Dispensing

## Stock Control

- Year end stock take
- Random stock checking
- Adjustments

## Reporting

- General reports
- Financial reporting
- Management reporting

## Midnight Processor

- The Midnight Processor report
- Integrity checking
- Price Updating
- Month/year end procedures
- File clean up
- Stock valuation
- Auto start of specified reports
- Financial code summaries

## Pharmacy System Manager specific facilities

- System configuration
- System access
- System status
- Standing data changes
- Changing and creating passwords
- Label styles

## Daily and Monthly duties

- Daily and monthly reports
- System free count
- Integrity check

For more information contact us  
 T. +44 (0) 1268 416 348 | E. [jacinfo@jac.co.uk](mailto:jacinfo@jac.co.uk)  
 1 Aurum Court, Sylvan Way, Basildon, SS15 6TH